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## ACTOR CONTRACT

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As a member of the cast of **The Odd Couple**:

1. If I am not currently a member, I agree to become a member of CCT by the first rehearsal as a condition of being in this production.
2. I agree to attend all rehearsals for which I am scheduled (including all Technical and Dress rehearsals). The rehearsal period begins on **Tuesday, July 26, 2016** and continues through **Wednesday, October 13, 2016**.
3. I agree to attend all scheduled performances. Performance dates and times are:
  - a. **Friday, October 14, 2016 at 7:00 pm**
  - b. **Saturday, October 15, 2016 at 7:00 pm**
  - c. **Sunday, October 16, 2016 at 3:00 pm**
4. I agree that it is my responsibility to know when and where rehearsals will take place by referring to the published rehearsal schedule or by joining the “CCT The Odd Couple” Facebook group, where updates to the schedule will be published on a regular basis.
5. I will arrive 5 minutes early for all scheduled rehearsals and I will remain at rehearsals until the rehearsal is completed or I am excused.
6. I agree to be on time for all scheduled calls on performance dates.
7. I agree to notify the Director or Stage Manager immediately of any conflicts to the published schedule.
8. If I must miss a rehearsal because of an emergency, I will personally contact the Director or the Stage Manager via phone or text a minimum of 24 hours prior to the beginning of the rehearsal. If I miss a rehearsal and do not contact the Director and Stage Manager, I understand that my lack of consideration is enough for me to be dismissed from the production.
9. I will bring my assigned script, notebook, calendar, personal planner, pencils, and proper shoes and rehearsal clothing to each rehearsal.

10. I agree to return all loaned scripts and scores to CCT no later than the close of the final performance. I understand that I may purchase my script for \$11.
11. I agree to be **off-book with lines memorized no later than September 1, 2016**. In the event I cannot recall lines at a rehearsal, I may call “line” for a reasonable period of time after that date.
12. While at rehearsal I agree to focus my attention on the rehearsal process and will not play electronic games, text, or other such activities that may distract me or others from the purpose of rehearsal.
13. I agree to properly care for any costume pieces that are assigned to me, and will launder any washable items and return them to CCT within seven (7) days of show close. I further agree to furnish my own shoes and undergarments as indicated by the Director or Costume Designer.
14. I will not cut my hair or beard, change hairstyles or colors, or, in general, change my appearance in any way until after the show closes, unless explicitly instructed to do so by the Director or Costume Designer.
15. I agree that I will not invite guests to rehearsals without express, prior approval of the Director.
16. I agree to sell 10 tickets to the show (10 tickets per person or per family if more than one family member is cast) and one advertisement for inclusion in the program. I understand that all tickets must be paid in advance. I also understand that I am responsible for participating in any marketing/publicity events that are scheduled, including distribution of posters/flyers, cast photo sessions, and the performance of excerpts at designated locations.
17. I agree to assist with the production in any capacity, including but not limited to, working on the set, helping in the costume shop, assisting the Box Office with publicity and marketing, etc.
18. I agree to participate in the strike of the show. Strike will occur after the Sunday evening performance.
19. While at rehearsals, work sessions or performances, I will promote and foster a professional attitude all times: dedicated, productive, positive, safe, pleasant, creative, and collaborative.
20. I will treat others with respect and courtesy at all times, and agree to abide by CCT’s sexual harassment policy. I understand that I may be immediately dismissed from the production should I violate any of CCT’s policies with regard to conduct.
21. I understand that I am responsible for attending at least ONE of the scheduled work days to assist CCT in non-production-related cleaning, organizing, moving, storing, etc. events.

**ACTOR/CREW MEMBER NAME:**

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**DATE SIGNED:**

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# CCT SEXUAL HARASSMENT POLICY

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It is policy of Chillicothe Civic Theatre (CCT) that all actors, orchestra, crew, directors, choreographers and all others involved in a production have a right to work in an environment free of discrimination, which encompasses freedom from sexual harassment. CCT strongly disapproves of sexual harassment of its members in any form, and states that all CCT members must avoid offensive or inappropriate sexual and/or sexually harassing behavior at rehearsal, work sessions and performances, and will be held responsible for insuring that the environment is free from sexual harassment.

Specifically, CCT prohibits the following:

- Unwelcome sexual advances;
- Request for sexual favors;
- Other verbal or physical conduct of a sexual nature made to any member;
- Any verbal or physical conduct that has the purpose or effect of substantially interfering with the member's ability to do his/her role or job; or
- Any unwelcome verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive rehearsal or performance environment.

Other sexually harassing conduct at any CCT event, whether physical or verbal is also prohibited. This behavior includes, but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, "off color" language or jokes, innuendoes, and sexually suggestive objects, books, magazines, photos, cartoons or pictures.

Members who have complaints of sexual harassment by anyone at rehearsal, work session, or performance, including any members or visitors, are urged to report such conduct to a CCT officer or board member or the Director of the production immediately so that CCT may investigate and resolve the problem.

CCT will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken and the offending member may be dismissed from any current production, and in particularly egregious instances, from participating in any future CCT production.

CCT will make every attempt to maintain the information provided to it in the complaint and investigation process as confidential as possible. There will be no retaliation against members for reporting sexual harassment or assisting CCT in the investigation of a complaint.