

**Production Registration Form**

Name: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent E-mail \_\_\_\_\_ Performer's E-mail \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Mother's Work Phone \_\_\_\_\_ Father's Work Phone \_\_\_\_\_

Mother's Cell Phone \_\_\_\_\_ Father's Cell Phone \_\_\_\_\_

Guardian (if applicable): \_\_\_\_\_ Guardian's Cell Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Number \_\_\_\_\_

**Audition and Attendance Information**

Is this your first LYT production? \_\_\_\_\_ Are you comfortable memorizing lines? \_\_\_(Y / N) Do you have any dance training? \_\_\_\_\_(Y / N) If yes, what kind \_\_\_\_\_

Singing experience? \_\_\_\_\_ (Y/N) If yes, what kind \_\_\_\_\_

Will you remain in the show if cast in the ensemble? If no, pay close attention to the Refund Policy. \_\_\_\_\_

**\*It is expected that this production will be a priority commitment. Please read the Attendance Policy on the Rules & Regulations/Production Policies form. Please fill out the Conflict Sheet completely, noting your weekly commitments and special events that may conflict with rehearsals and performances. (i.e. Classes, Aunt's wedding, Brother's birthday.)**

Are you in another production at this time? If yes, list rehearsal/performance dates.

\_\_\_\_\_

Are you vacationing at any time during this production? If yes, list dates.

\_\_\_\_\_

**Performing Experience and Training**

Experience is not a requirement to participate in a LYT production.

If you have performed before please tell us about it (or attach resume).

|    | Name of the Play | Part You Played | Theatre | Year |
|----|------------------|-----------------|---------|------|
| 1. |                  |                 |         |      |
| 2. |                  |                 |         |      |
| 3. |                  |                 |         |      |
| 4. |                  |                 |         |      |

**Volunteer Responsibilities:** In an effort to ensure that the responsibilities necessary to mount a wonderful production for our performers and their audiences, family members are expected to volunteer ten (10) hours towards the production.

**Photography and Copyright Release:** I hereby grant the right and give permission to **LOUISVILLE YOUTH THEATRE** and their agents and assigns, to use, publish and copyright, reproduce, in any form, all photographs (including, but not limited to stills, slides and overhead transparencies), video footage and digital images of

\_\_\_\_\_  
(*PRINT* Participant's Name)

in **LOUISVILLE YOUTH THEATRE** publications and video productions for advertising and promotional purposes. The undersigned waives his/her right to the use and ownership of said photographs, video footage and digital images for the above stated purposes. **In order to audition the following signatures are required.**

Performer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Release of Liability:** As consideration for my child (or children), as a cast member, or myself as a volunteer or cast member, being permitted by **LOUISVILLE YOUTH THEATRE** to participate in these activities, I hereby agree that I, my spouse, children, assignees, heirs, distributes, guardians, and legal representatives will not make a claim against, sue, or attach the property of **LOUISVILLE YOUTH THEATRE**, or any agent, employee, or member thereof, for injury or damage to my child (or children) or self, whether resulting from the negligent acts, or howsoever otherwise caused, as a result of our participation in \_\_\_\_\_ (name of show).

I hereby assume all risks of personal injury (including death) and property damage that may result from any **LOUISVILLE YOUTH THEATRE** activity. As parent/guardian, I do hereby release and agree to indemnify, defend, and hold harmless the **LOUISVILLE YOUTH THEATRE AND THEIR DIRECTORS, ASSOCIATES, AND INDEPENDENT CONTRACTORS** and all participants in the **LOUISVILLE YOUTH THEATRE** program from and against all liability, including claims and suits at law or in equity, for damages or injury, fatal or otherwise, that I, my spouse, children, assignees, heirs, distributes, guardians, and legal representatives now have or may hereafter have for injury or damage resulting from my child's (or children's) participation in \_\_\_\_\_ (name of show).

Please print the names of cast members and all participants who will do volunteer work for Louisville Youth Theatre for this show. You are required to donate 10 hours of volunteer time. (Your signature signifies your agreement with the conditions above.)

