



Welcome Actors!

Ogden Musical Theatre (OMT) thanks you for being part of ***A Christmas Carol***.

Please carefully read the items listed below, and place your initials next to each item to indicate you acknowledge and agree to the following:

mw REHEARSALS: Be on time for rehearsals. You will be given a complete rehearsal schedule and notified in advance of any changes. If you are going to be late or are experiencing an emergency or sudden illness that prohibits you from attending, please contact your stage manager. (Contact information provided on the cast list.)

mw REHEARSALS will take place at the following location(s) and it will be clearly stated if a different location is needed.

Peery's Egyptian Theater: 2415 Washington Blvd. Ogden, Utah 84401

Ogden Eccles Conference Center: 2415 Washington Blvd. Ogden, Utah 84401

mw CONFLICTS: All conflicts have been correctly listed on the audition calendar (form). Conflict updates must be reported to the stage manager by the end of the first cast read-through. **Any additional conflicts after this time may not be honored and may result in decreased payment.**

mw PERFORMANCES: ***A Christmas Carol*** will perform at Peery's Egyptian Theater on the following dates: **ATTENDANCE AT THESE IS MANDATORY AND IF THERE IS AN ABSENCE MAY RESULT IN DECREASED PAYMENT!**

November 16th – 17th – Tech Rehearsal
November 18th – Dress Rehearsal/Preview
Night
November 20th – **Opening Night!**
November 21st – Evening Show

November 22nd – Evening Show
November 24th – Evening Show
November 25th – Matinee & Evening Shows
November 26th – Evening Shows
November 27th – **Closing Night**

mw CALL TIME: I am aware that I must arrive at the theater no later than 60 minutes before curtain.

mt ACTOR COMPENSATION: Actors will receive a stipend of \$75 per show, for a total compensation of \$600 as well as a \$100 stipend for rehearsal travel to be paid at the close of the final performance listed above. This compensation is contingent upon the actor being present at all required rehearsals & performances.

mt COMP TICKETS: Actors will receive TWO complimentary tickets for **A Christmas Carol** which can be used at any one performance. Contact the theater box office to select your show date/seats.

mt MEDIA RELEASE: I, the undersigned, hereby authorize Ogden Musical Theatre to photograph me, take motion pictures of me, take video footage of me, and/or make electronic sound recordings of me (herein referred to as photographic or electronic reproductions). I authorize the use of any such photographic or electronic reproductions of me for any purpose, including but not limited to educational and other public media as may be deemed appropriate by Ogden Musical Theatre.

mt APPEARANCE: Dramatic changes to your look are not permitted without prior written consent from the production team. This includes hair cutting/color changes, tattoos, piercings, tan lines, or significant weight changes.

mt POLICIES AND PROCEDURES: I have received a copy of Ogden Musical Theatre's Policies and Procedures and agree to uphold them.

Mandi Harris

Actor Signature
10-7-2023

(Date)

Amanda Wood Harris

(Print full name)

Kassi Bybee

Kassi Bybee, Producer
10/7/23

(Date)

Maurie Tarbox

Maurie Tarbox, Artistic Director
10/14/23

(Date)

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY

By _____
Gage Froerer, Chair

Commissioner Froerer voted _____
Commissioner Harvey voted _____
Commissioner Bolos voted _____

ATTEST:

Ricky Hatch, CPA, Weber County Clerk/Auditor

GENERAL POLICIES AND PROCEEDURES

COMMUNICATION:

Email will be used as the primary tool for any and all communication coming from the Company. All individuals are required to check their email daily and respond when requested.

EMERGENCIES AND INJURIES:

All individuals are required to complete an Emergency Contact Sheet, provided before rehearsals begin and returned to the Production or Stage Manager. All individuals will report any injury or emergency to the Production or Stage Manager.

DISCRIMINATION:

There shall be NO discrimination against any individual by reason of race, color, creed, gender, age, national origin, sexual orientation, disability, professional status or activity.

ALCOHOL/DRUGS:

No consumption of alcohol or illicit drugs will be allowed on the premises. Alcohol will not be consumed within 8 hours prior to a rehearsal or performance.

SOCIAL MEDIA POLICY:

The images of productions are the property of the Company. Unless otherwise instructed, all individuals shall refrain from the release of images from rehearsals, performances and meetings.

CELL PHONES AND COMPUTERS:

All individuals shall silence or turn off any digital device during rehearsals and performances, including in the green room, rehearsal hall, and dressing rooms.

SCRIPTS/LIBRETTOS:

Any script given to an individual by the Company shall be promptly returned after the final performance. Original scripts must be returned in good condition, as they have to be returned to the licensing company. Markings in original scripts must ONLY be done lightly in pencil. Failing to do so may interrupt payment to the individual by the Company.

PARKING:

Individuals agree to use free parking on the street after 6:00pm or at The Junction parking garage north of 24th Street, or to pay \$6.00 for parking (behind the theater) when it is available. Parking is not provided by the Company.

COMP TICKETS:

All individuals performing contracted work for the Company shall be given two (2) complimentary tickets to the production and can be used at any one performance of OMT's production of ***A Christmas Carol***. The transfer or resale of complimentary tickets is strictly prohibited.

REHEARSALS:

- Individuals will be required to attend all rehearsals for which they have indicated they do not have a conflict.
- Rehearsals will begin on time. Arrive early to be "ready to go" at the time listed. Excessive tardiness or absences will not be tolerated and may lead to the dismissal of any individual contracted.
- All individuals shall come prepared. This includes proper dress and footwear, memorization and character work as outlined in the calendar and by the Directors.
- There shall be a reasonable break schedule built into every rehearsal. For example; a 5-minute break every 60 minutes or a 10-minute break every 90 minutes.
- Rehearsals are closed and individuals not involved with the production are not permitted to attend unless otherwise noted.
- Actors will be asked to provide a headshot & short biography for inclusion the playbill. If deemed necessary, character limits must be observed.
- Prior to printing, the Actor shall have the right of approval of biographical material.

PERFORMANCES:

- All individuals shall arrive before call time. For crew: two hours before curtain. For Actors: 60 minutes before curtain. Some additional time may be requested in situations of specialty makeup, fight-call, etc.
- All Actors shall pay strict attention to make-up and dress, caring properly for all costumes, makeup and properties.
- Actors shall perform as reasonably directed and abide by the language of the script to the best of their ability.
- No patrons shall be allowed backstage or in the dressing areas. Tours of backstage may be allowed if approved by the Producer and/or Artistic Director.
- NO eating in costume.
- Costumes, properties and other stage equipment do not leave the theater unless approved by the Production/Stage Manager. This may include items that you own.

