

**Theatre Company of Saugus - Cast Contract**  
***Nevermore: The Imaginary Life and Mysterious Death of Edgar Allan Poe***  
**Due at audition or first rehearsal. Keep a copy for reference.**

1. Anyone who accepts a role in the production, who is not already a member (or who has not already renewed for 2019) is **required to become a member** of the Theatre Company of Saugus for 2019. Fill out the Membership Application and submit it with a check or cash. \$25 for adults.
2. All cast members are required to pay a **\$35 show fee**, including TCS members. This helps to defray the costs associated with producing a show, including royalties, salaries, venue rental, costumes, set, etc. There are **incentives**:
  - a. If you sell Ads or Well-Wishes for the program worth \$25 or more, you get back \$10.
  - b. **If you sell 10 tickets by September 27**, then you get back \$10.
3. We will provide you with the script and vocal score. These must be returned to us by the start of the final performance. You are required to pay a **\$20 script deposit fee to Wesley Toma-Lee**, which will be returned to you after we get back your materials. If by check – **please make out to Theatre Company of Saugus**.
4. **All fees are due by your third scheduled rehearsal**. If you have a hardship, speak to the stage manager or producers before this deadline.
5. T-shirts are available to be ordered: \$16 for S thru XL and \$18 for anything bigger. There needs to be at least 5 ordered to place the order. Circle the size below if you would like one.
6. All cast members will be **required to put-in a minimum of 4 hours** towards Set Load-In, Set Construction, and/or Scenic Painting.
7. All cast members are **required to participate in the Strike** following the final performance. You will be given specific jobs, but do not plan on leaving until the entire strike is completed, which makes it an easier experience for everyone.
8. Cast members will have the opportunity to benefit the production by **selling advertisements or well-wishes** for the program. The **deadline is October 4**. If you sell at least \$25 worth of program ads by the deadline, you get a \$10 refund on your show fee. Donations of gift cards from businesses can be substituted for ads.
9. Each cast member must **write a Bio** to appear in the program. It must be submitted **by September 27 to shaw.eventprograms@gmail.com**
10. Each cast member is requested to **sell tickets** to the show. If at least 10 tickets credited to you are paid for **by September 27**, you get a \$10 refund on your show fee.
11. All cast members will be **required to supply some basic costume pieces** such as shoes, undergarments, and other personal items on their own.
12. Cast and staff members will receive a publicity kit. You will get **postcards that you can send out via postal mail or hand distribute**. You will get a press release, which you may modify to highlight your role in the show, and you will then **distribute it via email and social media postings**. Like and Follow the TCS FB page. Then we can tag you in posts about the show. If you FB name is different than your regular name, please let us know.
13. You agree to allow **photographs** taken of you to be used for publicity purposes, or display in the program or venue. Our photographers and photo editors will ensure quality.
14. Once the rehearsal schedule is determined, **actors are expected to be present and prompt for all rehearsal dates for which they are scheduled**, unless excused by the director and/or stage manager.
15. You should **be prepared to rehearse off-book by the date designated by the director**. Plan to study your lines and lyrics accordingly.
16. Cast members are asked to participate in any fundraisers and publicity events for the show. Fundraisers may include gatherings with friends at restaurants. There could be preview performances of portions of the show. Not all cast members may be required, but make the dates available on your calendar when they are known.
17. All required paperwork and checks should be submitted to one of the Producers. **Do not give to another party unless directed to do so**. Mark the purpose of the payment on the check. Checks should be made out to Theatre Company of Saugus. When submitting cash, attach a note with your name and the purpose of the payment. Make sure you get a receipt.

Print Name \_\_\_\_\_ Signed \_\_\_\_\_

Guardian Signature (if under 18) \_\_\_\_\_

Are you interested in a t-shirt? YES NO If yes: t-shirt size (circle one): YS YM YL YXL S M L XL XXL

## **Theatre Company of Saugus: Information Sheet Regarding Auditions for *Nevermore: The Imaginary Life and Mysterious Death of Edgar Allan Poe***

We welcome you to the Theatre Company of Saugus and thank you for auditioning for our productions. We ask that you fill out the accompanying Audition Form, Conflict Calendar, and Cast Contract. Turn it in at your audition so that we have your contact information and scheduling conflicts. Please read and keep this information sheet, as it contains important information.

### **➤ Production Staff:**

- Producers: Amanda Allen, Deirdre A. L. Shaw, and Wes Toma-Lee
- Director: Jason Hair-Wynn
- Music Director: Shawn Gelzleichter
- Stage Manager: Molly Scrivens
- Technical Director and Costume Designer: TBD
  - If you know anyone who may be interested, please contact TCS directly.
- TCS email: [TCSaugus@gmail.com](mailto:TCSaugus@gmail.com)
- TCS phone: 781-816-7019

➤ **Rehearsal Location:** American Legion Post 210 / 44 Taylor Street / Saugus, MA 01906

➤ **Rehearsal Dates: TENTATIVE REHEARSAL SCHEDULE.** Mondays, Tuesdays and Wednesday evenings starting at 6:30PM or 7:00PM, with possible additional nights added in September based on need and availability. This may be adjusted depending on any conflicts. On the conflict calendar, **mark all conflicts that you have on any days**, and turn it in during your audition. The actors' conflicts will be taken into consideration for rehearsal scheduling of specific scenes. Please be prompt and ready to rehearse.

