

CTE/FVTC General & Audition Registration Forms 409

PERSONAL INFORMATION

First Name: _____ Last Name: _____

Birthdate: ____/____/____ Grade: ____ Last 4 digits of SS# No. _____

Student E-mail (age 13 & older): _____ School: _____

Nickname (optional) _____ Age: _____ Gender: Male Female

Street Address: _____

City _____ Zipcode: _____ Home Phone: _____

Mother's Name: _____ Work Phone: _____

Mother's Cell: _____ Email:(if different than above) _____

Father's Name: _____ Work Phone: _____

Father's Cell: _____ Email:(if different than above) _____

PERFORMANCE INFORMATION

Has student ever been in a CTE or FVTC show before? _____

Has student auditioned with CTE and not been cast? _____ How many times? _____

If not all of your children are cast in the show would you still want to participate? _____

Do you know anyone who can sew a straight seam who might help with costumes? _____

Non-CTE/FVTC Acting Experience: _____

Non-CTE/FVTC Singing Experience: _____

Non-CTE/FVTC Dancing Experience: _____

Role Preference (mark one): Any Prefer Principal Principal Only

ADULT CODE OF CONDUCT

Children's Theatre of Elgin and Fox Valley Theatre Company

CTE / FVTC are non-profit 501(c)(3) organizations basically run by parent volunteers with some outside staff. Our mission is to produce theatre for children by children in a nurturing and positive environment.

The following is expected of all adults working with CTE / FVTC:

- Adults are expected to enable their son or daughter to arrive at rehearsals on time and stay through the end of rehearsal.
- All language is to be nurturing and age appropriate. Swearing and excessive yelling will not be tolerated.
- Disciplinary tone and actions should always be of a positive nature. The use of humiliation is never an acceptable disciplinary technique.
- Personal, verbal, non-verbal, physical or sexual harassment between child to child, child to adult, or adult to adult will not be tolerated.
- All cast members, all parent volunteers and all hired staff are important to the success of the production; therefore, making someone feel that their role in the production is not important will not be tolerated.
- **The use of any video or audio recording device of any kind during the auditions, rehearsals, or performances, or the preparation for any of the same without the express consent of the Producer is strictly prohibited. Persons violating this section will be immediately ejected from the premises and may jeopardize their child's continued involvement in the production or future productions.**
- If at any time you see anything that is inappropriate, direct your comments to the person in charge -- Producer or Production Coordinator.
- Concerns and/or problems with the house (ECC or Hemmens) employees are to be brought to the attention of the producer.
- If you have any overall concerns regarding the production, direct your comments to the producer.

If a child or an adult displays inappropriate behavior it will be reviewed by the Producer who will deem final disciplinary action which could include dismissal from the show. Disciplinary action will be shared with the Board of Directors. If the behavior is severe, participation in future shows may be prohibited.

I have read and agree to abide by the above guidelines.

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Name of Production _____ Date _____

CAST MEMBER CODE OF CONDUCT *(Under age 18 must be signed by parent & cast member)*

Children's Theatre of Elgin & Fox Valley Theatre Company

CTE/FVTC are both not-for-profit 501(c)(3) organizations designed to produce theatre for children by children in a nurturing and positive environment. Please read the following expectations and sign at the bottom to indicate your willingness to abide by them.

