

Contact/Emergency Information

Cast member: _____

Address: _____

Email: _____

Home phone: _____

Cell phone: _____

Allergy/Medical

If you have any allergies or conditions that should be known by the SMCT staff, please list them here. Feel free to discuss any special needs or considerations your child may have with the producer.

Scheduling Conflicts

If you already know that you will not be able to make any rehearsal or show dates due to vacations or other scheduling conflicts, please list them here.

Questions

Do you have any questions or concerns regarding our show and our operating procedures? Write them here.

Please sign and date to indicate that you have read the SMCT Production Guidelines, and return to the check-in table during the first rehearsal.

(Parent's signature required for cast members under 18)

Signature _____ Date _____

Parent/Emergency Contact

Name(s): _____

Phone: _____

Email: _____

Drop off/Pick up

If you know that your child may be dropped off or picked up by people other than yourself, please list them here.

There is a lot more that goes into a production than just acting. Below is a list of opportunities for your involvement.

During rehearsals and/or performances:

- Sign-in table
- T-shirt orders/sales
- Playbill advertising collection
- Design and printing of playbill
- Cast/crew awards
- Weekly newsletter for cast/families
- Safety and wellness officer
- Set and stage construction
- Specific set/prop project
- Painting
- Artwork
- Making costumes
- Collecting props
- Shopping for needs
- Lighting
- Sound
- Curtain person
- Blocking recorder
- Organizing cast party

During performance week:

- Hospitality staff
(greeters/admission/usher)
- Ticket sales
- Organizing concessions
- Concession staff
- Baking
- Back stage help
- Physical help
- Cast mom/dad supervisor
- Make-up
- Photography
- Videography
- Providing trucks for set transportation

Other:

- Recruitment of volunteers
- Grant writing
- Fund raising

- Add me to the SMCT database so I can receive emails about upcoming activities.