➤ **First Rehearsal:** Sunday, August 4 with a time TBD based on actor schedules.

➤ **Performance Dates:** October 18, 19, and 20 and 25, 26, and 27, 2019

➤ **Curtain Times:** Friday and Saturdays at 8:00PM and Sundays at 2:00PM.

➤ **Obligations. Please sign the Cast Contract.** Keep a copy for your Reference.

1. Membership.
2. Show Fee
3. Script Fee
4. Must work on Set Load-In, Construction, Painting.
5. Must participate in Strike
6. Selling program ads
7. Write Bio
8. Sell tickets
9. Costumes
10. Publicity
11. Photography
12. Rehearsal schedule
13. Fundraisers and publicity events

➤ **Callbacks:** You will receive a call or email after the auditions, if you are called back. You could still be cast if not called back.

➤ You should be available to attend the **Call-back audition, on Tuesday, July 23 at 6:30PM.**

➤ **Casting:** You will receive a call or email. Please respond to confirm.

➤ **First rehearsal.** If you are cast, you should plan to attend the first rehearsal / cast meeting as we already have a special guest scheduled to be in attendance.

*Theatre Company of Saugus – Audition Form*  
*Nevermore: The Imaginary Life and Mysterious Death of Edgar Allan Poe*

Please attach a resume and photo, if available. Fill out this form completely. On the calendar, mark any and all conflicts or potential conflicts. Hand this and the calendar in to the director or producer. Keep the information sheet.

Name:						
Address:						
City:			State:			Zip:
Phones:	Day:	- - -	Evening:	- - -	Cell:	- - -
Email address:				Age range:		

Role(s) auditioning for, with preference:

Edgar Allan Poe (written for male tenor)	Written for Baritenor (Up to 9 rolls)	Written for Soprano (Up to 7 rolls)	
	Written for Baritone (Up to 5 rolls)	Written for Soprano (Up to 9 rolls)	
	Written for Tenor (Up to 9 rolls)	Written for Alto (Up to 5 rolls)	

Acting Experience, or attach resume. (Use additional sheets if necessary):

Date	Show title	Role	With what group

What is your vocal range or part?	
Would you accept any role for which you are cast?	
Are there any roles you will not accept?	
Are you a current or former TCS paid member?	
How did you hear about auditions?	

If cast or not, would you be interested in working on the production in any of these areas?

	Refreshments		Advertising/PR		Costumes		Set Construction
	Makeup/Hair		Lighting/Sound		Ticket Sales/Admin.		General Business
	Properties		Design		Stage management		Set crew

Performances are October 18-20 and 25-27, 2019. There could be preview performances of portions of the show on other dates. Attendance is also required at the set building sessions in October, strike on October 27 <sup>th</sup> , and during production weeks beginning on October 13 <sup>th</sup> . Attendance during rehearsals is required, unless prior agreement is made with the stage manager and directors. List <u>all</u> conflicts on the calendar and turn it in when you are done.
Paid membership and show fee are required if you are cast. See attached information sheet for details. Please sign the cast contract. If you have any questions, please ask!

Name: \_\_\_\_\_

*Nevermore* Conflict Calendar

**Mark ALL dates when you have a conflict.** If a portion of the day, indicate this.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>JUL 21</b> Auditions	22 Auditions	23 Call Backs	24	25	26	27
28	29	30	31	1	2	3
<b>AUG 4</b> 1 <sup>st</sup> Rehearsal	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
<b>SEP 1</b>	2 Labor Day	3	4	5	6	7 Founder's Day 12PM-3PM
8	9	10	11	12	13	14
15	16	17	18	19	20	21

22	23	24	25	26	27	28
29	30	OCT 1	2	3 Parade in Salem 5:30PM	4	5 Set Load- In/Build
6 Set Load- In/Build	7	8	9	10	11	12
13 Tech	14 Tech/Dress	15 Tech/Dress	16 Tech/Dress	17 Final Dress	18 Performance 8PM	19 Performance 8PM
20 Performance 2PM	21	22	23	24 Brush Up???	25 Performance 8PM	26 Performance 8PM
27 Performance 2PM Strike After 4PM	28	29	30	31 Happy Halloween!		

Rehearsals are slated for Monday, Tuesday, and Wednesday evenings.

Hold Sat, Sept 7 for Saugus Founder's Day to advertise the show and perform in the afternoon.

Hold Thu, Oct 3 for the Haunted Happenings Parade in Salem – call time in Salem is 5:30PM

Set Load-In/Build on Sat, Oct 5 and Sun, Oct 6.

Tech Week starts Sun, Oct 13.

Performances:

Fri, Oct 18 at 8PM

Fri, Oct 25 at 8PM

Sat, Oct 19 at 8PM

Sat, Oct 26 at 8PM

Sun, Oct 20 at 2PM

Sun, Oct 27 at 2PM

Possible Brush-Up on Thu, Oct 24

Strike on Sun, Oct 27