



Firebird Theatre Cast Contract  
**The Nutcracker Play- Fall 2024**  
(please print clearly)

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

Grade: \_\_\_\_\_ Age: \_\_\_\_\_ Pronouns: \_\_\_\_\_

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

Actor's Home Phone: \_\_\_\_\_ Actor's Cell Phone: \_\_\_\_\_

Guardian/Emergency Contact Name: \_\_\_\_\_

Guardian/Emergency Contact Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

School Attending (if applicable):

\_\_\_\_\_

All cast members are expected to attend rehearsals as scheduled, with the exception of excused absences.

\_\_\_\_\_

PRODUCTION INFORMATION

REHEARSAL SCHEDULE:

Thursdays from 6:30-8:30 pm starting on September 19 at the Royersford Baptist Church.

**Mandatory Tech Rehearsals will be held on December 5 and December 12. 6:15 pm – 9:00 pm and are mandatory for involvement in the show, unless previously reported at time of casting. Report all conflicts and absences on audition form and cast agreement below:**

We will have two performances scheduled and the show dates are: **Friday, December 13<sup>th</sup> at 7pm (5:00 pm call) and Saturday, December 14<sup>th</sup> 7:00 pm (5:00 pm call time).**

A detailed schedule will be distributed after casting. All cast members must help clean-up after every show and help with set-strike after the last performance.

Note: Not all performers will be needed at every rehearsal. There will be a master calendar distributed and updated on-line.

Please be respectful of rehearsal times. Cast members are asked to arrive on time for rehearsals and to arrange for a timely pick up from rehearsals. **Supervision by Firebird Theatre staff will begin** approximately 15 minutes prior to the start of each rehearsal. If actors arrive earlier than that for rehearsals, they may NOT enter the rehearsal site. Parents must understand that, outside of rehearsal times, Firebird Theatre staff cannot be responsible for children. When dropping off, please make sure that you see a staff member present. It is preferred that you walk your actor in to rehearsals. **Unexcused absences** are limited to 2 and 3 unexcused lateness count as 1 unexcused absence and may be cause of removal from role or production.

Please dress appropriately for rehearsal. Wear proper modest comfortable clothes for moving/dancing and closed-toe shoes. **NO CROCS OR FLIP FLOPS MA BE WORN DURING AUDITIONS OR REHEARSALS.**

Firebird Theatre reserves the right to photograph and videotape programs and participants for training, advertising, or any other lawful business purpose. We also reserve the right to change or modify our programming at any time.

Firebird Theatre is committed to promoting the social, intellectual, and artistic development of all individuals. As such, Firebird Theatre has a **zero tolerance policy** and expressly prohibits conduct it considers harmful to our staff, students and community including, but not limited to, smoking, use of alcohol, bullying, or engaging in any other behavior it deems harmful to the individual student or the Firebird Theatre community.

Performers and parents will refrain from contacting production staff members other than producers via private email, text or social media. A performer or parent should go through the producers of the show with any questions or concerns.

I understand and agree that any violation of the above policy will result in immediate disciplinary action which may include temporary or permanent dismissal from this production. All disciplinary actions taken are within the sole discretion of Firebird Theater Board of Directors and no refunds will be given.

Firebird Producers will communicate via email, primarily. Please check your email and/or our Facebook/Instagram pages for last minute changes to rehearsals due to weather, technical issues or emergencies.

In order to run this theatre program, Firebird Theatre will collect a **participation fee of \$295.00** from each person involved. This fee is necessary to cover expenses including materials, costumes, insurance, etc. It also includes the cost of a cast t-shirt! **This fee must be paid by September 19th.** (Via check made out to Firebird Theatre.) This is a **non-refundable fee** once you have accepted your role.

A payment plan can be arranged with our Scholarship Coordinator. If you anticipate difficulty paying this fee, please speak with our producer, Janet Hoehl, at [janet@firebirdtheatre.net](mailto:janet@firebirdtheatre.net). Firebird Theatre offers partial and full scholarships as well as payment plans. A scholarship application is available on-line at [www.firebirdtheatre.net](http://www.firebirdtheatre.net) under Forms and Applications.

**A \$50.00 materials deposit\*** will also be required, post dated to **January 1, 2025.** **This is refundable upon the return of all materials and costumes in good condition with no damage. (Your Actor's script is yours to keep!). \*This must be a separate check**

**Once you have accepted a role: Please note that it is a commitment not only on the part of the actor but also on the part of the parent (especially for those actors of non-driving age).**

Please read all of the above and sign below.

## **Nutcracker Tentative Rehearsal Schedule**

**Time: 6:30 - 8:30 pm**

**Location: Firebird Theatre Studio**

**452 S. Lewis Road - Royersford**

September 12th: Auditions

September 19th: Introductions/read through/headshots

September 26th: Act 1 Scene 1 and 2. Called: Clara, Frank, Mother, Father, Aunt Harriet, Mickey, Godfather Dross, Nutcracker, and Mouse 1-4, Toy Soldiers, Owl Clock.