**Name:** \_\_\_\_\_  
Parent, Self (over 18), or Guardian – Please Print Date

**Name:** \_\_\_\_\_  
Parent, Self (self 18), or Guardian Legal Signature Date

**Cast Member Name:** \_\_\_\_\_

**Cast Member Name:** \_\_\_\_\_

**Cast member Name:** \_\_\_\_\_

**Minor Volunteer Name:** \_\_\_\_\_

**Minor Volunteer Name:** \_\_\_\_\_

**Adult Volunteer Name:** \_\_\_\_\_

**Adult Volunteer Name:** \_\_\_\_\_

**LOUISVILLE YOUTH THEATRE**  
**Authorization to Consent to Medical Treatment**

Family Name \_\_\_\_\_

Name of Cast Member \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_  
Name of Cast Member \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_  
Name of Cast Member \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Mother's Name \_\_\_\_\_  
(Parent or Guardian)

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Cell phone \_\_\_\_\_ Day Phone \_\_\_\_\_

Father's Name \_\_\_\_\_  
(Parent or Guardian)

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Cell phone \_\_\_\_\_ Day Phone \_\_\_\_\_

Insurance Provider \_\_\_\_\_ Phone \_\_\_\_\_  
Insurance Policy Number \_\_\_\_\_  
Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Family Dentist \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

If you cannot be reached in an emergency, please give the name of a friend or relative you would like us to call:  
Emergency Contact name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship \_\_\_\_\_

Is there anything else you would like us to know about your child? \_\_\_\_\_  
\_\_\_\_\_

In the event your child is injured or an emergency occurs, LYT will make every effort to reach you. If you cannot be reached, LYT will try to reach your emergency contact. If possible, LYT will call your designated doctor or dentist. However, if deemed necessary because of the nature of the injury or emergency, LYT will obtain treatment from the nearest hospital.

In the event of illness or injury, as parent/guardian, I hereby give my consent for medical treatment and permission to a LOUISVILLE YOUTH THEATRE instructor to provide or supervise on-site first aid for minor injuries and to a licensed physician to hospitalize and secure proper treatment (including injection, anesthesia, surgery, or other reasonable and necessary procedures) for the participant. I agree to assume all costs related to any such treatment. I hereby authorize my insurance company to pay benefits for costs of such treatment.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Parent or Guardian**

## **WITHDRAWING FROM A PRODUCTION AND REFUNDS**

- If you withdraw from a production before the cast list is posted, you are entitled to a \$25.00 refund. If you withdraw from a production for any reason after the cast is posted, no refund is given.
- If you withdraw, you will not be allowed to audition for the next production you are eligible for unless you are excused by the Directors for extenuating circumstances. It is your responsibility to inform LYT of your circumstance within one-week of withdrawing from a production in order to be cleared for the next audition.

## **ATTENDANCE REQUIREMENTS**

- Each performer is required to attend all of his/her scheduled rehearsals. All conflicts must be communicated to the LYT staff using the Production Registration Form. Even if conflicts are reported in advance, be aware that missing rehearsal may prevent you from being staged into scenes and musical numbers.
- Rehearsal schedules are subject to change to make the most productive use of time.
- "Production Weeks" are the last two weeks prior to performances and attendance is MANDATORY, no exceptions.
- Rehearsals will run long and late into the evening two weeks prior to show time, so please be prepared for this.
- There may be a possibility of a school matinee performance. Please inform the Directors if your child will be able to participate.

## **VOLUNTEERISM AND GETTING INVOLVED**

In an effort to ensure that the responsibilities necessary to mount a wonderful production for our performers and their audiences are met, please review the following requirements. It is the intent of LYT to foster volunteer opportunities, and to ensure that the weight of the responsibilities is shared by many and not by a few.

- Performers and/or their family members are expected to volunteer four (4) hours towards the production's move-in and/or strike. Inquire at the registration table about move-in and strike if you are not familiar.
- In addition, each family is required to volunteer an additional (6) hours in some other area within the company such as set construction, costumes, props, supervision etc. Please sign up on the sheets provided at the parent meeting.

## **GENERAL POLICIES**

- Notify staff regarding any special circumstances or medical requirements you might have.
- Parents/guardians of youth under the age of 16 must check for adult supervision before leaving their participants at rehearsals.
- Parents/guardians of youth under the age of 16 must pick-up their participant in the room at the designated time and no later.
- No video or photography of any kind is allowed during the production.
- Auditionees must participate in the full audition process to be cast (includes vocal, dance, callbacks if applicable, etc.).

## Rules and Regulations

Teamwork is the key to the success of Louisville Youth Theatre. We do require a high commitment and cooperation from everyone involved. While LYT attempts to provide a wholesome, exciting environment, we do have expectations regarding attendance and behavior in order to preserve that for everyone.

