

# Harmony Studios

Contract for Cast Member and Parent for Willy Wonka Jr.

**Please read in its entirety and discuss it with your cast member. Keep rules for yourself and turn in the signature page/information sheet to Harmony Studios on the first day of rehearsals or before with the production fee.**

Cast Member Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Production dates: November 8-9, 2024 (exact show times TBD)

Tech Week dates November 2<sup>nd</sup> 10am-12pm, November 4<sup>th</sup>-7<sup>th</sup> 4:00 pm to 8:30 pm

Rehearsal days: Starts 08/27/2024, Tuesdays and Thursdays, 5 pm to 6:50 pm

Occasional Saturdays in October (See calendar for more details)

Mini Harmony Studio rehearsal days: Mini Harmony Studios -The four

Saturdays and Tech Week, specific times and location will be coming out shortly.

Cast Party: TBD

## Costs & Fees - payable by cash, venmo, cash app or at [Harmonystudios.biz](https://www.harmonystudios.biz)

Audition Fee	\$30
Production Fee with volunteering*	\$325 (\$375 after 8/27/2024)** \$100 check <b>MUST</b> be given at time of payment, if volunteered hours are not completed by end of show, check will be cashed.
Production Fee w/o volunteering	\$425 (\$475 after 8/27/2024)**
Mini Harmony Studios Production Fee	\$150
Tech Week Meals	\$25 Optional

*\*Must volunteer for publicity, fundraising, hospitality, ticket sales, concession sales, props/set design, or green room. To fulfill your volunteer commitment, you must give 10 hours of your time.*

*\*\*\$50 sibling discount*

Being a non-profit helps with obtaining donations, scholarships and grants to provide greater outreach to children and youth in our area. Because of this, Harmony's accounting guidelines and practices have to be run through and approved by the directors of the nonprofit ANYONE **requesting a discount of production fees (other than the \$50 sibling discount), MUST fill out an application form and be approved by the board for a reduction in fee.** This INCLUDES those requesting in-kind discounts - discounts provided for another service provided by you or your family to Harmony Studios. Any questions, please contact [Info@harmonystudios.biz](mailto:Info@harmonystudios.biz). The scholarship/discount form can be found at <https://forms.wix.com/r/7147958430324490303>.

As a cast member, I understand that my commitment to this project is necessary to present the best possible production, be fair to other participants, and get the full benefit of this program. Therefore, my parents and I promise to fulfill these obligations, signified by our signatures below:

1. I/My child will be present and on time for every rehearsal (*when called to attend*) and performance, prepared and ready to work. A written explanation is required if arriving late. If the cast member will have to miss a rehearsal, it is our responsibility to inform the producer, no later than one hour before rehearsal time for emergencies, and by the preceding rehearsal for anticipated absences.
2. **We understand that after two unexcused absences, we could be dismissed from the show.**
3. Parents are required to sign in and sign out their cast member, if under the age of 16. We will have a sign-in/out sheet at each rehearsal.
4. I/My child understands that if not called to attend rehearsal, cast member will not attend. Some rehearsals are required to rehearse only certain parts of the performance.
5. I/My child will be courteous and helpful to others. I understand that if my behavior hurts other people, either physically or emotionally, there will be consequences. This behavior is not tolerated.
6. As a parent, I will be responsible for my child's transportation to and from rehearsals and performances, providing written permission if my child will be walking or bike riding home. I will be sure my child does not arrive more than 15 minutes early and is picked up promptly at the end of rehearsal.
7. I/My child will not leave the rehearsal area without the permission of or in the company of the director, assistant director, or producer.

8. We understand that EVERY person (cast, parent volunteer, or staff) participating in this production is as important as any other, and will be treated accordingly, regardless of role.
9. I/We agree to be off-book and know our lines at least 1 month prior to production dates.
10. I/We understand that we are responsible for acquiring our costumes in whole or in part, according to the guidelines provided by Harmony Studios Staff.
11. I/We understand that a show requires collaboration and cooperation, and we agree to contribute our ideas and energy at appropriate times and to remain quiet until my part begins on stage and during rehearsals. Harmony Studios is open and accepting of ideas, but the director has the ultimate say in the directing of the production.
12. Each family is required to volunteer either during rehearsals or performance dates. Areas of volunteering include publicity, hospitality, ticket sales, fundraising, concessions, and many others. There will be a different production fee for those families who are not able to volunteer. Families are also requested to bring one Costco size package of water bottles and snacks.
13. A cast contact list will be distributed to all cast members.
14. I/We understand that rehearsals will be closed to parents, guests, or visitors unless you are signed up to volunteer in some capacity.
15. **Tech Week is MANDATORY. Unless it is an emergency, I/we will be expected to attend from Saturday (10am-2pm) and Monday through Thursday rehearsal from 4:00 pm to 8:30 pm the week of. If there is a known commitment for Tech Week or a standing commitment that requires your time during Tuesday/Thursday rehearsal time, please note this on your signature page/commitment form.**
16. Parents are not allowed backstage or in the seating area during tech week or a production unless they are signed up to volunteer for tech week or that production.

