

### **Designer Contracts**

- Also found in the company management dropbox, in the folder labeled "Contracts & LOAs"
- Complete show/person-specific fields in each contract template. Assignments can be found on esproduction.org under "Assignment Chart."
- Attach copy of "Production Dates" document from esproduction.org
- Download the relevant position-specific job description from esproduction.org, filed under "job descriptions"
- Give complete set of DT contracts to Daniel Burmester (EmStage Production Manager) for signature, then give individual contracts to relevant faculty advisors for signature (ask me if you need to confirm specific advisors).
- Photocopy entire contract packet.
- Establish office hours at the EmStage office for designers and technicians to sign their contracts. Again, they can have one copy at that time for file.
- Second copy gets filed with Emerson Stage.

Goal: Contract signed and filed in advance of EITHER prelim design deadline OR first rehearsal, whichever is first.

### **Actor contracts:**

- Can be found in the company management dropbox, in the folder labeled "Contracts & LOAs"
- Complete the show/person-specific fields in each contract template and get a photocopy of each actor's reported conflicts & daily schedules, and attach this to the contract.
- Give the complete set of cast contracts to David Colfer (EmStage General Manager) for first signature, then bring them to your director for his/her signature.
- Photocopy all contracts.
- Contact your cast and let them know contracts are ready to be signed. Establish office hours at the EmStage office where you will be there with the contracts for signature. Alternately, you can tell them that you will be at rehearsal the half hour before first rehearsal, and that they will need to all be sure to come see you then. (Problem with this second option is that IF someone doesn't get to you, it's going to be very hard to track them down later)
- When actors sign their two copies of the contract, they can take one copy with them for file.
- Give the second copy back to Megan for filing with Emerson Stage.

Goal: All actor contracts completed and filed no later than first rehearsal.