



STAGEQ, Inc. AGREEMENT

Director/Asst. Director

The following serves as both a production agreement as well as a source of information for directors 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.

FEE AND BILLING: (if applicable)

- If the Director position for any production comes with a stipend, the Production Manager will inform the Director of the amount in the initial email offer. StageQ will make every effort to issue the stipend check within 30 days of the production's closing and/or receipt of ticket revenue for said production.
- The Director shall be responsible for informing the Production Manager of the proper mailing address or any changes to said address. StageQ will make every effort to ensure that the check is sent to the correct address.
- If a signed W-9 is required for the above fee, the Production Manager or Board Treasurer will be responsible for reaching out and obtaining required signatures.

PRE-PRODUCTION:

- StageQ, Inc., assumes the responsibility to provide a producer for the production. The director may suggest a specific producer to the Board of Directors, including themselves, who will take the recommendation under advisement.
- The director will work with the producer to fill all crew and designer roles prior to auditions. Some positions may be filled at the discretion of the producer or board of directors and the board has final jurisdiction on the staffing of all StageQ, Inc., productions.
- It is the director's responsibility to bring a vision to the production and communicate them clearly to the production staff and designers. The producer will act as a liaison to the board to ensure the director's vision aligns with the board's mission. While the board respects the artistic freedom of all directors and designers and will strive to be as hands-off as possible, the board does have final jurisdiction on the artistic direction of the show if it should come into conflict with the company mission.
- The director is expected to meet and/or discuss all visions and artistic direction to all hired designers and production staff as well as provide them with the proper support and remain in constant contact with them throughout the production process.
- Directors 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), stage manager, 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.
- The director is invited to join in the budget conversation with the producer and board treasurer to ensure the proper budget is created to allow the vision to be created.
- The director, along with the stage manager and producer, shall choose audition dates and layout an audition process. The director is expected to be present at all auditions.
- The director, along with the stage manager, shall create a rehearsal schedule once a cast has been selected and shall publicize the list to all cast and crew prior to the first rehearsal. It is expected to have this in place for the benefit of all involved. While the schedule can be subject to change, StageQ, Inc., will not allow rehearsals to run and be scheduled on a day-to-day basis.

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.

- The director 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 neighbours happy!
- It is the responsibility of the director 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, 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.
- The director is 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.
- A specific schedule and list of work assignments will be provided by the stage manager and/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. For runs that are going late, StageQ recommends giving all notes to actors and designers electronically if at all possible to help mitigate late hours.

Performances

- Unless it is for safety reasons, StageQ respectfully asks that no changes be made to the show once it opens.
- 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. Directors may be exempt from this policy and may see performances at their discretion. If the performance is nearing sold out capacity, StageQ asks the director to either purchase a ticket for their seat, or use one of their (2) provided comps.

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.
- Also like load-in, a task list will be distributed. Please notify the stage manager or technical director of any physical restrictions or limitations.

Post-Production

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