THE COLONIAL CENTER for Performing Arts

PRODUCTION FORM

Name: _____ **Nickname:** _____

Gender: _____ **Pronouns:** _____

Phone Number: _____

Email: _____

Contact Preference: _____

I am interested in helping as (select all that apply):

- ☐ Backstage Crew
- ☐ Prop Manager
- ☐ Stage Parent
- ☐ Costumes
- ☐ Hair and Makeup
- ☐ Front of House: Usher
- ☐ Tech Booth: Sound
- ☐ Tech Booth: Lighting
- ☐ Tech Booth: Spot Light
- ☐ Set Shop: Set Building
- ☐ Set Shop: Set Painting
- ☐ Set Shop: Set Dressing

Please list the last four Stage or Crew experiences: A resume may be attached.

SHOW: **ROLE:** **YEAR:**

_____

_____

_____

_____

Conflict dates: Please list all conflicts with the rehearsal dates if working as stage or tech crew:

_____

_____

_____

Please list any additional information you would like to share:

_____

_____

All volunteers will receive a comp code for two tickets to our performance that can be redeemed at colonialcenter.ludus.com on a date and seat of their choosing.

Colonial Actors Theatre Society

CODE OF CONDUCT, PERFORMANCE ACKNOWLEDGEMENT AND WAIVERS

PERFORMER'S RESPONSIBILITIES:

Attend Rehearsals
Memorise Lines and Blocking
Attend Dress Rehearsals
Attend Performances
Help with teardown and cleanup at each show
Provide your own transportation for practices and performances

EXPECTATIONS:

Responsible Behavior: Use of self-control in your actions and language. Be courteous to others through work and deed. Honor those around you by respecting them, encouraging them, and avoiding words or actions that would be harmful. This includes, but is not limited to, gossip, slander, profanity, etc.

Cooperation with Others: Listen and work together. When conflict arises it should be privately discussed immediately between the parties involved. If the matter is not resolved, the next stage is to meet directly with the director or assistant director. Please encourage one another to handle issues discreetly and immediately to avoid stumbling blocks for the performance.

Mutual Respect: Treat yourself, others, and property with care and consideration.

Self-Control: Maintain integrity inside and outside of rehearsals and shows. The directors of C.A.T.S. and/or The Colonial Center reserve the right to pull a cast member for behaviors that are not in line with standards of the facility, could cause harm/ damage to the facility and/or others, and/or be a negative influence or poor reflection on the facility, directors, and/or associates. Anyone who is in possession of illegal substances of any kind, uses illegal substances of any kind, possesses a weapon of any kind, or engages in sexual and/or other inappropriate acts will be immediately barred from any further participation in or at The Colonial Center and will face any and all consequences by law. Law enforcement will immediately be summoned.

Personal Excellence: Put forth your best effort in whatever you attempt. You are positive representatives of C.A.T.S., The Colonial Center, your families, and community. In terms of performance this means demonstrating the following characteristics:

DIRECTABILITY: The willingness to be directed, try new assignments, trust the Director's decisions, and follow the rules. Exemplify an attitude that says, "I will do whatever it takes to be successful and grow as an artist."

PASSION: A love of the arts and a desire to honor others with your talents and abilities. Put your heart and soul into what you do, knowing that it will be recognized.

SELF-DISCIPLINE: Make a commitment to do your best regardless of circumstances or cost to yourself.

INTEGRITY: Interact with others in honesty. Follow through on your word and do what is best for the group.

HUMILITY: Judge yourself wisely. You are no better than anyone else. Accept that we all have strengths and weaknesses.

ACCEPTANCE OF POSITION:

In accepting this volunteer position at the Colonial Center, it is my understanding that it is my responsibility to attend each necessary function associated with performance and will contact one of the Directors in the case of illness or emergency. Absences are NOT tolerated unless cleared in advance with a Director. Additionally, it is my responsibility to follow procedures and guidelines of the Colonial Center at all times during the activities on premises. Failure to comply can result in dismissal from the facilities or other further actions as necessary by a Director.

RELEASE OF LIABILITY AND INDEMNIFICATION:

I, as either the Participant and/or the parent(s) and/or legal guardian(s) of said Participant, agree that in the event that the Participant suffers an illness, injury(ies) while participating in any Colonial Center sponsored production, event and/or program, the parent(s), legal guardian (s) and/or Participant shall be solely and fully responsible for any and all medical or injury-related treatment and/or expenses. By signing below I, either for myself as a Participant and/or as the parent(s) and/or legal guardian(s) of the Participant, hereby agree to defend, indemnify and hold harmless the Colonial Center, and/or its assignees, its officers, board of directors, agents, volunteers, staff, independent contractors, subcontractors and/or their assignees from any and all claims, actions, expenses, costs, obligations, liabilities and/or damages (or any other element of damages), known or unknown, resulting from or arising out of the rendering of any and all first aid, if any, and/or resulting from any illness, injury (ies) and/or death of the Participant occurring at any time during and/or related to the participation in any Colonial Center sponsored production, event, and/or program.

WORKMAN'S COMPENSATION:

You are hereby advised that the Colonial Center does not carry Workman's Compensation Insurance for participants or volunteers. If you or your child/children should suffer an injury while participating in a Colonial Center production process, you will be personally responsible for your medical or injury-related expenses.

FURTHER LIMITATION OF LIABILITY AND/OR DAMAGES:

The Colonial Center is not responsible for any reason for any act, error or omission (whether said act, error or omission is intentional, negligent and/or for reasons beyond the control of the Colonial Center) of the Colonial Center and/or its assignees, its officers, board of directors, agents, invitees, volunteers, staff, independent contractors, technical crews, subcontractors and/or their assignees and which results in damages, costs, and/or expenses to and/or on behalf of the Participant and/or the Participant's parent(s) and/or legal guardian(s).

LOST/STOLEN PROPERTY:

The Colonial Center is not responsible for any lost or stolen item of personal property of the Participant while said property is at any Colonial Center sponsored production, event, and/or program.

INDEMNIFICATION AGREEMENT:

I hereby agree to release, defend, indemnify, and hold harmless The Colonial Center, its officers, directors, staff, volunteers, agents, invitees, contractors, and independent contractors from any and all liability arising from or related to my child/children or my participation in activities associated with theatrical productions.

MEDIA RELEASE:

I understand that The Colonial Center may choose to photograph, film, tape or record my child/children or myself for publicity, documentation or ticket sales purposes, and that by signing this release form I give them full permission and waive all copyright and future considerations.

DAMAGES:

The Colonial Center strives to provide a safe and clean environment for positive theater and performance productions. If, by negligent or purposeful intent, the participant or responsible parties for the participant cause harm or damage to any member of The Colonial Center staff or fellow participants or property at any point in the participation in association with performances and activities on premises, the individual or individuals responsible may be held liable for any costs incurred to replace, repair, treat, or otherwise put into working order those elements damaged or harmed.

The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

_____ _____

Signature of Participant or Parent/Legal Guardian
(If under 18, Parent/Guardian must sign)

Date

_____

Print Participant's Name

MEDICAL CONSENT AND INFORMATION:

In the event of an emergency, I give consent for medical care and/or treatment

Insurance information: _____

Name of Insured: _____

By signing below, you are in agreement with the code of conduct, expectations, and approve medical care and/or treatment in the event of an emergency.

Print your full name: _____

Signature (If under 18, this must be a parent/guardian): _____

Date: _____