October 3rd: Act 1 scene 3 and 4. Called: Clara, Nutcracker, Mouse King, Mother, Father, Frank

October 10th: All Call (Rehearse Act 1), and costume fitting.

October 17th: Act 2 scene 1 and 2

October 24th: Act 2 Scene 3 and 4

October 31st: No Rehearsal- Happy Halloween!

November 7th: Act 2 Run/Review

November 14th: Full show run

November 21st: Full run

November 28th: No Rehearsal- Happy Thanksgiving!

December 5th: Soft Tech

December 10th- Possible extra Tech rehearsal - TBD

December 12th: Full Tech

**December 13th: Performance - Call time: 5:00pm, curtain 7:00 pm**

**December 14th: Performance - Call time: 5:00pm, curtain 7:00 pm, followed by set strike and cast party**

Please CIRCLE all rehearsal conflicts and explain here: vacation, etc.

	TUESDAY		9/19-THURS	FRIDAY	SATURDAY	
			9/26			
			10/3			
			10/10			
			10/17			
			10/24			
			11/7			
			11/14			
			11/21			
			12/5			
	12/10 - TBD		12/12	12/13	12/14	

Your signature below states that you have read all of the above requirements and understand your part and commitment to this production, staff, and fellow actors. (if under 18, parent signature also required.) Please keep a copy of this contract for your records.

Actor's Name: \_\_\_\_\_

Actor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name(s) – under 18 years of age:

\_\_\_\_\_

Parent/Guardian Signature– under 18 years of age : \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** The *Firebird Theatre Production Staff* has the right to remove you from your role(s) if you are found in violation of the above contract or showing poor conduct or sportsmanship.

**Firebird Theatre Notice of Non-Discrimination and Anti-Harassment:**

Firebird Children's Theatre does not discriminate on the basis of race, color, religion, gender, gender expression, age, national or ethnic origin, physical and mental disability, and sexual orientation for any of its activities or operations. These activities include, but are not limited to, hiring and firing staff, selection of volunteers and contractors, educational programs, admission policies, and theatre productions and activities made available to students and performers at Firebird Children Theatre.

Firebird Children's Theatre is committed in all areas to providing an environment that is free from harassment. This policy is intended to cover all student participants, performers, volunteers, employees, contractors, and anyone else working with the Firebird Children's Theater. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristics will not be tolerated. All participants, employees, volunteers, supervisors, contractors, and other management personnel are expected and required to abide by this policy. No person will be adversely affected in employment or participation in Firebird Children's Theatre as a result of bringing complaints of unlawful harassment.

Sexual harassment is any unwelcome sexual advance or conduct that creates an intimidating, hostile, or offensive workplace or atmosphere. It includes behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the Firebird Children's Theatre computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

If any individual, including but not limited to employee, volunteer, or student performer, feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic, he or she should immediately report the matter to his or her supervisor or instructor. If that person is not available, or if the individual feels it would be unproductive to inform that person, the individual should contact the Firebird Children's Theater personnel responsible for human resources as soon as is reasonably possible. Once the matter has been reported, it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

Any individual engaging in improper harassing behavior will be subject to disciplinary action, including possible termination of employment and/or participation with the Firebird Children's Theatre and depending on severity, the police may be involved.

\_\_\_\_ I have read and understand Firebird Theatre's policies regarding non-discrimination and non-harassment.

Name \_\_\_\_\_

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

Date \_\_\_\_\_

**Firebird Theatre Minor or Adult Release Form**

**Please have signed by a legal guardian if you are a minor under the age of 18.)**

CONSENT, AGREEMENT, AUTHORIZATION AND RELEASE This consent agreement, authorization and release must be read and signed before you, as an adult, are permitted to participate in our drama program.

I, \_\_\_\_\_(full legal name) hereby waive and release Firebird Theatre and any other co-sponsoring organizations from liability for injuries, damage, or loss of personal property.

X \_\_\_\_\_ Date \_\_\_\_\_

CONSENT FOR MEDICAL TREATMENT I hereby grant permission to staff at Firebird Theatre to administer first aid and provide any emergency medical care for myself if I am not capable. I also give my consent for any emergency transportation as deemed necessary.

X \_\_\_\_\_ Date \_\_\_\_\_

MEDIA AND PHOTO RELEASE I give permission for use of internet, streaming, print, video and or voice tape, and/or photographs in which the name, likeness or representation of me may appear for Firebird Theatre promotions (no personal information like address or phone number will be posted publicly).

X \_\_\_\_\_ Date \_\_\_\_\_

Print Actor's Name: \_\_\_\_\_

Print Guardian name (if applicable): \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_