



THEATRE DEPARTMENT PRODUCTION CONTRACT

GPHS Productions are designed to be an educational and positive experience for all involved. In order to meet these goals, students participating in the show are expected to meet the following guidelines for participation:

CITIZENSHIP IN A COLLABORATIVE ARTISTIC ENDEAVOR

- Everyone involved in the show is part of an ensemble. All members of the ensemble are expected to approach the process prepared to work collaboratively and with all members of the production team. If anyone feels like someone is not following the ensemble agreements that are established at the beginning then please contact Mrs Cuppy immediately.
- Students should come every day with a positive attitude and productive mindset. Speaking in a negative manner to or about another member of the production team (student or adult) is never acceptable.
- Rehearsals are intended to be enjoyable, and fun should come from the rehearsal process. However, actors & crew members' primary responsibility in rehearsal is working on the show, not socializing.

SCHOOL EXPECTATIONS

- Students must be in good academic standing in order to participate in the production. This includes a passing grade in academic classes and no outstanding discipline issues.
- The student handbook attendance policies require students to be in school for the full day in order to participate in after school activities. This includes performance days.
- If an academic or disciplinary issue arises during a production, a student may be removed from the production or suspended for a period of rehearsal in consultation with school administrators.

RESPONSIBILITY AND SAFETY

- Rehearsals/Crew meetings always take place when there is an adult in the building.
- All rehearsals are supervised by an adult member of the PAC Staff, however there will be occasions when a Student Crew Lead or Assistant Director leads a rehearsal in another area of the PAC. Whether or not an adult is present, it is important that respectful, appropriate and safe behavior is always practiced.
- Students must always treat school rehearsals/work spaces and equipment with respect, and help keep theater and backstage spaces clean.
- In the event of an injury or safety concern, a supervising adult must be notified immediately.

TECH CREW ATTENDANCE POLICY

- Members of the “Core Crew” including ASMs and Supervisors (Student Crew Leads) are expected to attend regular crew meetings. Student Crew Leads will be in charge of communicating attendance expectations to the rest of their teams, and any questions or concerns about the schedule should be communicated to your crew lead.
- Members of “General Crew” are welcome to attend any crew meeting, with no set requirements for attendance. You will also be called for applicable events such as costume fittings, prop-creation & gathering, or house crew set-up days.
- Starting on our Tech Weekend, all crew members (except House Crew) are required to attend every rehearsal and performance. Attendance is mandatory for safety concerns and to help the show run smoothly. If an emergency arises, you **MUST** text or email the Stage Manager to let them know (this includes if you are out sick from school).

ACTOR ATTENDANCE POLICY

- Actors are expected to attend rehearsals to which they are called. Rehearsal schedules will be posted online and emailed out a few days in advance of rehearsal.
- Although conflicts are allowed, there is a cap for allowable conflicts (whether they are known ahead of time or not) to ensure that rehearsals are productive and everyone in the show can learn all of the necessary material. Students who have indicated conflicts on their audition form will be excused from those rehearsals. No more than 3 excused absences are allowed.
- If you have to add a conflict, you **MUST** text or email the Stage Managers to let them know (this includes if you are out sick from school). Once detailed rehearsal schedules are posted online, you may not add a conflict except in the case of illness or emergency (in which case you must text or email the stage manager).
- If an actor misses a rehearsal for which no conflict was given, this will count as an unexcused absence. If an actor has three unexcused absences, they may be removed from the production and that actor’s role will be reassigned.

THESPIAN MEETING ATTENDANCE POLICY

- All Actors and Crew are expected to attend one Thespian Lunch Meeting per month during the production. Thespian Meetings take place every other Wednesday during lunch in Room 517. They include important information about our fundraisers, shows, and thespian events! We also encourage you after this show to become inducted as a Thespian into our GPHS Thespian Troupe 2354 at the end of the school year, although it is not required. As a Thespian, you become eligible for our Thespian Awards, may run for Troupe Officer positions, vote for Troupe Officers, and receive Free Admission for life to Shows at our school and others, and Discounted Admission to Regionals and State Thespian events.

