



Williamsburg's Theatre for Children

P. O. Box 1910 • Williamsburg, VA • 23187

www.StageLightstheatre.org

Rehearsal and Performance Contract – 2018

The StageLights Children's Theatre program is rigorous and fast-paced, and the goal of each workshop is to produce a high-quality production that highlights each child's talents. The full cooperation of each StageLights student and parent is imperative to our success. Please read the following StageLights requirements and complete the signature page with your child to indicate your understanding and agreement. (*Please read carefully, as many of our policies have changed.*)

REGISTRATION AND PAYMENT

Tuition for StageLights programs is as follows:

Workshop	Tuition*
Act III Mainstage (5 wk)	\$510
Encore (3 week)	\$365
Act II (3 week)	\$310
Act I (2 week)	\$210

StageLights expects payment in full (minus any scholarship award) to be made by the payment deadlines listed below. Please make checks payable to **StageLights**, and mail all documents to the address at the top of this page. Note that the deadlines are "received by" dates, NOT postmark dates; plan accordingly to allow sufficient time for mail.

Please refer to the *StageLights Policies and Procedures*, which can be found on our web site. New We do charge late fees for payments not received by our deadline. We have also implemented fees for returned checks. We will be unable to accept post-dated checks or to honor any requests to hold checks for deposit past the due date. The *StageLights Policies and Procedures* document also details our policies for tuition refunds. Please direct any questions concerning tuition payment to StageLightsTheatre@gmail.com.

Act III and Encore deadlines:

Upon notification of your child's acceptance into StageLights, mail: 1) your Release and Consent Form (a separate one for each child if more than one in a family); and 2) the \$200 deposit **due no later than April 22, 2017**.

The tuition balance will be due by no later than June 13, 2017. By the end of May, you will be e-mailed an invoice with the exact balance due for your family.

Act I and Act II deadlines:

A non-refundable deposit of \$105 is **due at the time of registration with the remainder due no later than two weeks before your program begins**, unless you are applying for scholarship funds. Scholarship applicants should send their scholarship application with their registration paperwork. Registration paperwork should include: 1) The registration form; 2) the signature page of this document; and 3) the Release and Consent Form. Any tuition not covered by scholarship will be due two weeks after scholarship notification or (for students who enroll closer to the program start date) by at least two weeks prior to the beginning of the workshop, whichever comes first.

PARENT/GUARDIAN INVOLVEMENT

Orientation Meeting:

All StageLights actors and at least one parent or guardian from each family **must attend a brief Information Meeting** that will take place at the very beginning of each workshop. **Please arrive early** on the first day to allow for any final registration requirements **before** the start of the meeting. We will begin registration at 8:30 am.

Workshop	Meeting Date and Time
Encore, Act III, and Act II	June 25, 9:00 am
Act I, Scene I	June 25, 1:00 pm
Act I, Scene II	July 9, 9:00 am

Volunteering:

Parents/guardians of each child are also strongly encouraged to volunteer as part of our “StageLights Boosters” to make your child’s experience a success. Volunteer activities include providing items for concessions, selling concessions, helping with the after party, etc.

Concessions Donations:

All Act III and Encore students will be required to provide inexpensive items for concessions. Details will follow.

Ticket Sales:

Encore and Act III students and their parents are encouraged to sell at least 10 show tickets (for either the Encore or Act III show) per *student*. Ticket sales are online beginning 2018.

Program Ad Sales:

We encourage each Encore and Act III StageLights *family* to sell at least one program ad to a local business. (Ads start as low as \$25 for a ¼ page.) Business program ads are separate from the personal “shout-outs” that families can purchase for their actors. Ad order forms are available on the StageLights web site.

STAGELIGHTS HOURS AND ATTENDANCE

StageLights students will rehearse from 9:00 am to 12:00 pm or for Act I, Scene I from 1:00-4:00 pm, Monday through Friday. Act III and Encore students will have afternoon and evening rehearsals at the Williamsburg Library Theatre during the final week of their workshop, as indicated on the StageLights schedules.

Actors should regularly arrive 10 minutes early to ensure that we can begin rehearsals on time. We will end rehearsals promptly at dismissal time. ***Parents/guardians must arrange to drop off and pick up your child on time.***

Preparing children for a performance in such a short time frame is a challenge and attendance at all rehearsals is expected. If even one student has repeated unexcused absences or chronic tardiness, it is detrimental to the entire cast and performance. *If a student has more than three instances of an unexcused absence or tardy arrival, StageLights reserves the right to remove that student from the program without a refund.* Vacations are not considered an excused absence. **During the final week of rehearsals, attendance is mandatory.**

In the event of an illness or emergency that will necessitate your child’s absence, please contact StageLights before the rehearsal time so our directors can plan accordingly. You will be provided with the appropriate points of contact for each workshop at the Information Meeting held on the first day of each session.

ACTOR NECESSITIES

Actors must wear clothing that is comfortable and appropriate for movement. **Act III and Encore – female actors must wear sports bras or similar for rehearsals. Clothing should be suitable for movement.** No baggy pants are permitted. Students should wear closed-toe sneakers or dance shoes for rehearsals.

For our Summer Breeze performance at Merchants Square, Act III actors must have *plain white* tennis shoes and denim shorts or capris. The denim shorts or capris must have *at least a 3 inch inseam* (no short shorts) and must *not* be cutoffs.

While StageLights provides Act III and Encore costumes, we do generally ask that students provide shoes for the shows. Depending on the role, students may be asked to wear ballet slippers, jazz shoes, or (rarely) character shoes. We will notify students of individual shoe requirements early in the workshop. Used dance shoes can often be found at thrift or consignment stores or in the “outgrown shoe bin” at dance studios. Reasonably-priced ballet and jazz shoes are also available at Payless. Act II will wear jeans and their StageLights T-shirts. Act I creates their own costumes to go with their play.

Actors should bring a healthy snack to eat during our daily break.

BEHAVIOR EXPECTATIONS

StageLights participants are expected to behave as if they were in a school classroom. Disruptive, rude, or unfocused conduct will not be permitted and may result in dismissal from the program without a refund. The following consequences will occur to correct behavioral issues.

Consequences of Inappropriate Behavior	
1 st incident	Verbal warning to student
2 nd incident	Parent phone call or conference
3 rd incident	Student must leave that day's rehearsal
4 th incident	Student dismissed from program without refund

All actors are expected to help keep the rehearsal and performance areas clean and neat by disposing of all trash from snacks and by collecting their belongings at the end of each day.



Williamsburg's Theatre for Children

P. O. Box 1910 • Williamsburg, VA • 23187

Contract Agreement

Please complete the following and turn in this page only *with your registration paperwork or at auditions*. Act I and Act II applicants should include this page with their mailed registration. Act III and Encore can turn in at audition.

If more than one child in your family is participating, each child should have a separate signed contract.

I have read and accept the StageLights requirements contained in the 2017 Rehearsal and Performance Contract. I also have read and accept the 2018 StageLights Policies and Procedures.

Child's Signature

Date

Parent's Signature

Date

Print Child's Name

Print Parent's Name

Enrolled in: Act I, Scene I _____ Act II, Scene II _____ Act III _____ Encore _____