



## Insurance and General Information

Welcome to the East Hartford Summer Youth Festival's 58<sup>th</sup> season and our production of "*The Addams Family*".  
The Board of Directors looks forward to you joining us for an exciting summer of teamwork, hard work and fun!

- ❖ All rehearsals will take place at the East Hartford Middle School, 777 Burnside Avenue (unless otherwise noted). A rehearsal schedule will be provided and rehearsal will BEGIN at the time listed on the schedule. Please arrive early so that we can start at the scheduled rehearsal time.
- ❖ Script deposits (\$10) are due by Thursday June 30<sup>th</sup>. Please see Greer Cunningham-Pattison or Angelina DeDominicis for questions or concerns.
- ❖ Each member is expected to attend all rehearsals in their entirety, unless otherwise notified by the Director, David Sousa, or the Stage Manager, Angelina DeDominicis. Absences must be cleared in advance with either the Director or Stage Manager. In the event of an emergency, please call or text Angelina (860-840-4794) as soon as possible if you will be late or unable to attend a rehearsal. If you text, please make sure to identify yourself in the message! (Text is preferable if you can.)
- ❖ Each member should come to rehearsal each night prepared with a pencil, the folder provided, and all script or music pages they are provided.
- ❖ Each member is asked to sell at least 10 tickets to our show which will be available at each scheduled rehearsal, reserved on our website <https://ehsyf.booktix.com/> or at the door. Please see our Box Office Manager, Glynis McKenzie or Greer Cunningham-Pattison, if you have any further questions. Tickets will go on sale Friday July 8<sup>th</sup>. This is YOUR show so please sell those tickets!
- ❖ Each member is asked to obtain 1 or more program sponsors (all program materials are due by Friday, July 15<sup>th</sup>). Please see Greer with any questions. The donation trifold is in your folder – more available upon request!
- ❖ Parents, guardians, or family members are invited to assist the production in some way (sets, costuming, fundraising, etc.). Please see a member of the production staff if you are interested in helping. Parents/guardians should not stay in the auditorium during rehearsals unless they are working on the production or are asked to do so. Please talk to Greer or David if you are uncomfortable with this. The last week of the production will be restricted to the production staff only.
- ❖ Parents or guardians are asked to sign their child out at the end of each rehearsal. No one under the age of 16 will be allowed out of the building unless they are accompanied by an adult.
- ❖ Each member is expected to assist with the strike of the set, props, and costumes on Monday evening, August 1<sup>st</sup>.
- ❖ The Board of Education requires that we follow all school rules as part of our agreement to use the Middle School such as no smoking, no drinking alcoholic beverages or vandalizing school property. Violation of these policies could jeopardize our use of the building and members who break these rules will be told to leave immediately.
- ❖ Please use the COVID health self-assessment questionnaire before attending each rehearsal. Temperatures will be taken upon arrival and hand sanitizer will be made available at all rehearsals. Masks are optional at this time- EHSYF reserves the right to change COVID protocols and requirements at any time if case numbers in the area change.
- ❖ Scripts and/or vocal scores will be assigned to the cast and certain members of the crew. They will be numbered and the cast or crew member is responsible for keeping track of their materials. We will only hand out one per person. Scripts and copies MUST be returned by 8/1/22

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**Cast or Crew member(s), please initial next to each statement:**

	INITIAL(S)
✓ I agree to attend all rehearsals as scheduled unless previously cleared by the Director or Stage Manager.....	
✓ I agree to sell 10 tickets to the show and at least 1 program sponsor or advertisement for the playbill.....	
✓ I agree to encourage my parent/guardian/family member to sign up for one of the production committees.....	
✓ I agree that I will not leave rehearsals until my parent or guardian arrives (under age 16 only).....	
✓ I agree that I will attend the striking of the set on Monday August 1 <sup>st</sup> .....	
✓ I understand that the script deposit will be forfeited if not returned by the deadline (Monday August 1 <sup>st</sup> ).....	
✓ I agree to follow all the rules set forth by the Board of Education while on school grounds .....	
✓ I agree to consult the COVID health self-assessment questionnaire before attending rehearsals .....	

Member Name(s): \_\_\_\_\_

Signature: (Parent must sign if under 18) \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THE BOTTOM PORTION OF THIS FORM COMPLETED AND SIGNED WITH THE MEMBERSHIP FORM(S)**