

Powder and Wig Actor's Contract

Updated as of February 22th 2020

Actor: _____ Year: _____

Email: _____ Phone: _____

Show: _____ Show Dates: _____

Upon the signing of this contract, the actor above has agreed to the following terms. It is their responsibility to uphold the application of these rules. Failure to fulfill all of the requirements may result in the termination of this agreement and the Powder and Wig Board will react appropriately to the situation. The P&W Board retains the authority to remove and replace the actor, or change any and all of the conditions of the performance as seen fit.

1. Every actor must provide their schedule with the stage manager, and communicate via email any conflicts (academic, medical, or family related) that may arise prior to 1 hr before rehearsal begins. In cases of extreme emergencies, text is acceptable.
2. Every actor is required to be present for the entire duration of rehearsals during the production's tech week unless there is an academic or other important event (such as CER Shift Change). These conflicts should be communicated to the directing/stage management team far in advance.
3. If a conflict or problem arises during a show, a non-affiliated Board member (Board Mom) shall be notified immediately to serve as a judge or mediator if the Board member determines the need.
4. The actor must take care of their set pieces and props. Any damages or issues must be reported to the directing team and the P&W Board for further discussion. The actor may be monetarily responsible for damages or lost items depending on the severity and avoidability of said damages.
5. The actor must make absolutely sure they are available for all show days.
6. Any show in a space controlled by any group will obey the policies and procedures set by that group. It is the responsibility of all members of the production to obey these policies.
7. The Actor must complete the mid-show evaluations within one week of receiving them, and must complete the end of show evaluations before leaving strike.

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8. If the Actor is also serving in a Board position, they will keep their duties separate and distinct. In situations where there is a conflict of interest between Board duties and show duties, Board duties must be fulfilled. There will be no special treatment for a Board member's show.

9. An actor may not audition for or be cast in a production if they have been prohibited or blacklisted, by the Board.

10. The Black list policy is a way to keep actors accountable for their actions and commitments. When an actor is blacklisted, they are prohibited from participating in any show in any capacity for a duration of time (semester, year, indefinitely) determined by the Powder and Wig Board with input for the director of the show. An actor has the potential to be blacklisted if they miss more than two rehearsal blocks for the One-week production, three rehearsals in a semester production, two rehearsals in a Jan Plan production, one rehearsal in a ten minute one act, or two rehearsals in a thirty minute one act production. It is important to note that these absences will not result in an immediate blacklisting; the board and the director of the production will be in conversation to figure out the best course of action.

11. Other Black listable offenses include: unexcused absence from strike, coming to a rehearsal intoxicated, being intoxicated at a performance that a person is working, grossly violating the director's contract, and violating the school, state, or federal laws.

12. The Powder and Wig Board will decide the ticket selling policy regarding complementary and reserved tickets. Comps will be guaranteed to all members of the technical crew not involved in running the show.

The P&W Board encourages communication between the actors and board. If there are any questions, concerns, or general inquiries please contact the Powder and Wig Board.

Actor: _____ Date: _____

Received by the Powder and Wig Board: _____ Date: _____