### ATTENDANCE

- I agree to attend all rehearsals for which I have been scheduled. I understand that it is imperative that every actor be at rehearsal when called. Attendance will be taken at each rehearsal. The only excused absences are: (1) death in the family, (2) cast member is ill or, (3) extenuating circumstances. If for any reason, I cannot attend a rehearsal, I will call LYT (Kathie Davis or Rese White) prior to rehearsal to obtain an excused absence **PRIOR** to the absence.
- I understand that I was asked to list ALL conflicts on my conflict sheet BEFORE my audition. If I am not present at any rehearsals during a time NOT on my conflict sheet or not for one of the reasons mentioned above it will be considered an unexcused absence. If I have one unexcused absence and I am not already double cast or have an understudy, I may be given an understudy. If I have two unexcused absences, I will be double cast and will be susceptible to losing the opportunity to perform my designated part in one or more shows.
- I agree to arrive at rehearsals on time and in appropriate clothing and shoes.
- If I have an unexcused absence and I miss a choreography rehearsal or if I have arrived too late (to be determined by the choreographer), I will not be in that dance number.
- I will remain at rehearsal until the rehearsal is finished or until excused by the director. I understand that if I am under 18, I am not allowed to leave the rehearsal/theatre premises without adult supervision.

### BEHAVIOR

- I will be respectful and courteous to the Directors, the other cast and crew members and parent volunteers.
- I will maintain a positive and cooperative attitude, and support and encourage my fellow performers. I will listen while others are being rehearsed and coached.
- I will be prepared for rehearsals with my script and a pencil.
- I will have my lines memorized on due dates. I will practice outside of rehearsals.
- I will help clean up the rehearsal /performance hall and dressing rooms after rehearsal and performances.
- I understand that there is no smoking, alcohol or drugs allowed and that violations will result in immediate dismissal from a production and the proper authorities will be contacted when applicable.
- I understand that inappropriate language will not be tolerated and I will be aware of conversation topics around younger company members.
- I understand that there will be no inappropriate public display of affection.

I am aware that being involved in a production such as the one I'm audition for is a big responsibility and will require a lot of dedication and sacrifice on my part. I know that if the Directors think I am not fulfilling my obligations, they will have a conference with me that could result in my removal from the show. If this does happen, I understand their decision is final and no fees will be refunded. These Rules and Regulations will be strictly enforced at all facilities used by LYT. I/we have read the above Rules and Regulations and accept responsibility for the possible consequences of violating them. I/we have also read the Production Polices and agree to follow them without dispute.

Auditionee's Name (Print): \_\_\_\_\_

Auditionee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If performer is under 18, or 18-20 and still living at home, please provide the following.

Parent or Guardian Name (Print): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# LOUISVILLE YOUTH THEATRE TUITION FORM

1 child \$175.00 2 children \$350.00

- \$100.00 per child is due prior at the call backs.
- \$85.00 per child due prior to the first rehearsal.
- There is a script fee of \$10.00 due also prior to the first rehearsal. Lost scripts cost \$12.00 to replace. Each cast member will receive a copy of the script.
- If payment has not been received within a week of the due date, a \$10 charge will be added.
- Each troupe member is responsible for the cost his/her costume and make-up.
- There is a \$60 supply fee.
- Troupe members wearing microphones during performances will need to provide approximately 15 new batteries.
- Each family is required to put in ten (10) hours of work toward the production.
- Tickets for performances will be \$9.00 or less.

## Casting, Refund, & Attendance Policies

- ❖ LYT's acceptance of the registration is not a commitment to your child's casting and performance in this production. LYT can make no commitment regarding specific roles.
- ❖ If a student is not accepted into the program, any fees paid will be refunded in full.
- ❖ Your child's commitment to LYT is to participate in our production fully. Should your child decide not to participate before the cast list is posted, you are entitled to a \$25.00 refund. If your child withdraws from a production after the cast list is posted, no refund is given. Call 502/386-6567 to withdraw from a production.
  - If your child withdraws, you will not be allowed to audition for the next production you are eligible for unless you are excused by the Executive Director or Artistic Directors for extenuating circumstances.
- ❖ It is extremely important that every actor be at rehearsal when called. For the good of the show, and out of respect for the actors and staff, we must know that you are committed to your part. Attendance will be taken at the start of each rehearsal. Anyone who is not in attendance will have their parents notified of their absence.
- ❖ We ask that you list ALL conflicts on the conflict calendar BEFORE auditioning. If your child misses a rehearsal and does not have an excused absence we may assign him/her an understudy. If your child has two unexcused absences he/she may be doubled cast and susceptible to losing the opportunity to perform his/her part in one or more shows.
- ❖ Arriving more than 30 minutes late is considered an absence.
- ❖ "Production Weeks" are the last two weeks prior to performances and attendance is MANDATORY, NO EXCEPTIONS!
- ❖ Cast members not meeting the obligations of their "Performers Contract" may be removed from the show at any time with no fees refunded.