- 1.) **I will** attend rehearsals during my scheduled time and inform the production coordinator in advance if I am unable to attend.
- 2.) **I will** attend rehearsals during my scheduled time, stay in the assigned rehearsal room, or designated area as assigned by the production staff, and inform the production coordinator in advance if I am unable to attend, or to momentarily leave the rehearsal area.
- 3.) **I will** be respectful (quiet and listening attentively) of any adult providing instruction.
- 4.) **I will** cooperate with parent volunteers who help with the show.
- 5.) **I will** direct reports of inappropriate behavior or other concerns to the production coordinator or producer.
- 6.) **I will** allow CTE/FVTC to use any photo or video clip taken during the course of a show or other event to be used for marketing or other uses, including print and/or electronic publication.
- 7.) **I will** be respectful of all property, including props, microphones, sound equipment, costumes, and set pieces.
- 8.) **I will** abide by the policies of any rehearsal or performance venue or facility.
- 9.) **I will not** use any tobacco, alcoholic beverages or other unlawful drugs while a cast member at any time. This also includes direct association (such as a party) with persons involved with alcohol, drugs, or any other criminal activity.
- 10.) **I will not** swear or use disrespectful or abusive language designed to hurt or cause pain to another cast member of the cast or crew.
- 11.) **I will not** use any audio or video recording device, of any kind, including cell phones, during auditions, rehearsals, or performances, or the preparation for any of the same without the express consent of the Producer and not in dressing, bathroom or other areas where privacy is expected at any time. Persons violating this section will be immediately ejected from the premises and may jeopardize their continued involvement in the production or future productions.
- 12.) **I will not** make someone feel that their role in the production is not important.
- 13.) **I will not** participate in any verbal, nonverbal, physical or sexual harassment between child to child, child to adult, adult to child, or adult to adult.

I understand that the producer or his/her designee, maintains the right at all times to take any action, in his or her sole judgment, necessary to uphold the integrity and positive reputation of CTE/FVTC

I understand that if I display conduct in violation of the above terms or other inappropriate behavior it will be reviewed by the producer who will have the final disposition of disciplinary action which could include immediate and permanent dismissal from the show. Disciplinary action will be shared with the Board of Directors. If the behavior is severe, participation in future shows may be prohibited.

Cast member signature: _____ Date: _____

Parent signature (if cast member is under age 18): _____

CAST MEMBER CODE OF CONDUCT *(Age 18 and older)*
Fox Valley Theatre Company

Fox Valley Theatre Company (FVTC) is a not-for-profit 501(c)(3) organization designed to produce theatre for young adults by and for young adults in a nurturing and positive environment. Please read the following expectations and sign at the bottom to indicate your willingness to abide by them.

- 14.) **I will** attend rehearsals during my scheduled time and inform the production coordinator in advance if I am unable to attend.
- 15.) **I will** attend rehearsals during my scheduled time, stay in the assigned rehearsal room, or designated area as assigned by the production staff, and inform the production coordinator in advance if I am unable to attend, or to momentarily leave the rehearsal area.
- 16.) **I will** be respectful (quiet and listening attentively) of any adult providing instruction.
- 17.) **I will** cooperate with adult volunteers who help with the show.
- 18.) **I will** direct reports of inappropriate behavior or other concerns to the production coordinator or producer.
- 19.) **I will** allow CTE/FVTC to use any photo or video clip taken during the course of a show or other event to be used for marketing or other uses, including print and/or electronic publication.
- 20.) **I will** be respectful of all property, including props, microphones, sound equipment, costumes, and set pieces.
- 21.) **I will** abide by the policies of any rehearsal or performance venue or facility.
- 22.) **I will not** use any alcoholic beverages or other unlawful drugs while a cast member at any time. This also includes direct association (such as a party) with persons involved with alcohol, drugs, or any other criminal activity.
- 23.) **I will not** swear or use disrespectful or abusive language designed to hurt or cause pain to another cast member of the cast or crew.
- 24.) **I will not** use any audio or video recording device, of any kind, including cell phones, during auditions, rehearsals, or performances, or the preparation for any of the same without the express consent of the Producer and not in dressing, bathroom or other areas where privacy is expected at any time. Persons violating this section will be immediately ejected from the premises and may jeopardize their continued involvement in the production or future productions.
- 25.) **I will not** make someone feel that their role in the production is not important.
- 26.) **I will not** participate in any verbal, nonverbal, physical or sexual harassment between child to child, child to adult, adult to child, or adult to adult.

I understand that the producer or his/her designee, maintains the right at all times to take any action, in his or her sole judgment, necessary to uphold the integrity and positive reputation of FVTC.

I understand that if I display conduct in violation of the above terms or other inappropriate behavior it will be reviewed by the producer who will have the final disposition of disciplinary action which could include immediate and permanent dismissal from the show. Disciplinary action will be shared with the Board of Directors. If the behavior is severe, participation in future shows may be prohibited.

