

LALT Production Agreement

The LALT Board of Directors approved _____ for the _____
time slot of its 2016-2017 season.

The approval of the production was based on the following conditions:

The Director for the production is _____
The Producer for the production is _____

Other key production roles are (insert NONE or name other essential specified roles, e.g. music director, choreographer, mentor, assistant director, etc)

The Board of Directors agrees to support the Director, Producer, and production crew in creating a production that realizes their artistic vision and provides a positive experience for cast, crew, and audience members alike.

The Board appoints _____ to serve as LALT board Liaison for the production, with the specific goal of supporting the production crew as outlined in the document *Roles and Responsibilities: LALT Board Liaison to LALT Productions*.

The Board expects that the Director will introduce the Liaison to the cast and crew early in the rehearsal schedule; ensure that the Liaison is informed of the rehearsal schedule, production meetings, and other significant gatherings; and be responsive to any questions raised by the Liaison

To be clear: The Liaison has no role with the artistic content of the production, but rather is assigned to ensure that the production is conducted in a manner that is viewed as safe and supportive by all involved.

The Director and Producer agree to abide by the terms stipulated in the contract from the entity that owns the rights to the production. This specifically includes respecting the terms with regard to videotaping or otherwise recording performances and/or rehearsals, which is generally excluded by contract for published plays.

The Producer and Director agree to conform expenses to the budget agreed to by the Board of Directors for the production. All expenses for the production must be submitted to the Treasurer of the Board of Directors within six months of the closing of the production by using the standard expense form, which must be accompanied by receipts or copies thereof.

Because the grounds, building, furniture, properties, costumes, make up, wigs, sound/light equipment, and tools associated with the LALT are a shared community resource, the Director and Producer are responsible for the protection and appropriate treatment of all such items used in their production to ensure that those resources are available and in proper condition to support other productions.

Failure to conform to the terms of this agreement may be grounds for revocation of Board approval for the production. Failure to conform specifically includes changes in the director, producer, or other key production staff. If the Director and Producer wish to change the conditions of this agreement or recognize they cannot meet its terms, they should contact the Board Liaison or the Board of Directors promptly to discuss the situation.

The Producer and Director will ensure that all members of the cast and production staff are aware of and comply with the LALT Policies listed below.

Agreed to on _____ by the following representatives:

_____ Producer(s)

_____ Director

_____ Liaison

_____ President of the Board

LALT Policies

Below is a non-exhaustive list of policies relevant to the production of a show at the Los Alamos Little Theatre.

1. Los Alamos Little Theatre is a completely volunteer organization. No one on the production staff or cast may be compensated for their participation in the production.
2. Priority in the use of all theater resources rests with the current or next upcoming production, but each production agrees to respect the needs of future productions to the extent possible. Scheduling and reserving of space for rehearsals, auditions, play readings, and other events is to be done through the Building Use Committee.
3. The maximum seating capacity of the Performing Arts Center auditorium is 200. This number is reduced if the "cabaret" tables are used. The production staff agrees not to admit more patrons to any performance or rehearsal.
4. No seats may be reserved in advance by any person. To enforce this rule, productions shall designate a "house manager" (distinct from the person in charge of ticket sales) who controls when the house is officially open and prohibits non-authorized personnel from being present in the house before it is open. If desired, the house manager role may be taken by an existing member of the production staff who does not have specific pre-show duties (for example, the producer). For shows with larger audiences, the house manager may recruit ushers to help patrons find seats.
5. Key production team members may not appear on stage except in "cameo" roles.
6. Casting of the show is open to all members of the community. Pre-casting shows is specifically prohibited.
7. Communication between participants in the production will be conducted in a respectful and professional manner. The Board Liaison, and the full Board of Directors if necessary, may act as a mediator for disputes where members of the production find respectful communication difficult.
8. LALT reserves the right to ask audience members whose behavior is disruptive to the performance to leave the auditorium. Asking disruptive persons to leave will be primarily the responsibility of the house manager, but the director and producer may take on this role. Anyone asked to leave will receive a full refund.

Agreed by (cast and crew):

- | | |
|-----------|-----------|
| 1. _____ | 17. _____ |
| 2. _____ | 18. _____ |
| 3. _____ | 19. _____ |
| 4. _____ | 20. _____ |
| 5. _____ | 21. _____ |
| 6. _____ | 22. _____ |
| 7. _____ | 23. _____ |
| 8. _____ | 24. _____ |
| 9. _____ | 25. _____ |
| 10. _____ | 26. _____ |
| 11. _____ | 27. _____ |
| 12. _____ | 28. _____ |
| 13. _____ | 29. _____ |
| 14. _____ | 30. _____ |
| 15. _____ | 31. _____ |
| 16. _____ | 32. _____ |

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