

Earlham Department of Theatre Arts

Production Title Letter of Agreement

This document is designed to outline the agreement between _____
(Name of Participant)

and the Earlham Department of Theatre Arts. It is agreed that _____
(Name of Participant)

will fill the role of _____ for **Production** which
(Name of Character[s] or Production Position)

will be performed on the **Name of** Theatre stage at **curtain times and dates**. The participant acknowledges that they have disclosed all conflicts with the tentative rehearsal and production schedule and will protect the remaining times during which they may be called for rehearsals.

The Department of Theatre Arts works in alignment with the Chicago Theatre Standards. **(link)**

The participant acknowledges that they have been introduced to Earlham's exemptions to these standards. They have also been introduced to the Concerns Resolution Path. The Department of Theatre Arts respects the participant's time by honoring the published schedule; no changes in schedule will be made without agreement of all affected parties. The actor agrees to respond promptly to messages from Stage Management and the Director, to meet paperwork and line deadlines, to arrive for rehearsal calls, costume fittings, make-up calls, publicity calls, strike, and post-mortem in a timely fashion and to respect the authority of students in management and design positions. The Department of Theatre Arts agrees to provide one [1] complimentary ticket and to accurately represent the participant and their work in the program, lobby display cases, other publicity efforts and archival collection.

(Dept of Theatre Arts Representative)

Date

(Participant Signature)

Date

Attachment: Current Production Schedule and Concern Resolution Path Form