

YOUNG ARTISTS ENSEMBLE
403 W. HILLCREST, THOUSAND OAKS, CA 91360
CAST INFORMATION (805) 381-2747 / TICKET INFORMATION: (805) 381-1246 / YAEINFO@CRPD.ORG

PARTICIPANT ACTING CONTRACT FOR
THE SECRET GARDEN

To ensure a successful production, we ask that participants and parents acknowledge the following expectations.

1. **I agree that we are all on the same side with the same goals**—productive rehearsal time, a rewarding and safe experience, and a performance we can be proud of.
2. I acknowledge that my contribution to the production is important and that by taking on my role **I am accepting the responsibility** inherent in it. The full production team and cast will be counting on me.
3. I acknowledge that in order **to get my script** at the Parent/Cast Meeting, I must turn in:
 1. This Acting Contract (signed by both actor and parent. Parent signature not required if participant is over 18.)
 2. CRPD Code of Conduct (signed)
 3. Participation fee of \$210, or a Request for Financial Assistance, or a Combination of both
 4. Vocal Book Refundable Deposit of \$40. To be refunded when rented vocal book is returned at the end of the production.
4. I acknowledge that **I am expected to attend all rehearsals** for which I am scheduled and all performances. Missed rehearsals must be approved in advance by completing a REQUEST TO MISS REHEARSAL FORM. I will give this form to the Assistant Director or email it to yaeinfo@crpd.org. If I am ill, I will notify the assistant director as soon as possible.
5. Unless very specific alternate arrangements have been made ahead of time, **I agree that, beginning April 19, 2025, I will attend all performances, cue-to-cue rehearsals, and tech/dress rehearsals.** I will reschedule other activities that conflict with these times. If I am ill, I will notify the assistant director, **Rita Nobile** at (805) 381-2747 and asked to be transferred.
6. I acknowledge and agree that the **most important responsibility of the cast, tech crew, and production staff is SAFETY.**
7. I acknowledge that working on stage and backstage includes some risk of injury. While the professional production staff will do their best to keep a safe environment, I will be **vigilant of my own safety** and the safety of those around me during all rehearsals and performances.
8. I acknowledge that props, costumes, set pieces, instruments, 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, instruments, or tech equipment outside of their intended use for the production.**
9. Those responsible for their transportation agree that cast members will **arrive on time** and be picked up on time. The Director and production staff agree to start rehearsal on time and end on time. If I am running late, I will contact the Assistant Director.
10. I acknowledge that the production has a short time to create a well-rehearsed show that we can all be proud of. I agree to be attentive to instructions, take notes as needed to remember direction, ask questions to ensure a clear understanding, and **pay attention** to know when my next cue, responsibility, or instruction comes.
11. I acknowledge that all other cast and crew members also have cues and responsibilities, and I agree to **not distract others** from those cues and responsibilities during performances or rehearsals.
12. I agree to bring my **script and a pencil** to all rehearsals.
13. 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.
14. I agree it is important to **do the show as rehearsed**. I will not intentionally add any unauthorized ad-libs that may violate our rights agreement or throw off my fellow performers.
15. I acknowledge that the directing team must sometimes prioritize activities that are not focused on me. I will endeavor to be patient and understanding during these times, with a confident knowledge that **I am important to the directing team** and the production. If I have a question that has not been answered during rehearsal, I can always email yaeinfo@crpd.org to follow up.
16. I agree that I will have **respect for the facilities** in which we rehearse and perform.