Harmony Studios promotes our Studio through the use of pictures of our cast in past shows. We may promote on-line and in print using these photos.

We will not hold Harmony Studios, Directors, Producers, Staff, or other owners of the facilities used, liable for any injury during the course of the production, tech week, or rehearsals.

**Contact Information:**

Harmony Barbour-Director- 571-288-9083

Debra Troxel-Raper- Producer and Board of Directors-571-490-6860

Sarah Aileen -Assistant Director-540-764-0134

Malorie Griffis -Family and Volunteer Liaison- 631-275-2265

*\*Please text Debra, Sarah, or Malorie with rehearsal absences due to illness or emergencies.*

*\*Please do not reach out to the director with production-related questions. Please reach out to family and volunteer liaison or assistant director.*

**Signature for Willy Wonka Jr.**

Cast Member Name: \_\_\_\_\_

Cast Member Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Initials \_\_\_\_\_ My Cast member and I have read and agreed to the rules on the Harmony Studios contract, pages 1 and 2.

Initials \_\_\_\_\_ Production Fee for your cast member is due by Feb 1, and you can pay in cash, venmo, cash app or at [Harmonystudios.biz](http://Harmonystudios.biz).

Initials \_\_\_\_\_ Show date commitment: I have reviewed dates of show and tech week and my cast member will be able to attend.

### Cast Member Information Sheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

DOB: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

\_\_\_\_\_

Parent Email/Phone: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact (other than parents, available on Tues/Thurs evenings):

Name/Phone: \_\_\_\_\_

*Pick up list (please list any other adults who may pick up your child - if they are not on this list, we will not release your child without written permission)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Allergies/Pertinent Health Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information we should know about your child?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

**Scheduling Conflicts:**

If you have a commitment that keeps you from attending rehearsal and/or keeps you from attending tech week or any of our productions, please let us know. Excused absences include other activity commitments, vacations, family events, etc. A calendar of scheduling conflicts will be created for every Tues/Thurs after 08/27/2024, Saturdays in October, and all of Tech week Saturday, 11/2 and 11/4-11/7. No absences are allowed for Production Dates of 11/8 and 11/9. Please fill out below calendars with days your cast member will miss. Schedule is below. Please be flexible, we may need to change some dates and times based on cast and rehearsal needs.

<b>AUGUST 2024</b>						
SUN	MON	TUE	WED	THU	FRI	SAT
18	19	20 Parent Meeting 5:30	21	22 Cast Meet & Greet 5:30-6:30	23	24
25	26	27 Rehearsal 5-6:50pm	28	29 Rehearsal 5-6:50pm	30	31

<b>SEPTEMBER 2024</b>						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Labor Day	3 Rehearsal 5-6:50pm	4	5 Rehearsal 5-6:50pm	6	7
8	9	10 Rehearsal 5-6:50pm	11	12 Rehearsal 5-6:50pm	13	14
15	16	17 Rehearsal 5-6:50pm	18	19 Rehearsal 5-6:50pm	20	21
22	23	24 Rehearsal 5-6:50pm	25	26 Rehearsal 5-6:50pm	27	28
29	30					

<b>OCTOBER 2024</b>						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 Rehearsal 5-6:50pm	2	3 Rehearsal 5-6:50pm	4	5 Rehearsal 10am-12pm
6	7	8 Rehearsal 5-6:50pm	9	10 Rehearsal 5-6:50pm	11	12 Rehearsal 10am-12pm
13	14 Columbus Day	15 Rehearsal 5-6:50pm	16	17 Rehearsal 5-6:50pm	18	19 Rehearsal 10am-12pm
20	21	22 Rehearsal 5-6:50pm	23	24 Rehearsal 5-6:50pm	25	26 Rehearsal 10am-12pm
27	28	29 Rehearsal 5-6:50pm	30	31 NO REHERSAL Halloween		

<b>NOVEMBER 2024</b>						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 Rehearsal 10am-2pm
3	4 Rehearsal 4-8:30	5 Rehearsal 4-8:30 Election Day	6 Rehearsal 4-8:30	7 Rehearsal 4-8:30	8 Opening Night TBD	9 Afternoon Show TBD  Final Night TBD

Cast Wrap party will be before Thanksgiving, date to be announced in November.