



CONTRACT

To all *Shrek jr* cast members . . . CONGRATULATIONS!

Welcome to the show!! Now the fun and hard work begins!

This contract has been drawn to emphasise to each cast member that it is a privilege to be chosen for SHYAC's production of *Shrek jr*. In signing this contract you are making a commitment, not only to SHYAC and the production, but to each member of the cast. Please read this contract carefully and consider the contents seriously before signing. One signed contract is required per cast member.

1. Attendance

Parents/Guardians and cast members need to be fully aware that the involvement in SHYAC's production of *Shrek jr* is a solid commitment for four months. Cast members are expected to attend each rehearsal, except in cases of illness (for lengthy illnesses a doctor's certificate will be requested). If this occurs please contact the parent liaison assigned for the day: (Roster coming soon)

Cathy Vandervoort – 0402 676 128

Alison Duthie - 0407 855 560

Emma Dunnage – 0425 220 309

- Every cast member is important and each rehearsal is crucial as time is limited. If two or more rehearsals are missed without notification and approval (24 hours prior to rehearsal) the cast member may be replaced.
- Please arrive 5-10 minutes before rehearsal time. Punctuality is essential. It is a sign of respect to your fellow cast members. The rehearsal programme has been worked out in advance and it is important that everyone begin together, on time. To participate safely, physical and vocal warm-ups are necessary.
- There is a mandatory sign in/sign out procedure in place for the safety of your children. It is to be filled in for each rehearsal and each performance by an accompanying adult. Once signed into a rehearsal, no child will be allowed off the premises.
- If you wish to withdraw from the production please contact Mandy (via email) by **Friday 25 February**. This will enable the production team to find someone else for your role.
- Please note that part of the performance period is during school hours. Once the school shows have been confirmed the principal of your child's school must be notified.

2. Behaviour

With a cast of 42, the production team will rely on each person to be courteous and polite to everyone involved in the production (ie the production team, parents/guardians, SHYAC volunteers and fellow cast members).

****Bullying of any nature will not be tolerated.****

PARENT LIAISONS:

There are three parent liaisons that have volunteered their time for this year's production – Cathy Vandervoort, Alison Duthie and Emma Dunnage. One of these ladies will be at each rehearsal if you have any concerns or questions. A roster will be available soon indicating which liaison will be on each week. They provide a very important link between parent communication and the production team. It would be greatly appreciated if these ladies are your initial contact if you have any queries.

3. Costs and other expenses:

Production Fee: \$210 per child

Full payment at the first rehearsal - Sunday, 27 February (drop off time)

\$210 per child (this includes \$25 2022 family membership) Payments can be made by eftpos or cheque. Please do not hesitate to contact Mandy if there are any difficulties with payment.

Production Fee – pays for:

- *Shrek jr* T-shirt
- Materials for costumes, sets, props
- Rehearsal and performance space expenses
- Promotion and marketing

Fees will not be refunded for non-attendance.

4. Costumes

Our costume designers are underway designing the costumes for the show. Costumes will be made and sourced for the cast. However, some personal costume items will need to be supplied by you. An individual detailed list will be distributed closer to performance time. Some of these items may include:

- make up
- stockings
- flesh coloured underwear
- shoes

5. Rehearsals – Sundays 10.30am – 3.30pm.

There will be structured breaks for morning tea, lunch and afternoon tea. Please ensure that nutritious food and snacks are supplied (ie. fruit, vegetables sticks, rice cakes, sandwiches, yoghurt, popcorn, sushi, rice cakes etc). Please note: it would be preferable to avoid all NUTS & food with nut traces.

Children will not be allowed off the rehearsal premises for any reason.

Water is the best thirst-quencher. Soft drinks will not be allowed.

Appropriate, comfortable clothing is required for dance and general dramatic movement. The following attire should be worn to rehearsals: *Shrek jr* T-shirt, comfortable pants/leggings and dance shoes/soft shoes.

If it becomes apparent that not all children will be required for all rehearsals, this will be advised and a schedule supplied. More than likely, all children will be required at all rehearsals, and are to assume this is the case unless advised otherwise.

6. Parent/Guardian Assistance

SHYAC is a not-for-profit organisation that relies heavily on volunteers. Therefore, we require assistance from parents/guardians throughout the entire rehearsal and performance process. All parents are encouraged to participate in some way. Jobs are vast and varied ranging from sewing/cutting costumes, painting sets/props, assisting with supervision during rehearsals and show time. As performance time gets closer we'll be requiring assistance for more volunteers to run box office and ushers.

