



## SUMMER 2019 ENROLLMENT FORM

Actor's First Name	Actor's Last Name	Preferred Name	
Date of Birth/Age	Actor's Email Address	Actor's Cell Phone	
Home Address	City	State	Zip Code
Name of School/College/University	Grade		
Mother's Name	Cell Phone	Occupation	
Father's Name	Cell Phone	Occupation	
Mother's E-mail	Father's E-mail		

My child is allowed to leave the theatre without adult supervision: ☐ YES ☐ NO \_\_\_\_\_  
(initial)

How did you hear about us? \_\_\_\_\_

### **Emergency Contact:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

### **Medical Information:**

Name of Doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Area Stage Co. staff will not dispense any medication. Student must be able to administer medication to him-/herself. Please list all medications that the student is permitted to take:

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Special problems or allergies:

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**Please bring in completed form to ASC or email scanned copy to**  
**[frontdesk@areastagecompany.com](mailto:frontdesk@areastagecompany.com).**



Please select which summer program(s) your child will participate in:

PRODUCTION*
<b>Frozen JR. (Session 3)</b>
<input type="checkbox"/> Regular Registration: \$825 <input type="checkbox"/> Sibling Discount: \$775 per additional sibling
<b>Regn. Deadline: July 1st**</b>
<b>Rehearsals:</b> July 22 – Aug. 9 Mon.–Fri. 9 AM–2 PM
<b>Performances:</b> Fri., Aug. 9 at 7:30 PM Sat., Aug. 10 at 2 PM & 7:30 PM Sun., Aug. 11 at 5 PM
<b>Full payment due by July 1.</b>

PRIVATE LESSONS				
	Lesson	Day(s)	Times	Price
<input type="checkbox"/>	Voice			
<input type="checkbox"/>	Acting			
<input type="checkbox"/>	Dance			

BROADWAY BITES*		
<input type="checkbox"/>	Regular: \$250/week	
<input type="checkbox"/>	Sibling Discount: \$225/wk	
Mon.-Fri. 9:00 AM-2:00 PM		
<b>Regn. Deadline: Monday before selected week(s). **</b>		
Week	Dates	
1	June 10-14	<input type="checkbox"/>
2	June 17-21	<input type="checkbox"/>
3	June 24-28	<input type="checkbox"/>
4	July 1-5	<input type="checkbox"/>
5	July 8-12	<input type="checkbox"/>
6	July 15-19	<input type="checkbox"/>
7	July 22-26	<input type="checkbox"/>
8	July 29-August 2	<input type="checkbox"/>
9	August 5-9	<input type="checkbox"/>
10	August 12-16	<input type="checkbox"/>
<b>Payment due by Monday before selected week(s).</b>		

\*FREE early drop-off starting at 8 AM. Late pick-up/afternoon activities are \$30/day until 5:00 PM.

\*\*A non-refundable \$25 late registration fee will be applied if student registers after the deadline.

### FORM OF PAYMENT:

CHECK # \_\_\_\_\_ CASH \$ \_\_\_\_\_ CREDIT CARD # \_\_\_\_\_

EXP. \_\_\_\_\_ SEC CO. # \_\_\_\_\_ BILLING ZIP CODE \_\_\_\_\_

Charge my card automatically? ☐ YES ☐ NO

\* \* \*

I certify that I have read and agree to the following agreement (pages 3-4) in full.

Signature \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Date \_\_\_\_\_



## TERMS OF PARTICIPATION FOR ALL ACTIVITIES

**Attendance:** It is the responsibility of participants to arrive on time. Tardiness will not be tolerated. Only in the case of an emergency can an exception be made. Attendance to scheduled classes, lessons, rehearsals, and performances is obligatory with the exception of medical emergencies. There is always the possibility of additional rehearsals and/or performances. We ask students to commit to the whole term, which will allow classes and productions to be fully engaging for all.

**Program Alterations:** It is ASC's intention to conduct programs as described in our marketing materials. However, class activities or productions may be altered due to weather or other conditions/circumstances beyond ASC's control.

**Cost:** Our costs are determined on a group basis, not a per-student/per-day basis, so the cost remains the same whether the participant misses class, rehearsal, enters late, or withdraws.

**Late Fee:** Starting in 2019, ASC is implementing a nonrefundable Late Registration Fee of \$25 per production or Broadway Bites when the student is registered after the initial deadline. See registration form for deadlines.

**Payment:** Checks are payable to Area Stage Company. We accept cash and credit/debit cards payments. There is a 3.5% processing fee for credit/debit cards. ASC offers full and partial scholarships to meritorious students who are in financial need. Please ask the Front Desk or visit our website for the scholarship form.

**Private Lessons:** Payment must be made prior to the lesson, which will not be given until payment is received. There is a 48-hour cancellation policy: if a cancellation is made less than 48 hours before the scheduled lesson, the student is responsible for paying the missed lesson. Lessons will not be extended for tardiness and will be charged the full price.

**Group Classes/Productions:** Classes/productions can be paid in full at the start of term or can be split into two payments: 50% at the start of term and the remaining 50% halfway through the term. Students will not be allowed to attend class/rehearsal without first paying. Payment is not refundable or transferrable, so missed class(es) will not receive a credit; classes function as they do in college: payment is not returned or transferred to another term for missed classes.

**Refund and Withdrawals:** The nature of our programming precludes refund of tuition fees for dropping out of the program once participant has been admitted. Should a participant have to withdraw due to a medical emergency, injury, or other crisis, refunds, if any, are made at the sole discretion of ASC.

