

# James Clemens Tech Theatre Agreement

## 2023-24

Welcome to the James Clemens Technical Theatre (Jets Tex). We are thrilled to have you as part of this company. These guidelines are to make sure you know what you are getting into and what is expected from you. All school rules should be followed during class and at afterschool calls. Some will be highlighted below. Some are specific to the theatre.

1. You will follow all Madison City Schools rules and guidelines while working on a production, that includes all drug and weapons policies.
2. It is expected that you will attend all rehearsals and calls for which you are scheduled, unless excused in advance. Pre-excused absences must be arranged by either written or verbal contact with the technical director. Messages sent via another person are not excused. Tech crew positions may be reassigned at any time if the technical director feels the technician is limiting the ability of the crew to progress at rehearsal or Performances.
3. Show blacks are to be worn from tech rehearsal on. The student is responsible for black long sleeve shirt, black pants and appropriate black shoes. If you have issues acquiring these things, please let me know. This goes for ALL positions...rather backstage or front of house (FOH).
4. Safety is the utmost priority. If you are found to be putting yourself or others in danger through horseplay or bad decision making, you will be reassigned or taken off the call completely. If this happens during a paying assignment, you will be fired from that gig. Both of these will affect your grade. You will be operating woodworking power equipment, hand tools, air compressors, metal working machinery, and various other power tools and shop equipment, etc. as part of the classroom/lab experience of the program. You will be trained on each device. You are not to use a tool until properly trained.
5. I expect you to stay focused while on a call or in class. I realize that in both there will be time when you are not actively engaged in the task of the moment. However, you are expected to stay in your assigned location and be ready to work when needed. If you are unsure of what your job is or where you are to be, find the technical director or the chief of the crew to which you are assigned.
6. All technicians are expected to be passing all of their classes. If it is found that a technician is in academic jeopardy, they will be removed from all future calls until the grades are passing.
7. Dress appropriately for whatever call you are on. This includes class. During class we will build, paint, hang lights, build props, etc. I'd like not to have to find busy work for you because you are unable to participate because of attire. You are welcome to bring a change of clothes for the day. I will also attempt to warn you in advance of any known heavy work days so you will not be caught unawares.

# James Clemens Tech Theatre Agreement

## 2023-24

8. Please do not bring friends or family with you to a call. Backstage is a work area. If they are coming to the show, and you ride together, they will need to remain in the lobby until the house opens.

9. Speak to each other and the talent professionally. We set the example. This includes headset chatter. "Please" and "Thank You" are not only polite, but also expected in theatre calls.

10. Public displays of affection are not tolerated. Sneaking off to make them private will get you kicked off the call and affect your grade.

11. If it is not yours, don't touch it. DO NOT play with props that are not yours. DO NOT take others belongings. DO NOT use the sound or light board if it is set for a show and you are not the assigned operator.

12. Unless you are on hair/makeup or costume crew, there is very little reason for a tech to be in the dressing room, ESPECIALLY that of the opposite sex. This goes for any area that is being used as a costume changing area.

13. Clean up after yourself. This applies, but is not limited, to: Food trash, paint brushes, paint cans, tools, saw dust, scrap lumber, lumber that need to be stored, trash of any kind, and clothing. Personal items left on work surfaces are likely to disappear.

14. Remember the hierarchy of the call. We are all on the same team, but if you are in a leadership role, you will act appropriately. If you are in a support role, you will act appropriately. Being helpful and a team player is vastly different than being a tyrant or undermining someone's authority. If you have issue with your role or the roles of others, talk to the technical director.

You will be given a lot of freedom and responsibility. Use your best judgment if an occasion arises that is not specifically listed above.

Signing the signature page signifies that you agree to these policies. If additions/deletions to these policies occur, you will be notified.

# James Clemens Tech Theatre Agreement

## 2023-24

### Student Safety Agreement

**(Please sign last page, take a picture & submit it to Mr. Comer by Friday, Aug. 11, 2023)**

I, \_\_\_\_\_, a student in the Technical Theatre Program at James Clemens High School, acknowledge, understand, and accept that I will be operating woodworking power equipment, hand tools, air compressors, metal working machinery, and various other power tools and shop equipment, etc. as part of the classroom/lab experience of the program.

I further acknowledge, understand, and accept that I will not operate the aforementioned equipment and tools without being given proper instruction in their operation; permission from the instructor to use them; as well as adherence to all safety policies, directions, rules, recommendations, and procedures.

I further acknowledge, understand, and accept that I will follow all classroom safety and behavior rules as outlined in the James Clemens Technical Theatre Guidelines as well as any related verbal directions given by the instructor or JCHS administration.

I further acknowledge, understand, and accept that I will notify the instructor or JCHS administration of (1) any accidents that occur in the shop or classroom; (2) will ask permission from the instructor to operate any shop equipment or machinery; (3) will refrain from any "horseplay", running, athletic activities, or unsafe behavior in the theatre, lighting booth, costume shop, sound booth, prop storage, scene shop, catwalk or any other area of the theatre; and (4) will not operate the aforementioned equipment, machinery, and tools without passing the safety testing requirement as administered by the JCHS faculty.

I have read these rules, or have had them read to me, and understand them. As a student in the class, I promise to follow the rules at all times; and I further understand and accept the consequences for not following said rules.

Student Signature and Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Parent Contact Information (Cell/Home/Preferable Email address)

Have questions? Please reach out...Mr. Comer's email: [rbcomer@madisoncity.k12.al.us](mailto:rbcomer@madisoncity.k12.al.us)

This ENTIRE SAFETY agreement will be ONLINE throughout the semester on Mr. Comer's JCHS website.