REHEARSAL EXPECTATIONS FOR ACTORS

- Actors should attend rehearsals prepared with their script and a pencil. A refillable water bottle will be provided, and we encourage you to fill it up down the hall and hydrate often!
- Actors & Crew should come to rehearsal in appropriate clothing, following school dress code requirements. Clothes should not restrict movement or be too revealing. Appropriate footwear is also required: for actors, no sandals, boots or bare feet! For crew, safety appropriate clothing is required- no open toed shoes!
- Acting in a show requires taking risks, challenging oneself and committing to the difficult work of perfecting a performance. Actors are expected to engage in all rehearsal activities with an open-mind and maximum possible effort.
- If an actor has a concern about their ability to perform the requirements of a role, they must communicate this to the director in an appropriate manner as soon as possible.
- Actors are expected to spend time outside of rehearsal memorizing lines, learning music and practicing blocking & choreography. Actors should make practice part of their regular routine.
- Students will have some downtime during rehearsal. This downtime can be spent observing rehearsal, memorizing lines, doing homework, reading, or socializing quietly. Students should never wander from the rehearsal area without first getting permission from the director.
- Electronics are not to be used during rehearsal time. Cell phones must be turned off or silenced (no vibrate mode) whenever an actor is in the rehearsal hall. If an actor/crew member has downtime during rehearsal, they may use electronics in an appropriate & non-disruptive manner. If a director or staff member asks a student to put away an electronic device at any point during rehearsal, they must comply.
- Students are not allowed to take pictures or video of rehearsals or performances, for personal use or to post online, unless given explicit permission by a director or producer. This is to ensure that rehearsals are safe spaces where students feel free to take risks and engage fully in the process. NOTE: Our Producer Tianna may occasionally record photos or video for promotional purposes. Let her know if you would not like to be included in promotional photos.
- Rehearsals start and end on time. Please look at the rehearsal calendar to see the specific times. If you are running late to a rehearsal, ALWAYS contact the stage manager.

COSTUMES

- Students might be asked to provide certain elements of their costumes. Most items will be undergarments or items they would already own. If a student allows us to use their own clothing as a costume, it must stay in the costume closet until the production is complete.
- There is no eating or drinking (except water) in costume.

PARTICIPATION FEE

- Each student involved in a mainstage production will be required to pay a Production Fee, as mentioned on the audition form. The fee is \$25 per student per show, to be involved in these extra-curricular activities. The fee should be paid to **PAC Secretary Juliet Meredith** or **Bookkeeper Michelle Thomas** the first week of rehearsal and will cover cast & crew expenses such as a show shirt, GP Theatre water bottle, sticker, script, snacks, and other provided cast & crew supplies. Scholarships may be available on a case-by-case basis.

PARENT/GUARDIAN SUPPORT

- Each family is expected to sign up for at least ONE meal slot and ONE lobby volunteer slot, as you are able. Link to sign up: www.gphstheatre.com/parents Lobby volunteer jobs are low-effort and also earn you a free voucher to see the show that day or another show date.
- If you are unable to bring a meal item, consider donating some money so we can purchase items to fill in unclaimed meal slots. (Bring a check or cash to our Producer, Tianna.)

COMMUNITY INVOLVEMENT

- If you are able, we would love to invite your involvement in other ways. Parents and other community members are encouraged to support the production by volunteering in an area of interest to them. Here is a list of ways to volunteer:
 - **Prop Collection**
 - **Publicity or Poster Distribution**
 - **Fundraising or Business Sponsorships**
 - **Set Construction**
 - **Set Painting**
 - **Sewing or Mending**
 - **Hair or Makeup**
 - **Errands**
 - **Potluck Organizer**
 - **Backstage Supervisor**
 - **House Management**
 - **Box Office Management**
 - **Lobby Displays**
 - **Striking the Set after the show**
- All backstage volunteers must complete a district volunteer information form prior to starting the position. These forms will be provided by and turned in to PAC Secretary Juliet Meredith.

GPHS THEATRE DEPARTMENT STAFF - Contact us with any questions or concerns.

Julia Cuppy, Director of Theatre, jcuppy@grantspass.k12.or.us 541-474-5717

Contact Julia with school-related questions such as attendance, eligibility, behavior, and thespian matters.

Tianna Eddy, Show Producer, teddy@grantspass.k12.or.us 541-244-0033

Contact Tianna with show-related questions such as volunteering, publicity, tickets, and sponsorships.

Juliet Meredith, PAC Secretary, jmeredith@grantspass.k12.or.us

Contact Juliet for a Parent Volunteer Form, to pay a Production Fee, or to Donate Money.

SIGN AND RETURN THIS PAGE TO THE STAGE MANAGER

By signing below, the student and legal guardian agree to follow the outlined production contract expectations listed above.

"Silent Sky" - Spring 2026

Production Name

Student Printed Name

Parent/Guardian Printed Name

Student Signature

Parent/Guardian Signature

Date

Date