All of these tasks are paramount in ensuring the success of the production and more importantly the safety and well being of your children. It is a chance to share the journey with your child, get to know other SHYAC members and families and to contribute your individual skills.

A form is included in the contract for parent assistance. It would be appreciated if this could be filled in and returned at the first rehearsal.

NB: The Working with Children Check (WWCC) is a requirement for anyone in paid or volunteer child-related work in NSW. Employers and organisations must verify the WWCC details of anyone they engage in child-related work. The Check lasts for 5 years and undergoes continuous monitoring, even if the Check holder moves jobs. As a volunteer, the check is free and takes minutes to complete and submit.

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>

7. Promotional Performances, Photography and Video Recordings

There may be opportunities throughout the rehearsal period to participate in promotional performances. Permission slips will be provided for parents/guardians to sign if these opportunities present themselves.

SHYAC also produces photographs of cast members in its publications, promotional and marketing material, social media pages and on its website in order to promote youth theatre in the Highlands. SHYAC would like to be able to use and reproduce in print form and/or electronically one or more photographs of your child for this purpose and is seeking your consent to do so.

Please retain this contract.

Complete & return these forms listed below along with full payment on:

27 February 2022
(First Rehearsal Day)

- **1. Agreement to *Shrek jr* Contract**
- **2. Record of Dates – Office copy only**
- **3. Medical Information**
- **4. Parent assistance form**
- **5. Authorisation to collect form**
- **6. Authority to obtain emergency medical treatment form**

RECORD OF DATES: RETAIN THIS COPY FOR YOUR RECORDS

N.B. Please check the rehearsal dates and indicate by circling the date if you already know that your child/ren cannot attend. There is another copy of this schedule to be completed and handed in at the first rehearsal.

Rehearsal Schedule:

Term 1 Rehearsals – Sunday's 10.30am – 3.30pm

Venue – MVSC February: 27

Venue – PDA March: 6, 13, 20, 27 - April: 3

Venue – MVSC Holiday rehearsals: April: Wed 20, Thurs 21, Fri 22

Term 2 Rehearsals – Sunday's 10.30am – 3.30pm

Venue – MVSC May: 1, 15, 22, 29 June: 5

Intensive weekend rehearsal: Saturday 11 & Sunday 12 June Time TBC

NB This is a long weekend

NB public holiday Monday 13 June – rehearsal TBC

****Mandatory Attendance****

Showtime: Performances: (1 hour duration)

Tuesday 14 June – School show x 2 (session 1: 11am – 12pm, session 2: 1pm – 2pm)

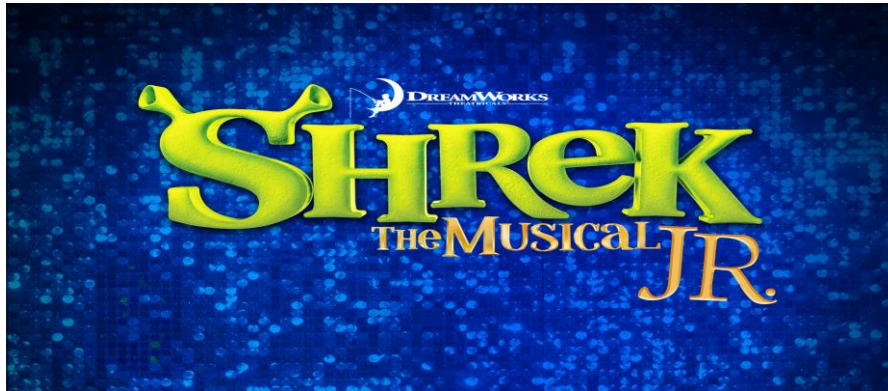
Thursday 16 June – School show x 2 (session 1: 11am – 12pm, session 2: 1pm – 2pm)

Saturday 18 June – 7pm evening

Sunday 19 June – 2pm Matinee

Saturday 25 June – 2pm Matinee & 7pm evening

Sunday 26 June – 2pm Matinee & bump out



AGREEMENT TO *Shrek jr* CONTRACT

I, (print child's name) _____,
have read and understand the *Shrek jr* contract. I will follow all the production rules set out
in this contract during the rehearsal schedule and the performance period.

Signature of Child _____

I, (print parent/guardian's name) _____,
have read and understand the *Shrek jr* contract and will assist my child/children to adhere
to the production rules. I will notify the principal of my child's/children's school of the
performance dates and that s/he will not be in school on those days.

I give my permission to SHYAC to use my child's photograph/s & recording in the manner
indicated in number seven (7) of this contract.

