



STAGEQ, Inc. AGREEMENT

Stage Manager/Asst. Stage Manager

The following serves as both a production agreement as well as a source of information for stage managers 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 any Stage Management position comes with a stipend, the Production Manager will inform the Stage Manager 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 Stage Manager 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:

- Stage Managers 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. It will be the Stage Manager's responsibility, along with the producer, to keep information updated including, but not limited to, schedules, contact information, rehearsal reports, performance reports, incident reports and meeting reports.
- The director, along with the stage manager and producer, shall choose audition dates and layout an audition process. The stage manager 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.
- The stage manager, along with the producer, shall schedule production meetings as deemed appropriate. StageQ encourages three production-wide meetings at a minimum: a pre-production meeting, a mid-rehearsal meeting, and a pre-tech week meeting.

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 producer prior to rehearsals commencing. If a conflict arises during the rehearsal process the actor shall notify the director AND producer as promptly as possible for appropriate scheduling modifications to be made.
- The stage manager 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 director. (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, it shall be the stage manager's duty to ensure rehearsals (with the exception of tech week) 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 stage manager 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 shall oversee all rehearsal activities and provide reports to the director, producer, designers, and actors as deemed appropriate by the producer. Stage Managers shall also maintain dailies and other activity reports.
- Stage Managers will be given any relevant keys or keycodes to the rehearsal space and shall be responsible for the proper unlocking locking of the space as well as the general cleanliness of the space. Any keys shall be returned to the producer following the rehearsal period.

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 stage manager is expected to be on time at all tech runs and dress rehearsals. Please contact your producer 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.
- Stage Managers will be given any relevant keys or keycodes to the performance space and shall be responsible for the proper unlocking locking of the space as well as the general cleanliness of the space. Any keys shall be returned to the producer following the performance period.

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.
- The stage manager, in consultation with the producer and/or technical director will create schedules for load-in 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 load-in date.
- Stage Managers, along with the producer and/or technical director shall oversee all load-in activity and ensure work is carried out in a prompt, safe, and enjoyable manner, they shall also be responsible for the dismissal of cast/crew when they are no longer needed for tasks.
- 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. Stage managers 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.
- Stage Managers shall oversee all tech rehearsal activities and provide reports to the director, producer, designers, and actors as deemed appropriate by the producer. Stage Managers shall also maintain dailies and other activity reports.

Performances

- Unless it is for safety reasons, StageQ respectfully asks that no changes be made to the show once it opens.
- Stage Managers shall oversee all performance activities and provide reports to the director, producer, designers, and actors as deemed appropriate by the producer. Stage Managers shall also maintain dailies and other activity reports.
- Stage Managers shall communicate with the house manager on house open and curtain times as well as any intermission times.
- 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.
- Stage Managers, along with the producer and/or technical director shall oversee all strike activity and ensure work is carried out in a prompt, safe, and enjoyable manner, they shall also be responsible for the dismissal of cast/crew when they are no longer needed for tasks.

Post-Production

- Should the producer deem necessary, the stage manager 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 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.