

PURDUE UNIVERSITY DIVISION OF THEATRE

ACTOR PRODUCTION AGREEMENT

The following shall serve as an Agreement between _____ and the Theatre Division of the Department of Visual and Performing Arts at Purdue University.

This work is being done in partial fulfillment of the requirements of the Bachelor of Arts or Masters of Fine Arts degrees. You are required to sign up for course credit for your work, under THTR 336 or 536, according to your class status and/or size and scope of the role or involvement in the production. The number of credits for your role will be determined by your director. Your grade for this course will be determined by your director. It is understood that your work on this production in no way excuses you from the obligations of class and/or assistantship work.

The Division and the Director reserve the right to adjust the rehearsal schedule when necessary. Actors are expected to be available during the hours of 6:30 p.m. – 10:30 p.m. Monday through Friday and 1:00 – 5:00 and/or 6:30 – 10:30 on Sundays *whether or not you are called for rehearsal*. These rehearsal times are subject to change and actors will need to make the necessary scheduling adjustments in order to be available at rehearsal. Actors are expected to be in attendance for the duration of each rehearsal unless otherwise indicated.

Any rehearsal conflict must be specifically outlined on your audition form and must be approved by the director in writing prior to the casting of the show.

If you are cast in the American College Theatre Festival Participating Production and the production is invited to present at the Regional and/or National Festival, you will be required to do additional rehearsals in preparation for the Festival(s) and perform at the Festival(s), as stipulated by the Chair of the Division.

COMPANY RULES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

You must be on time to all performances, rehearsals, fittings, interviews, photo calls, and to all production-related activities.

You may be called for rehearsal on Tuesday evening of fall break and Sunday afternoon and/or evening of spring break. Do not make any travel plans for fall or spring break before speaking with your director and stage manager.

You must be appropriately dressed for rehearsals.

You must have the script memorized prior to the rehearsal indicated by the director and/or stage manager.

You must be thoroughly warmed up, vocally and physically, prior to rehearsals/shows and perform the play as directed and written, to the best of your ability.

You must have choreography and dialect/pronunciation mastered by the rehearsal indicated by the choreographer, vocal/dialect coach and director.

You must refrain from directing, coaching or advising other actors during the rehearsal and performance process.

You must properly care for all costumes and props.

You may be required to cut your hair to fulfill the requirements of a role.
You are required to provide your own stage make-up.
You are required to be available for publicity photos and/or interviews, as determined by the Director and Marketing Manager
You are required to participate in the production discussion in THTR 201 Theatre Appreciation, as scheduled by the THTR 201 professor.
You must not alter your physical appearance in any of the following ways without permission from the Director and Designer:

- cutting, coloring or chemically altering hair
- tanning, piercing or tattooing
- gaining or losing weight to a degree that necessitates costume alteration.

You must respect the physical property of the production and theatre and abide by all rules and regulations of the Theatre Division and Purdue University.
Any absences, lateness, or failure to come to rehearsal prepared will be reported to the Performance Faculty and will affect your grade in performance and your status in the program.

During Rehearsal/Performance:

Once you have signed in, do not leave the rehearsal or performance space without consulting the stage manager. Never sign in for another actor or crew member. Eating and/or drinking (anything but water) is not permitted in rehearsal spaces. Quiet must be maintained in the rehearsal and performance spaces; this includes any backstage areas.
The cast and crew of a show are responsible for the cleanliness of the spaces they are using: rehearsal, performance, dressing rooms, closets and bathrooms.
Props will be preset before rehearsals and performances. No prop should be moved before it is needed onstage. It is also the actor's responsibility to check personal props and costumes prior to rehearsal and performance.
Props should be returned to their assigned space after use. Costumes should be hung up carefully, immediately after use.
Any damage to props or costumes should be reported to the stage manager.
Please check the callboard daily and "initial" notices when requested.
Smoking is not permitted in any of the indoor spaces.
Smoking, eating, or drinking (anything but water) while in costume is not permitted.

ACTORS ARE EXPECTED TO WORK COLLABORATIVELY AND GENEROUSLY WITH EVERY MEMBER OF THE PRODUCTION TEAM. EVERYONE INVOLVED IN A PRODUCTION MUST BE RESPECTED. Please read the theatre etiquette statement at the end of this contact.

AGREED AND ACCEPTED:

Actor

Chair

Theatre Etiquette Statement

Part of your training at Purdue Theatre has to do with learning proper etiquette during the design process, auditions, casting, rehearsals, performance and post-performance.

Proper etiquette creates and maintains respect among all parties involved in the production: producer, director, stage managers, designers, cast, crew, audience (and, here at Purdue, fellow students and professors in the division).

While there are many specific “do’s” and “don’ts” regarding etiquette, they can all be summed up in this simple statement:

Always maintain a professional demeanor and treat everyone with respect;
never bad-mouth any member of the company or the production itself.

Theatre etiquette is absolutely crucial in the profession. Everyone associated with a professional production must at all times maintain a positive and respectful attitude towards everyone and about the production, itself.

A negative attitude will guarantee that you develop a bad reputation among professionals. While you may or may not be reprimanded for negative behavior, or even fined or fired according to union rules, you will have earned a bad reputation and may never work for that director or company, again (and may never be told why). Word of your behavior will inevitably spread to other professionals, so you risk having that reputation negatively impact your career.

In the profession, when issues arise during rehearsal or performance, the actors’ responsibility is to bring these to the attention of the stage manager; that’s part of his/her job. When the director leaves the production on opening, the stage manager is the person in charge.

At Purdue Theatre

- During rehearsals, bring issues to the attention of the director or stage manager.
- During performance, bring issues to the attention of the stage manager and the faculty director.
- If you are uncomfortable to do either of these for any reason, bring these issues to your faculty mentor.

Your participation in a Purdue production is a privilege you earn, not an entitlement.