

**CONTRACT NAME: AGREEMENT BETWEEN MISSOULA  
CHILDREN'S THEATRE AND DAVIS JOINT UNIFIED  
SCHOOL DISTRICT**

**BRIEF DESCRIPTION OF CONTRACT:** Missoula Children's Theatre will be working with Birch Lane Elementary students to present a performance of Alice in Wonderland on March 23, 2018 with auditions and rehearsals scheduled the previous week.

The total cost of the contract is \$3,550 and will be funded by donations.

# MISSOULA CHILDREN'S THEATRE

A PRODUCTION OF MCT, INC.

MCT, Inc.  
200 North Adams  
Missoula, MT 59802-4718

Direct Line 406-829-5202  
406-728-1911  
fax: 406-721-0637  
tour@MCTinc.org  
www.MCTinc.org

## TOURING CONTRACT • 2017-2018 SCHOOL YEAR

TOWN: **DAVIS**

STATE: **CA**

**BIRCH LANE ELEMENTARY**

PRESENTING ORGANIZATION: **BIRCH LANE ELEMENTARY**

SHOW TITLE: **ALICE IN WONDERLAND (AW-1)**

RESIDENCY WEEK: **3/19/2018-3/24/2018**

SPECIAL CIRCUMSTANCES:

ACCT#: **CA-DAVI**

FIRST TIME: **N**

BOOKING ID: **22989**

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

AUDITION DAY (MON. OR \*TUES.): Mon AUDITION DATE: Mar 19 TIME: 1:45  
(\*To accommodate a Tuesday audition, performances must be scheduled on Saturday)

AUDITION LOCATION: MPR @ Birch Lane

REHEARSAL TIME: 1<sup>ST</sup> SESSION (i.e. 3-5 PM) 1:45-4 2<sup>ND</sup> SESSION (i.e. 5:15-7:15 PM) 4:00-6:15  
(Two 2-hour sessions with a 15-minute break between sessions)

REHEARSAL LOCATIONS (2 SEPARATE SPACES REQUIRED): MPR AND Classroom

PERFORMANCE DAY(S) & DATE(S): March 23 AND \_\_\_\_\_

TIME(S): 5:30 AND \_\_\_\_\_ LOCATION: Korometsy or DHS  
(Suggested 3:00PM & 5:30PM on Saturday-Friday performances cannot be scheduled prior to 12PM)

PHYSICAL PERFORMANCE ADDRESS: \_\_\_\_\_

GRADE LEVELS: **KINDERGARTEN THROUGH** 5 6 7 8 9 10 11 12  
(\*Required Minimum Grade Range)

PRE-REGISTRATION OF CAST (within MCT guidelines-see online presenter materials): Yes ☒ No ☐

### BASE RESIDENCY FEE:

**\$3400.00 US**

DVD LICENSING FEE created & sold (by MCT presenter) \$25 ☐ (by professional video org.) \$50 ☐

\$ \_\_\_\_\_

ADDITIONAL WORKSHOPS (3 included in residency fee) 5 @\$75.00US

\$ 150.00

ADDITIONAL PERFORMANCES (2 included in residency fee) \_\_\_\_\_ @\$300.00US  
(extra services may be scheduled at time of residency)

\$ \_\_\_\_\_

TOTAL PAYABLE TO MCT:

\$ \_\_\_\_\_

**A \$500 DEPOSIT WITH SIGNED AND COMPLETED CONTRACT DUE TO MCT BY: 5/8/2017**

For Office Use	
Contract	
Received	
Entered	
Deposit	
Received	
Amount	
Check#	

*I have read and understand this entire agreement:*

**PRESENTER SIGNED** \_\_\_\_\_

**PRINTED** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**MCT SIGNED** \_\_\_\_\_

**DATE** \_\_\_\_\_

PLEASE COMPLETE OPPOSITE SIDE AND MAKE A COPY FOR YOUR RECORDS  
RETURN THIS DOCUMENT TO MCT IN PRE-ADDRESSED ENVELOPE PROVIDED

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## TOURING CONTRACT • 2017-2018 SCHOOL YEAR

**CANCELLATION POLICY:** This Touring Contract and the \$500 deposit are due on the date indicated in the Contract. If not received on or within 15 days after that date, MCT may cancel the residency and Presenter will receive an official letter of cancellation. To secure the date, if Presenter cannot timely return the Contract or deposit, Presenter must be granted an extension by MCT's Marketing Office. If Presenter provides written notice of cancellation by certified mail not less than 120 days prior to the first day of the residency, the \$500 deposit shall be refunded. If MCT does not receive such written cancellation notice at least 120 days prior to the residency, Presenter shall be liable and will be invoiced for the \$500. If Presenter cancels within 90 days of the first day of residency, Presenter shall be liable and will be invoiced for half of the base residency fee. If Presenter cancels within 30 days of the first day of the residency, Presenter shall be liable and will be invoiced for the full residency fee. If unforeseen circumstances beyond Presenter's control arise, such as an "act of God," MCT will make a reasonable good faith effort to reschedule in a timely manner.

