

The Vermont Playwrights Circle

Contact & Expectations

First/Last Name: _____

Address _____
(Include Street, Apt., Town, State, Zip)

Phone: (home, Work, Cell): _____

Email: _____

Title of work: _____

Please Note

We at The Vermont Playwrights Circle recognize that readings and productions take teamwork. Because one of our main goals is for all involved to have a positive, enriching experience, we ask that all those involved with The Vermont Playwrights Circle read and understand these **expectations in their entirety** (not just for the role in which they will be participating) then sign and date signifying your agreement. If you have questions before signing, or to add or make changes, please do give us a call to clarify. All participants, whether solicited by the author initially, or by The Vermont Playwrights Circle, need to read and sign before participating in a reading, production or other event.

Thank you!

Authors

- Provide copies of your fully typed manuscript for all actors plus one for the person reading stage directions, or for production staff.
- Give names/contact info for any for actors you might want for the reading.
- Be present, communicative and positive in giving feedback/input at rehearsals and readings.
- Ask Questions.
- Upon acceptance to the reading series, provide a brief summary of what YOUR needs and expectations are for the reading:
 - To hear the script out loud with other people's voices
 - To be able to workshop the piece a bit with actors
 - To get in-depth feedback from an audience
 - To get the actors up and moving with scripts in-hand
 - All of the above
 - Other? _____

(Continued →)

- ❑ Upon acceptance to have your play produced, give permissions to use excerpts, quotes, pictures or videotapes for promotion and possible future fundraising/grant efforts.

Rehearsal & Production Staff Will

- ❑ Clearly communicate The Vermont Playwright Circle’s goals
 - ❑ Listen to and clearly understand the author’s needs and expectations as outlined above.
 - ❑ Be clear with all actors as you cast them (or are given the list of contacts if someone casts the show) about the goals of the event.
 - ❑ Provide a safe, positive atmosphere for rehearsals & productions.
 - ❑ Communicate expected time commitment when inviting people to participate.
 - ❑ Start and end rehearsals on time
 - ❑ Communicate any concerns or needs of the cast and author to the board/Summer Readings Chair
 - ❑ Other? _____
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Actors

- ❑ Be clear about the expectations for your participation
 - ❑ Ask questions and clarify your own position in a positive way.
 - ❑ Voice your concerns (Either during rehearsals or privately to the rehearsal staff/board of the Vermont Playwrights Circle, as necessary for you.)
 - ❑ Come prepared. This means
 - Reading your script ahead of time
 - Noting any questions you have about your part either to the rehearsal staff or author
 - Bringing a pencil
 - ❑ Be on time. The old adage “If your 15 minutes early, you’re on time” applies here.
 - ❑ Bring a pencil or highlighter and water as needed so you can keep working and be part of the process!
 - ❑ Give rehearsal & production staff accurate schedule and contact information so they know when to expect you and how to reach you.
 - ❑ Other? _____
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I have read and accept the terms of the Vermont Playwrights Circle's Contact & Expectations form.

Print Name: _____

Signature/Date: _____