Signature of Parent/Guardian _____

Child's details:

Child's Name: _____

Age: _____

School: _____ Year/Grade: _____

For the purpose of ordering *Shrek jr* t-shirts, child's standard t-shirt size is _____

My contact details are as follows:

Relation to Child: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

Email: _____

Emergency Contact #1:

Name: _____

Relation to Child: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

Emergency Contact #2:

Name: _____

Relation to Child: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

RECORD OF DATES: OFFICE COPY

Name of Cast Member: _____

The rehearsal schedule is below. If there is a date/time that you know your child **WILL NOT** be able to attend, please indicate by circling the date:

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Medical Information for: _____

Date of Birth: _____

Insurance Provider		Membership #	
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Medicare #		Number of persons on Medicare card:		Expiry Date	
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Do you have ambulance cover?	YES	NO	Health care card number (if applicable)	
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Will your child need to take any tablets or other medication during the course of the Rehearsal, Dress Rehearsal and or Performance period? Please note: SHYAC volunteers cannot administer medication therefore the parent/guardian MUST administer)
(if yes, please give details)

Has your child been taken off medication recently?
(if yes, please give details)

Has your child had any surgery, injuries, bone or joint problems?
(if yes, please give details)

Please indicate if your child has had any of the conditions below. Provide additional details if necessary.					
Condition	Tick if YES	Details	Condition	Tick if YES	Details
Asthma			Heart Ailment		
Allergy			Food Allergy		
Diabetes			Other		
Epilepsy			Other		

PARENTAL ASSISTANCE FORM

The production team will require assistance during the rehearsal and performance period. We really encourage your involvement as it is a wonderful opportunity for you to bond with your child/ren and enjoy firsthand the theatre experience.

NB It is mandatory in NSW that a WWCC (working with children check) be obtained before working with children. As a volunteer this is a free check.

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>

There are 2 key areas where we need your support:

1 - Rehearsal supervision

This involves volunteering one or more day/s to help supervise children, manage signing in and out, and cleaning up after the rehearsal. We need 1 or 2 volunteers each week, especially in the intensive rehearsal period.

Please have a think about what rehearsal session you might be available to assist with supervision subject to your children's rehearsal schedule. (Please note: once the cast has been finalised and rehearsal dates determined for each cast member we will ensure that you only come in to supervise on a day that your child is also required).

An email will be sent to cast families in week 2 requesting your availability.

2 – Assistance during Showtime

There is a **key volunteer** role, the Box Office Manager, that we need to fill during the *Shrek jr* production period.

Box Office Manager

This role involves overseeing the management of the box office during the performance period. The box office manager is required for all public shows, 45 minutes before the show. You will be available to watch any show as your job will finish as soon as the show starts.

General Showtime Assistance Roles:

A roster, along with a general description of required tasks will be made available closer to show time for parents to indicate where they might like to assist with performances. These areas of support include:

Pre – production:

- Assisting with making costumes
- Assisting with set making/painting

Show time:

- Supervision in dressing room during show time
- Ushering during show time
- Assisting in box office during show time

AUTHORITY TO OBTAIN EMERGENCY MEDICAL TREATMENT

Child's Name _____

Date of Birth _____

I give authority to the SHYAC volunteers whilst my child is in their care at rehearsals and performances to decide upon and obtain medical assistance and treatment for my child (doctor, dentist, ambulance, hospital) in the event of an emergency.

I have provided my child's medical information and Medicare and/or health fund details on a separate form. I understand that this form and the Medical Information form may be provided to any medical treatment provider.

I agree to cover the costs of any medical assistance and treatment that is required and may be incurred on behalf of my child. I understand that SHYAC volunteers will make every effort to contact me (or the persons I have nominated on the Emergency contact form and hereby authorise to make decisions in the event of such an emergency) in an emergency and inform me of any such emergency as soon as is practicable in the circumstances.

Parent's/Guardian's Signature

Date

Parent's/Guardian's Name

AUTHORISATION TO COLLECT

Please nominate person/s authorised to pick up your child from rehearsals and performances. (i.e. Grandparents, friends, carpool etc.)

NAME OF CHILD:	
AUTHORISED TO COLLECT 1	AUTHORISED TO COLLECT 2
Name:	Name:
Home Phone:	Home Phone:
Mobile Phone:	Mobile Phone:

NAME OF CHILD:	
AUTHORISED TO COLLECT 3	AUTHORISED TO COLLECT 4
Name:	Name:
Home Phone:	Home Phone:
Mobile Phone:	Mobile Phone:

PARENT SIGNATURE: _____

PLEASE NOTE: If in an emergency you need to arrange someone else to collect your child who is not nominated on this form please call the Parent Liaison Officer rostered on that day. A proof of identity will be required for this person to collect your child.