**Removal:** Directions and policies set forth by staff for the safety, health, and well-being of all participants will be followed at all times. Participants are not allowed to behave in a manner that is counterproductive, offensive, disrespectful, or otherwise detrimental to maintaining standards or a successful operation of the program. Violations of these guidelines will result in dismissal at the sole discretion of ASC without reimbursement and with additional expenses charged to and paid for by parent/guardian. In the event of such dismissal, the parent/guardian is responsible for the timely removal of the student. Students who are dismissed will not be accepted back. ASC provides a professional theatre experience in an environment that promotes respect for the theatre and others. Each student's conduct, preparedness, and attendance will be evaluated by the director. This evaluation will influence future participation.

**Emergency:** If the parent/guardian or the Emergency Contact cannot be reached in the case of an emergency, ASC staff have permission to call 911.

## TERMS OF PARTICIPATION FOR PRODUCTIONS

**Casting:** During auditions, the Directors and Musical Director will assign roles. At ASC, we train actors; therefore, all roles are equally important for the success of the production. We believe in the adage, "There are no small parts, only small actors." We strongly oppose the practice of "counting lines" to determine how important an actor's participation is, but if you feel you must withdraw due to casting, you are required to pay the full tuition. We do ask you to commit to the whole production, which will allow it to continue—too many withdrawals can cause a production to be postponed and/or be altered.

**Double Casting:** In some instances, the audition pool allows a director to double cast certain roles. This is most often done to give more performance opportunities to two equally talented performers. Variations of double-casting might include doubling a role (two performers alternate) or a split role (one performer takes part of a run and another plays the rest of the run).

**Pre-casting:** In general, ASC avoids pre-casting. We have made some rare exceptions, however.



**Callbacks:** An actor may be told he/she is needed at a callback before leaving the theatre. Callbacks may consist of further reading, singing, or dancing. Only a limited number of people will be seen in this manner, and the director has the right to see new people at callbacks.

**Casting Notification:** After all auditions and callbacks—if any—the actor will be notified of his/her role(s). Sometimes it takes several days to cast all the parts, so participants may not have a part until then. Sometimes, if the actor has strong dancing abilities, he/she may not be notified until songs are choreographed. Rest assured that all cast actors will have an equally important part in the production. Remember, we want each actor to succeed and shine on stage!

**Playbill:** All actors are invited to submit their biographies for the program. If a bio is not submitted by the due date, then the participant will not have his/her bio in the program. We cannot postpone printing for missing bios. We offer advertising space in the program. Due date for the ads follows the same policy as the bios. Remember that we are a non-profit organization and playbill ads help subsidize printing costs.

**Posters:** We sell advertising posters. Large posters are \$100 (27 in. X 41 in.). Please order in advance.

**Conflicts:** If you have specific scheduling conflicts, you must let us know in advance and ask about casting options. Participants are required to submit in writing a list of future conflicts at auditions.

**Additional Charges:** If materials provided are rented, there is a \$50 rental fee for the materials, which will be reimbursed upon the return of the materials. If the rented material is returned in poor condition, the participant forfeits the fee. Wireless microphones and costumes are provided to each participant. If there are damages or loss due to misuse or negligence on the part of the participant, he/she is responsible for the replacement of the damaged/lost item(s).

**School Performances:** If your child's school is interested in arranging and attending a field trip at ASC to see a performance, please have the school email [frontdesk@areastagecompany.com](mailto:frontdesk@areastagecompany.com) at the start of the rehearsal process for further details.

#### **WAIVER, RELEASE, AND INDEMNITY AGREEMENT PLEASE READ CAREFULLY – YOU ARE ASSIGNING AWAY LEGAL RIGHTS**

1. I acknowledge that my participation and presence at Area Stage Company may expose me to risks and dangers, some being inherent in the nature of the activity and some resulting from human error or negligence on my part and/or on the part of others working or participating in the activity.
2. I acknowledge that any of the above-referenced risks and dangers may cause damage or loss of personal property, personal injury, or even death, and I fully assume and accept these risks and dangers.
3. I hereby release and waive any and all claims, demands, damages, causes of action, suits, whether in law or in equity or however caused, against Area Stage Company & Theatre Conservatory, its officers, directors, trustees, employees, faculty, volunteers, agents, and representatives (collectively, referred to as "Area Stage Co."), including, without limitation, any damage to or loss of personal property, any personal injury and/or death, which I may have or may acquire as a result of my presence and participation at Area Stage, including, without limitation, damage, loss, injury, and/or death caused by the negligence, in whole or in part, of me, the organization, or any third party.
4. I hereby authorize Area Stage, its employees, agents, contractors, sub-contractors, volunteers, vendors, and staff members to take such photographs, video recordings, and/or live transmission(s) of myself in whole or in part, as they may wish (hitherto referred to as the "Images"). These entities listed herein may use and publish the Images in such places, including without limitation, any printed or electronic media or publications, television, cable, the World Wide Web, and any other media. I hereby waive any rights I have or may have to inspect, edit, modify, and/or approve the finished product that may be used hereunder or the specific use to which it may be applied.
5. I understand that in securing the execution of this Agreement, Area Stage Co. is acting as agent or trustee on behalf of or for the benefit of its respective employees, agents, officials, faculty, students, servants, and representatives, whether paid or unpaid, who shall to this extent be, or be deemed to be, parties to this Agreement.

I certify that I have read and agree to the Terms of Participation and to the Waiver, Release, and Indemnity Agreement. I understand the content of these documents and wish to be bound by its Terms. This is the entire agreement and may be modified only in writing and signed by all parties.