

TECH CREW PARTICIPANT CONTRACT FOR
THE WITCH'S PRINCESS

To ensure a successful production, we have found it helpful to list the responsibilities of those involved.
We have developed the following set of guidelines for backstage crew:

1. I acknowledge and agree that the **most important responsibility of the backstage tech crew is SAFETY.**
2. As a crew member, I agree to **follow all safety instructions** as given by the Stage Manager, Technical Director, Director, Lighting Designer, Set Designer, Costume Designer, Sound Designer, Assistant Director, or Producer.
 - a. Stage Manager – Emily Hare
 - b. Technical Director/Set Designer – Mark Reyes
 - c. Director – Laura Mason
 - d. Lighting Designer/Sound Designer – Ian Kelley
 - e. Costume Designer – Allie Leslie
 - f. Assistant Director – Chris Clyne
 - g. Producer – Megan McDonough
3. I acknowledge that the **Stage Manager is in charge** of the stage crew.
4. I acknowledge that props, costumes, set pieces, and tech equipment are all valuable and must be treated with caution and respect. I agree to **never play with or use props, costumes, set pieces, or tech equipment outside of their intended use for the production.**
5. I acknowledge that working with electricity, power tools, sewing needles, pins, fabric steamers, irons, and ladders are dangerous activities with some risk of injury. While the professional production staff will be responsible for working directly with these items, **I will be vigilant of my own safety** and the safety of those around me when interacting with or in proximity to these things.
6. I acknowledge that my contribution to the production is important and that by taking on assigned tasks I am **accepting the responsibility** inherent in those tasks. The full production team and cast will be counting on me.
7. Unless very specific alternate arrangements have been made ahead of time, I agree that I will **attend all performances, cue-to-cue rehearsals, and tech/dress rehearsals.** If I am ill, I will notify the stage manager as soon as possible.
8. Those responsible for their transportation agree that crew members will **arrive on time** and be picked up on time. If I am running late, I will contact stage manager **EMILY HARE at (805) 551-1140.**
9. Unless otherwise instructed, as a crew member, I agree to **wear black/dark clothing** when working backstage during performances and dress rehearsals.
10. I acknowledge that it is important to be **QUIET backstage.** I will take responsibility for keeping myself quiet and will assist in quietly and respectfully reminding others to do the same.
11. I acknowledge that the production has a short time to add all of the technical elements before opening. I agree to be attentive to instructions, take notes as needed to remember responsibilities, ask questions to ensure a clear understanding, and **pay attention to know when my next cue comes.**
12. I acknowledge that all cast and other crew members also have cues and responsibilities and I **agree to not distract others** from those cues and responsibilities during performances or rehearsals.
13. DISCIPLINE PROCEDURE: I acknowledge we all have the same goal – a fun and fulfilling experience of a successfully produced play. If I am failing to adhere to any of the agreements in this contract, the stage manager will speak with me about avenues of improvement and will use their best judgement to ensure that the cast and crew remain safe and focused, even if that means removing me from responsibilities or relocating me away from distractions.

Crew Member Name (please print)

Parent Name (please print)

Crew Member Signature

Parent Signature