**CHANGE FEE:** If within 90 days of the first day of the residency week Presenter opts to change a contracted residency week to a later date in the same Tour season (summer or school year), a \$500 fee shall be assessed. Date changes between Tour seasons are prohibited.

**NON-EXCLUSIVITY:** MCT does not grant any "right of exclusivity" to any Presenter.

**RELATIONSHIP OF PARTIES:** This Contract shall not in any manner constitute, or be construed as, creating a partnership between the parties.

**INDEMNIFICATION:** Presenter shall secure and maintain public liability insurance naming MCT as an additional insured party and protecting MCT and its Tour Actor/Directors against public liability and property damage hazards with combined single limit coverage of not less than \$1,000,000 US. Presenter, its successors, agents and assigns shall indemnify and hold MCT, its successors, agents and assigns, harmless from all claims made against MCT resulting from any loss, injury, damage, cost or expense, including legal fees, to any person or property resulting from Presenter's negligence. This provision shall bind Presenter, its successors or assigns, and shall cover all acts of its agents or employees and any other persons or entities associated with Presenter or MCT.

**REGULATORY COMPLIANCE:** Presenter shall be solely responsible for taking all reasonably appropriate action to ensure that all Contract activities and each audition, rehearsal, workshop and performance complies with the applicable governmental regulations.

**BACKGROUND CHECKS:** Criminal background checks and fingerprinting have been completed by a nationally recognized company on every member of the Tour Staff. Extensive personal and professional reference checks have also been conducted by MCT's Human Resources Department. Should the Presenting Organization require additional background checks and/or fingerprinting, the Presenter shall pay all associated fees.

**BOX OFFICE:** Presenter is solely responsible for the pricing and sale of tickets and is entitled to all income from ticket sales.

**CASTING:** Approximately 50-60 students will be cast in the show. There is no guarantee that everyone who auditions will be cast.

**ADVERTISING & PUBLICITY:** Presenter shall pay all costs for local publicity and performance promotion shall be paid by the Presenting Organization. MCT shall furnish Presenter with online access to the Presenter Information Materials approximately NINETY (90) days prior to the residency, including graphics, media releases, photo and music score. Presenter must include MCT authorship credit and copyright information on show program. Presenter is strongly encouraged to give recognition in their advertising to any/all appropriate state arts councils/funding agencies for their support of the MCT touring program.

**HOUSING:** Presenter shall provide housing a total of seven (7) nights for the two MCT Tour Actor/Directors, Sunday to Sunday, regardless of schedule variations set by Presenter (i.e., Tuesday start, Friday shows). If the MCT Tour Marketing Office dictates a Tuesday start or Friday shows, housing will be provided a total of (6) nights, starting the night before the residency duties begin and ending the morning after the last performance. Accommodations shall be private (one person per room), clean, comfortable and safe for the two Tour Actor/Directors, either in a hotel/motel or private home(s), equipped with a phone land-line or sufficient cell phone coverage. Providing meals for the Tour Actor/Directors is optional.

**FEES:** The total balance due, for ALL services rendered (*including extra workshops or performances scheduled at time of residency*), must be paid on or before the day of the performance. A \$50.00 late charge will be added to the residency fee unless other arrangements have been negotiated with MCT prior to the residency.

# AUDITION

## How many students will be cast?

Approximately 50-60 students will be cast in the show. There is no guarantee that everyone who auditions will be cast.

## Where should the audition take place?

The ideal audition location is a large open room such as a gym or cafeteria. All those who audition will be up and moving where the MCT Tour Actor/Directors can see them, normally in a single line, circle or "U" shape. An auditorium can be used, but often does not provide enough open space.

## What ages should audition?

All MCT Tour shows are designed for students entering 1<sup>st</sup> grade through 12<sup>th</sup> grade. This is the optimum age range for our productions. There are roles especially suited for all ages, skill levels and experience levels. At a minimum, we must have students entering 1<sup>st</sup> grade through 5<sup>th</sup> grade. If you restrict the age level further, it will result in extensive adapting of the script and will decrease the cast size.

## Should the students prepare anything for the audition?

No advance preparation is necessary, but a SMILE ☺ never hurts at an audition. They should be ready to come and have a good time! Please remember that everyone must stay the entire two hours of the audition.