17. I agree to **treat everyone** involved in this production – cast, crew, production staff, musicians, volunteers, audience, staff – **with respect and courtesy**.
18. I agree that YAE is a place where participants should feel safe. **I will do my best to help maintain a kind and supportive environment.** Below are some specific ways that I will endeavor to create a safe, kind, and supportive environment:
 1. I will respect others' choices regarding **how they prefer to be addressed** (names, pronouns, etc.) and understand that these choices may evolve during this production. I acknowledge that young people are in a constant state of personal identity evolution.
 2. I will **respect others' personal space** and bodily autonomy. I agree to never use violence, aggression, or intimidation as a manner of interacting with others on this production.
 3. I understand that **consent is important** in all physical interactions. If another member of the production indicates that they do not want to be touched, hugged, tickled, etc., I will immediately cease the indicated behavior and respect their wishes until such time as they indicate clearly that they have changed their consent position.
19. I agree to keep all in-person and online interactions related to the show **positive and family-friendly**.
20. I understand that we DO NOT have permission to record this show in any way. I agree that **I will not make or share any recording** in any public manner (i.e. YouTube) that would violate YAE's rights agreement.
21. I understand that my photo may be used for marketing purposes and **give YAE permission to use photos of me** in this production for marketing this show as well as future programs.
22. I acknowledge that YAE photographer, Paul Cranmer, is an amazing and generous person who will provide me with a **link to his professional shots of dress rehearsals and performances** as well as headshots of all cast members!
23. I understand the Director **may ask if items from my personal wardrobe** could be used in the show. If my personal items are used in the show, I agree that those items will remain in the dressing room for the full run but will go home with me after the final performance.
24. I acknowledge that, beyond my personal items, all costumes, props, and set pieces are property of the Young Artists Ensemble, or rented or borrowed items, and **must be returned at the end of the production**.
25. I agree to **wear a modesty layer** beneath all costumes and will never be undressing beyond this modesty layer in front of fellow cast members or production staff. (A modesty layer is usually tight-fitting, skin-tone or costume-tone bicycle/booty shorts and an undershirt or leotard.)
26. I understand that the **dressing rooms may not be partitioned by sex** or gender identity.
27. I understand that for hygiene reasons **I must provide my own stage make-up**. Instructions for make-up application and hairstyles will be provided.
28. I agree to **not make significant changes to my appearance** (hair color, style, etc.) without first discussing the change with the Director.
29. We are not permitted to make or sell any merchandise for this show including t-shirts.
30. I agree that smoking, vaping, alcohol, and substance abuse are inappropriate in a youth theatre company and **will not partake in any of these things while participating in YAE**.
31. **DISCIPLINE PROCEDURE:** If I am failing to adhere to any of the agreements in this contract, the Director will speak with me about avenues for improvement. If I continue to fail to adhere, the Director and Producer will reach out to my parent or guardian for further assistance towards improvement. If a concerning behavior continues, my parent/guardian and I will be invited to a private meeting where we will discuss conditions for continued participation in the production. I acknowledge that the Director has cast me in this production because they want me to succeed.

PRINT, FILL OUT, AND RETURN THIS PAGE AT THE PARENT/CAST MEETING

**Participant and Parent Agreement to
PARTICIPANT ACTING CONTRACT for THE SECRET GARDEN#**

SIGN AND RETURN THIS COPY

PARTICIPANT NAME: _____

(A) I agree to the terms of the Acting Contract for THE SECRET GARDEN

(B) I certify that this performer is at least 10 and not 20 on **May 18, 2025**

(C) Participant Name **as you would like it to appear in the program, if different:** _____

(D) I understand that my address, phone number and e-mail will be listed on the contact sheet distributed to the cast unless I call or email the Hillcrest Center for the Arts Office by **5pm, Tuesday, 3/4/25** and request not to be listed.

Parent/Guardian Names: _____
List at least one Parent or Guardian with whom you primarily live.

Address: _____
Street City/State Zip Code

Parent(s) Telephone: Best _____ Alternate _____

Parent(s) E-Mail(s): _____

Cast Member E-Mail Address: _____ Cast Member Cell #: _____

Other Parent(s) or Guardian(s) Names: _____
That Should Receive Rehearsal Update Information

Address: _____
Street City/State Zip Code

Parent(s) Telephone: Best _____ Alternate _____

Other Parent(s)/Guardian(s) E-Mail Address: _____

PARTICIPANT Signature/Date

*PARENT/GUARDIAN Signature/Date
(Parent signature not required if participant is over 18)*