



# STAGEQ, Inc. AGREEMENT

*Actor/Performer*

The following serves as both a production agreement as well as a source of information for performers during their time with StageQ. If you ever have questions please never hesitate to reach out to your director, producer, stage manager, or member of the StageQ Board of Directors.

## **REHEARSALS:**

**Location:** FIRST CONGREGATIONAL CHURCH, 1609 University Ave

*See rehearsal schedule for specific times and details.*

- Any and all conflicts must be given to the stage manager prior to rehearsals commencing. If a conflict arises during the rehearsal process the actor shall notify the stage manager as promptly as possible for appropriate scheduling modifications to be made.
- Actors will be expected to be at rehearsal and *ready to work* at the scheduled time. If for any reason you will be late (even a few minutes), you *must* notify your Stage Manager. (contact info above)
- Breaks will be determined by the stage manager and director. The stage manager, in consultation with all actors, will determine if a rehearsal may run past its scheduled time. In all other instances, rehearsals (with the exception of tech week) shall end promptly at their scheduled time.
- StageQ will provide water for rehearsals that involve strenuous work (ex. Dancing or fight choreo), in all other instances during normal rehearsals, actors are responsible for providing water.
- Actors and crew are welcome to bring snacks and other beverages to rehearsal. It is the responsibility of actors to clean up after themselves after every rehearsal. Food and beverages, along with associated containers and trash, are not allowed to remain in the rehearsal space when not in use and must leave with you. Failure to keep the rehearsal space clean can result in removal of food from rehearsals. Please be respectful of the space as it is usually donated to StageQ and we love making our neighbors happy!
- It is the responsibility of actors to get to and from rehearsals by their own means. You may arrange a ride with other cast or crew members but StageQ, Inc. is not responsible for providing or ensuring transportation.
- Gatherings outside of an official rehearsal are the sole responsibility of those who attend. StageQ, Inc., accepts no responsibility for events, interactions, or the behavior of anyone outside of the rehearsal process. Please behave responsibly as you are representing this company.

## **PERFORMANCE:**

**Location:** Bartell Theatre -- Evjue/Drury Stage, 113 E Mifflin St, Madison, WI 53703

*See rehearsal schedule for specific times and details.*

## **General**

- Do NOT, under any circumstances, park in the lot directly behind the Bartell. It HAS NEVER been ok to use those parking spaces and the owner of that lot has now threatened lawsuits against the Bartell because of it. There is a parking garage at Webster and Mifflin, street parking (free after 6:00 PM), a pay lot on the corner of East Washington & Webster, as well as other options.
- All actors must be at the theatre and signed in by their designated call time. Please contact your Stage Manager if you will be late or they will contact you!
- Actors are required to follow all Bartell rules and treat the space with proper respect. Any questions about the space can be directed to the stage manager or producer.
- Water will be provided by StageQ, Inc., for cast/crew during time spent in the performance space.
- Snacks are only allowed in designated areas. This is to help protect costumes. Water is welcomed anywhere backstage that doesn't have props or technical equipment. Please clean up after yourself and keep the backstage areas as tidy as possible.

## **Load-In**

- Everyone involved in the production is expected to participate at load-in. While designers will be responsible for overseeing their specific area, actors and performers will be available to assist in various ways that can include loading and unloading the truck at the build space

and performance space, assembling the set, hanging/focusing lighting, organizing props and/or costumes, or any other needs in preparing the space. Physical restrictions will be taken into consideration and any concerns should be communicated to the stage manager prior to load-in.

- A specific schedule and list of work assignments will be provided by the stage manager and/or technical director. Actors are not allowed to leave load-in until it has been approved by either the producer, stage manager, or technical director.
- Lunch will be provided by StageQ for those working at load-in. Please let the stage manager and producer know of any dietary restrictions.

### **Tech Week**

- A general note about tech week is that rehearsals and runs can be open ended and run late into the night. Actors are expected to be available for all these runs. Every attempt will be made to have tech runs end at a reasonable time but some may run late. These runs are for the benefit of the hard-working designers and technicians as well as your stage manager. Your patience is appreciated.

### **Performances**

- Unless otherwise arranged by the producers or costume designer, all actors are required to provide their own make-up, hair products, and undergarments for performances.
- Please be respectful of props and costumes. Make sure everything is hung or returned appropriately after each performance.
- All cast/crew are entitled to (2) comp tickets to be used at any time during the run of the production. The company strongly encourages the use of comps for opening weekend to help with word-of-mouth buzz. Comp ticket requests go through the producer who will inform cast and crew on the exact method during the production process. All comps will be at the box office the day of the selected performance and be under the cast/crew member's name. Most seating is general admission and comps do not guarantee specific seats. For productions with assigned seating, producers will outline special comp guidelines.

### **Strike**

- Immediately following the final performance, all actors are called for strike and expected to stay until the producer, stage manager, and/or technical director releases them. Failure to do so may jeopardize future participation in StageQ, Inc., productions. Please notify the producer immediately if you are unable to meet this obligation.
- Like load-in, dinner will be provided by StageQ and all dietary restrictions should be communicated to the stage manager and producer.
- Also like load-in, a task list will be distributed. Please notify the stage manager or technical director of any physical restrictions or limitations.

### **PUBLICITY**

- StageQ, Inc., takes great care in publicizing every production. Publicity will take place online, in print, and other forms. All participants will be asked to be active participants in the publicity of this production which can include attending an interview, handing out posters, using your personal social media accounts, participating in talkbacks, etc. Those who feel they do not want to participate should contact the producer with such concerns.
- Headshots are generally used for most productions. They are taken during the rehearsal process or at load-in and used both in the program and in lobby displays. StageQ will provide the photographer and notice will be given so actors may prepare for the headshots. If headshots are being used for the production it is a requirement all actors are expected to participate in.
- Formal production photos and video may be taken during the rehearsal and tech week processes. This agreement serves as a release for StageQ to use your image in all publicity for this show and future StageQ ad campaigns. Those who have concerns may contact your producer.

### **CONCERNS**

- StageQ, Inc., makes every effort to provide a safe and positive experience for all participants. As a requirement for participation in this production you will be asked to read and sign the StageQ, Inc., Anti-Harassment Agreement. If you discover a concern or issue, review the policy's Concern Resolution Path to decide who and how best to report your concern. This agreement does not replace/contradict any/all of the Anti-Harassment Policy Agreement.