Cast member signature: _____ Date: _____

Audition # _____

CTE AND FVTC COMMITTEE SIGN-UP FORM*

Cast Member's Name: _____ Grade _____

Committee Member's Name: _____

(Parent, Guardian, FVTC cast member or the person(s) who can be counted on to do the work listed below)

*Each cast member's parent must be on **at least one** committee! If you have more than one cast member, more is expected of you. Remember, what makes great productions happen is the **large amount of volunteer hours that parents put in for each show!** Parental help is mandatory for any CTE-age actors (2nd grade through age 15). FVTC actors may have parental assistance or donate their own time & talent on committees.

Volunteer is available: Days Evenings Weekends (Mark 1st, 2nd & 3^d choices)

I am willing to Co-chair a committee

PLEASE SELECT ONE OR MORE COMMITTEES TO WORK ON:

_____ **Whichever committee needs me the most OR**

_____ **Cast Party:** Help get supplies and serve at the cast party which will be held between the last two performances

_____ **Cast Profiles & Board:** Collect & compile cast info for the program & create cast picture boards with captions for the lobby during public shows

_____ **Costume:** Sewing, assembling, & repairing costumes before and during shows

_____ **Costume Organization:** Help during rehearsals, tech week & shows with sorting & organizing costumes

_____ **Group Assistant:** Keeping actors under control & making sure dressing rooms are clean during rehearsals, tech week and during shows

_____ **Make-up:** Being at tech-week rehearsals & a minimum of 3 shows to apply make-up

_____ **Props:** Help organize props currently owned by CTE & FVTC during early weeks of rehearsal, gather items needed for the play, & assist with them during tech week & at least 3 shows

_____ **Publicity:** Distribute flyers/posters to cast to be placed around the communities, assist in getting display locations, & assist the office manager with media publicity

_____ **Set Building:** Building the set under the direction of the head carpenter

_____ **Set Painting:** Painting the set under the direction of the color coordinator

_____ **Set Move-in & Strike:** Moving the set to venue and tearing down following last show & returning it to storage

_____ **Special Effects:** Prepare & run dry ice & fog machines tech week & during all performances

_____ **Stage Crew:** Moving sets on & off stage during tech week & a minimum of 3 shows

_____ **Tech Crew:** Help operate video and microphones for all shows

In addition to the above committee(s), I would also like to help with:

_____ **Concessions:** Set up and sell treats, beverages & memorabilia during at least 3 shows

_____ **House Management:** Greet people as they arrive, answer questions, assist in finding seats

At all times you will be fully responsible for any act or omission of your child or children during any audition, rehearsal or performance-related activity. By signing this form, you agree to pay for any loss, including all costs of defending CTE and/or FVTC, its officers and agents, against everything and anything your child or children does that may cause injury, loss, destruction, or liability.

Parent's Signature _____ Date _____

Home Phone (____)____-____ Cell Phone (____)____-____

CONFLICT CALENDAR

Children's Theatre of Elgin & Fox Valley Theatre Company

Rehearsals are usually between 6-9:30 pm. Your student may be scheduled for all/part/none of that time on certain days, but please block out the time for now.

*Please write "NO" on any dates that your child cannot rehearse. *If you are unsure, please write "MAYBE" with an explanation of the conflict off to the side. An unmarked date means that your student will be able to rehearse.*

If you have a conflict for part of an evening, note this as well

A MAXIMUM OF THREE TOTAL ABSENCES IS ALLOWED.

Mon	Tue	Wed	Thu
-TECH WEEK NO ABSENCES ALLOWED	-TECH WEEK NO ABSENCES ALLOWED	-TECH WEEK NO ABSENCES ALLOWED	-TECH WEEK NO ABSENCES ALLOWED

****Attendance at all performances is also required.*

Unexcused absences (not noted above) from rehearsals may jeopardize student's participation in the show, at CTE's or FVTC's discretion.

Actor's Name: _____

Parent's Name (please print): _____

Parent's Signature: _____ Date: _____