



STAGEQ, Inc. AGREEMENT

Designer

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

PRE-PRODUCTION:

- All designers are given full responsibility for overseeing their specified design area. This includes securing accurate measurements and resources, communicating timelines, requesting any assistance, and following budget guidelines as supplied by the StageQ Board Treasurer and production producer.
- Any changes or potential problems are to be communicated to the producer and director as soon as possible.
- Designers will be given access to a production folder on the StageQ company Google Drive. It is expected that all important production related information be shared there for easy access by the producer(s), director, designers, and board members. All documents placed in the company drive will be considered company property at that time and be retained for archival purposes, please ensure that only information relevant to the production is uploaded to the drive.
- Designers are expected to be available for all scheduled production meetings.

REHEARSALS:

Location: FIRST CONGREGATIONAL CHURCH, 1609 University Ave

See rehearsal schedule for specific times and details.

- Designers are invited and strongly encouraged to attend rehearsals throughout the rehearsal process.
- 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 neighbours happy!
- It is the responsibility of all cast/crew 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.
- Stage Managers will keep design teams informed of any potential issues or change requests that may occur throughout the rehearsal process. Please make sure you check your email regularly and read all reports thoroughly and reply if needed to avoid surprises during load-in.

PERFORMANCE:

Location: Bartell Theatre 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.
- Designers are expected to be on time at all tech runs and dress rehearsals. Please contact your stage manager if you will be late.
- All cast and crew 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.
- Designers will notify their producer of all load-in requirements (number of people needed to assist, anticipated timelines, equipment needed, etc) at least 2 weeks prior to load-in.
- 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.
- Certain designers may be given keys to the performance space in order to do work during times the Stage Manager is not there. Please see your producer if you have questions or need access to the building during off-hours for work.
- All items are expected to be complete and delivered to/built and painted in the theater by the Tuesday of Tech Week if at all possible.

Performances

- Unless it is for safety reasons, StageQ respectfully asks that no changes be made to the show once it opens.
- Please pay attention to performance reports throughout the run of the show. There might arise something that requires attention such as broken props or set pieces, food-based props that need replenishment, technical issues with sound or lights, etc. Please communicate with the stage management team how and when these things will be addressed.
- 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 and staff 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.
- The stage manager, in consultation with the producer and/or technical director will create schedules for strike as well as task sheets for actors and crew. These schedules and task assignments shall be published to the cast/crew in a timely manner prior to the strike date.
- Like load-in, please provide the producer with strike needs no later than one week prior to the strike date.
- Any and all keys or other StageQ property shall be returned to the producer the evening of strike.

Post-Production

- Should the producer deem necessary, designers shall be available to all post-production meetings and surveys.

REIMBURSEMENTS

- Before purchasing any item, please verify that StageQ does not already have it in stock or can secure it through another resource.
- Your producer can provide you with information about our stock and local contacts we use frequently as well as our tax exempt number.
- Any producer-approved, production-related expenses should be reported to the producer and board treasurer using the StageQ Expense Report which shall be made available by the producer. StageQ will do everything in its abilities to repay all approved expenses within 30 days of a production's closing.

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.
- 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.