



Capital Area Productions

Cast and Crew Expectation Agreement



The following lists CAPS expectations for the cast and crew of our shows:

- 1.) Respectful speech and behavior is expected of everyone at all times.
- 2.) There is no smoking, alcohol, or drug use permitted on premises (including school and town property).
- 3.) All production staff, personnel, volunteers, fellow cast and crew members will be treated respectfully at all times.
- 4.) Rehearsal space will be left clean and safe at all times. NO FOOD ALLOWED unless rehearsals are over 3 hours, vending machines are also off limits.
- 5.) Cast is expected to remain inside of rehearsal rooms at ALL times unless accompanied by staff or parent volunteers to rest rooms.
- 6.) Parents are required to sign in and sign out their children under age 16 at each rehearsal, and be on time.
- 7.) Running and/or horseplay of any kind will not be permitted. Cast is encouraged to bring quiet activities, books etc... to keep them occupied when it is not their turn to rehearse.
- 8.) Accidents and/or injuries must be reported to the Production Staff immediately.
- 9.) Appropriate apparel should be worn at all times. (no skirts for girls, comfortable clothes children are able to move around in for all, dance shoes when needed)
- 10.) CAPS (or any rehearsal facility) shall not be held responsible or liable for any accidents or injuries sustained while rehearsing for, or performing in **RUGRATS**.
- 11.) Once acceptance of your role is made (within 24 hours of offer) all audition fees and payments made to CAPS are non refundable. If CAPS does not receive a response from you within 24 hours of the offer your role will be re-cast.
- 12.) Only 1 1/2 absences will be allowed for this production of Rugrats. If more than 1 1/2 rehearsals are missed you will be excused from the show.
- 13.) All scripts will be returned to CAPS erased and clean with no visible damage. Cast members not returning their scripts will incur a **\$40** charge.
- 14.) Rehearsal and performance spaces are required to be cleaned before any cast member leaves. CAPS goal is to leave spaces better than we originally came.
- 15.) It is understood that tuition paid is for an entire production package from start to finish, not just stage time at the end of the process.
- 16.) Any photos, or rehearsal information and activities are to be kept off the Internet and online sites such as MySpace, Facebook etc... due to privacy laws. Rehearsal information stays at rehearsal and should not be discussed outside the space with friends etc...
- 17.) Cast member/family will be liable for any damage caused by cast members to CAPS materials, costumes, rehearsal spaces etc... including lost costumes, property damage etc...
- 18.) Nickelodeon has strict rules regarding Rugrats characters and it is understood these rules will be followed by all cast members.

In the event that a cast or crew member's behavior warrants disciplinary action, the following provides the steps to be taken to ensure fairness and understanding.

- 1.) A verbal warning
- 2.) A meeting with the Producer, staff, cast or crew member and parents (if applicable)
- 3.) A written letter releasing the cast or crewmember from the production.

The Production Staff reserves the right to automatically release the cast or crew member at any time for behavior deemed inappropriate, harmful, and/or dangerous to other cast and crew.

If you have any concerns, please contact YOUR NAME AND CONTACT NUMBER HERE.

Potential Cast Member/ Crew Member Signature

I agree to the above states items.

Parents Signature (if applicable)

I agree to the above items

Print Your Name

Print Your Name

Sign Your Name

Sign Your Name

Date

Date

Email

Emergency Contact Name

Phone #