



BROADWAY BOUND CHILDREN'S THEATRE PRODUCTION POLICIES

ATTENDANCE REQUIREMENTS

- Each actor is required to attend all scheduled rehearsals. All conflicts **must** be communicated to BB staff using the Production Registration Form and Conflict Calendar. Even if conflicts are reported in advance, be aware that missing rehearsal may prevent an actor from being staged into scenes and musical numbers.
- Rehearsal schedules are subject to change to make the most productive use of time.
- Attendance during dress and tech rehearsals just prior to opening is **mandatory**.
- Actors should come to rehearsals ready to work. That means appropriate clothing (no flip flops, no tight-fitting pants, hair tied up out of your face), script in hand.
- Notify BB staff of any special circumstances or medical requirements.

WITHDRAWING FROM A PRODUCTION

- If you withdraw from a production **for any reason**, including before the cast list is posted, no refund of monies already paid is given.
- If an actor withdraws, he/she will not be allowed to audition for the next production, unless excused by the Executive Artistic Director for extenuating circumstances. It is the actor's responsibility to inform BB of such a circumstance within one week of withdrawal in order to be cleared for the next audition.

SCHOOL MATINEES AND SPECIAL SHOWS

- All casts may perform one weekday matinee show during the production. If your cast is scheduled for a weekday matinee you will need to make arrangements with your school to miss that day.
- These shows are usually not open to the general public; each actor's school, as well as other Seattle area schools, will be invited to purchase low-cost tickets to attend.

COSTUMES & MAKE UP

- BB will provide costumes. Actors' families will be asked to provide some basics, which may include shoes.

MANDATORY PARENTS MEETING

- Each cast will have a mandatory Parents Meeting at the end of the rehearsal day during the first or second week of rehearsal. It is critical that a parent representative attend this meeting for vital information, regardless of your past history with BB.

VOLUNTEER AND SHOW STAFFING REQUIREMENTS

- Please be aware that Broadway Bound has a volunteer requirement as part of our program. This year we have instituted a new policy, which will be **required** of all families.
- At our first parent's meeting, we will be requiring each family to sign a volunteer commitment form. The form will offer two choices: First, and easiest, an option to pay, at that time, a \$100 staffing fee to relieve the family of any volunteer requirement; or secondly, a specific commitment to a support job on specific dates. For those choosing the volunteer option, a credit card number will be required to be kept on file, and any uncompleted hours will be charged against the card.