

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

**PARTICIPANT TECH CREW CONTRACT FOR**  
**SHREK**

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

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.
  1. Stage Manager – Lauren Alexander
  2. Director/Choreographer – Mayme Paul
  3. Technical Dir./Set Designer – Mark Reyes
  4. Lighting Designer – Ian Kelley
  5. Sound Designer – Chris Barton
  6. Costume Designer – Raquel Karoly
  7. Assistant Director – Roxanne Livia
  8. Music Director – Zach Spencer
  9. Orchestra Director – Susan Calkins
  10. Make-up Designer – Marisa Enriquez
  11. Associate Producer – Natalie De Savia
  12. Producer – Megan McDonough
3. I acknowledge that the **Stage Manager is in charge** of the stage crew.
4. **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.
5. I acknowledge that my contribution to the production is important and that by taking on my position, **I am accepting the responsibility** inherent in it. The full production team and cast will be counting on me.
6. 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.
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.** I will reschedule other activities that conflict with these times. If I am ill, I will notify the Stage Manager, **Lauren Alexander** at (805) 368-7301. (Put Lauren's # in your contacts)
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 crew 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 Stage Manager.
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 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.
13. I acknowledge that the production 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 production team** and the production. If I have a question that has not been answered during rehearsal, I can always email [yaeinfo@crpd.org](mailto:yaeinfo@crpd.org) to follow up.
14. I agree that I will have **respect for the facilities** in which we rehearse and perform.
15. I agree to **treat everyone** involved in this production – cast, crew, production staff, musicians, volunteers, audience, staff – **with respect and courtesy.**
16. 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.
17. I agree to keep all in-person and online interactions related to the show **positive and family-friendly**.
18. I understand that we have limited permission to record this show for personal use only. 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.
19. 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.
20. 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**.
21. **I understand that fingerprinting is required for volunteers 18 years old and up.** Volunteers 18 years old and up must obtain a fingerprint form from staff at the parent meeting or by contacting the office at 805-381-2747 or by email at [yaeinfo@crpd.org](mailto:yaeinfo@crpd.org) during regular business hours (9am-5pm; M-F).
22. **DISCIPLINE PROCEDURE:** If I am struggling to adhere to any of the agreements in this contract, the Stage Manager will speak with me about avenues for improvement. If I continue to struggle to adhere, the Stage Manager 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 Stage Manager wants me to succeed.

PARTICIPANT NAME *(as you would like it to appear in the program)*: \_\_\_\_\_

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

Coming From (City): \_\_\_\_\_

Parent(s) Telephone: Best \_\_\_\_\_ Alternate \_\_\_\_\_

Parent(s) E-Mail(s): \_\_\_\_\_

Crew Member E-Mail Address: \_\_\_\_\_ Crew Member Cell #: \_\_\_\_\_

I agree to the terms of the Tech Crew Contract for **SHREK**.

\_\_\_\_\_  
*PARTICIPANT Signature/Date*

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