By signing and submitting this form I signify that I have read and understand the Production Policies. I understand them and agree to abide by them.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# Volunteering

## ■ What is the volunteer time commitment for performer's family?

Your total volunteer hours will vary from 5-10 hours.

## ■ Why do you require volunteer participation?

While we are fortunate enough to have a professional production staff, parent volunteers are an essential component of each LYT show. We depend upon volunteers to help accomplish some of the production workload.

**Please Check all areas where you would be willing to help. Rank your top five choices in order. Thanks for your support!**

**NAME** \_\_\_\_\_

### REQUIRED OF ALL FAMILIES (rank top 5 choices)

- \_\_\_\_\_ **Load-In Crew** – help with bringing in the props set pieces (move in)
- \_\_\_\_\_ **Strike Crew** – help with cleaning up and loading set pieces (move out)
- \_\_\_\_\_ **Rehearsal Supervision** - attending a rehearsal to monitor cast member behavior, keep noise levels down, and makes sure everyone gets picked up safely after rehearsal ends.
- \_\_\_\_\_ **Costumes** - Assist costume designers with taking performer's measurements, record keeping, and accessory construction.
- \_\_\_\_\_ **Props Construction** - Create or gather required props from director's list
  
- \_\_\_\_\_ **Cast Party** – Make Arrangements for a cast party. And provide supervision at the event.
- \_\_\_\_\_ **Lobby Display** - Create welcoming display in lobby using rehearsal photos, etc.
- \_\_\_\_\_ **Backstage Supervision** - Assist Coordinator with cast member preparations, behavior, noise control and meeting cues at the proper time.
- \_\_\_\_\_ **Backstage Clean-up** - Help cleaning and/or organizing the backstage area after rehearsals.
- \_\_\_\_\_ **Wardrobe** - Assist cast members with costume maintenance and quick changes during performances.
- \_\_\_\_\_ **Stage Crew** - Work in the wings to assist cast members and move set pieces and scenery.
- \_\_\_\_\_ **Spotlights** - Operate spotlights during tech rehearsals and performances.
- \_\_\_\_\_ **Make-Up/Hair** - Assist cast members backstage prior to the show and/or during the performance
- \_\_\_\_\_ **Concessions** – Collect donated food/drink items to sell at our concession stand.
- \_\_\_\_\_ **Ushers** - Welcome and direct audience members to seats, be available to assist audience members during the show and monitor the lobby during the performance
- \_\_\_\_\_ **Props** - Manage the prop table by assisting cast members in dealing with their props
- \_\_\_\_\_ **Poster/Flyers** - distribute flyers to help make the public aware of our upcoming show
- \_\_\_\_\_ **Publicity** - Contact newspapers, television stations, write a press release
- \_\_\_\_\_ **Organize Volunteer Assignments**
- \_\_\_\_\_ **Rehearsal Snacks** - collect and monitor snacks for the rehearsals.
- \_\_\_\_\_ **T-Shirt Ordering** – take care of ordering and collecting funds for our t-shirts
- \_\_\_\_\_ **Program Input** – organizing and typing up the program.
- \_\_\_\_\_ **Raffle Coordinator**
- \_\_\_\_\_ **Opening Day Party/Fundraiser**

Other \_\_\_\_\_

# LYT

## Willy Wonka t-shirt

Child's Name \_\_\_\_\_

Would you like to purchase a t-shirt for your child? (circle one)

Yes

No

Cost is approximately \$15.00 (Not Due at this time)

Size (circle one)

Youth Med 10-12

Youth Lg 12-14

Youth Ex Lg 14-16

Adult Sm

Adult Med

Adult Lg

Adult Ex Lg