## What time should the audition begin?

Remember that the normal schedule is two 2-hour sessions per day. The audition will be scheduled as the first session of the first day. Set a realistic time for the students to get to the audition location. Everyone is required to be present for the entire 2-hour audition. Due to time constraints, anyone missing the initial audition will not be considered in the casting of the show.

## Who are the Assistant Directors?

During the audition, one to four Assistant Directors (ADs) ages ten and older, are selected to help teach and direct the show early in the week and take on technical responsibilities at performance time. Their logistical help and creative ideas are a vital part of our process and the experience of the ADs can be just as valuable as that of any cast member. They are normally older students, and they must take part in the audition session. It is a common misconception that junior high and high school students can only be involved in an AD capacity. Please note that there are roles in the show designed for older students as well.

# REHEARSALS

## Where do rehearsals take place?

Throughout the entire residency week, two rehearsal spaces are required. The first space must be a large room, preferably the performance space. The second space should be at least the size of a large, uncluttered classroom, where twenty students can move about freely. The same two spaces should be used the entire week. We recommend that you reserve these two spaces early to avoid conflicts with other events.

## What is the best rehearsal schedule?

As the Presenting Organization, you set the rehearsal schedule within our guidelines. Two 2-hour rehearsal sessions should be scheduled each day, Monday through Thursday, with a 15-minute snack break scheduled between the sessions for those who will be staying for both sessions. On Monday, the first 2-hour session will be the audition and the second 2-hour session will be the first rehearsal. The entire time allotted for rehearsals should be 4 hours and 15-minutes. We recommend a rehearsal schedule of 3:00PM to 7:15PM during the school year. Specifically, the first session would run from 3:00PM to 5:00PM, followed by a 15-minute snack break until 5:15PM. The second session would run from 5:15PM to 7:15PM. On Friday, the dress rehearsal will take place the first three hours, followed by a 15-minute break, after which the older cast members will stay for an additional 1-hour rehearsal session. We encourage you to follow the same schedule every day throughout the week.

Not all of the students are required at every rehearsal. The MCT Tour Actor/Directors will have a complete schedule to distribute after the audition. This schedule will need to be duplicated on the audition day. Approximately 60 copies of the letter are required.

**Please Note: In the case of a Tuesday start or a Friday show, extra rehearsal time may be added to the rehearsal sessions - specific times may vary.**

## Can parents and teachers watch rehearsals?

All our rehearsals are open to parents and teachers. Be aware, however, that it may be fun for the students to surprise their parents at the end of the week by showing what they have accomplished! Please understand that we cannot allow guests to disrupt the rehearsals. Productive rehearsals depend on the focused work of the cast members involved.

# MCT's Handy Guide to Completing Your Contract

The **Audition Day** is typically Monday and includes two hours for the audition, a 15-minute break, followed by two hours of rehearsal for a small portion of the cast. In the event of a holiday or school closure, a Tuesday audition is acceptable. In this instance, performances **MUST** be scheduled on Saturday. The **Audition Time** is the first session of the first day. Set a realistic time for the students to get to the audition location. Those auditioning must be present for the entire two-hour audition. The ideal **Audition Location** is a large open space such as a gym or cafeteria. Those auditioning will be up and moving where the MCT Tour Actor/Directors can see them, normally in a single line, circle or "U" shape. Please keep in mind that everyone who auditions is not guaranteed a part in the show. As the Presenting Organization, you set the **Rehearsal Time and Locations (2 spaces)** within our guidelines. Two 2-hour rehearsal sessions should be scheduled each day, Monday through Thursday, with a 15-minute snack break scheduled between the sessions for those who will be staying for both sessions. On Friday, the dress rehearsal will take place the first three hours, followed by a 15-minute break, after which the older cast members will remain for one additional hour of rehearsal. On Monday, the first 2-hour session will be the audition and the second 2-hour session will be the first rehearsal. The entire time allotted for rehearsals each day should be 4 hours and 15-minutes.

The suggested **Performance Time(s)** are a 3:00PM matinee and a 5:30PM evening performance with the **Performance Day** being the Saturday of the week. However, the schedule can be adapted to fit the needs of each community. Common variations are two Saturday matinees, or a Friday evening show followed by a Saturday matinee. **The earliest a Friday performance can be scheduled is 12PM.** A "Tuesday Start" is also a common variation. When the week begins on Tuesday, it is necessary to have the shows on Saturday to give the students ample time to polish their performances. The **Performance Location** can be a stage, auditorium, cafeteria or gym floor – any space large enough to accommodate the set and 50-60 cast members – keeping in mind additional room for the audience. The actual "playing area" (the area in front of the set) must be at least 28'W 16'D 10'H and does not include the additional backstage space required for 50-60 cast members. This location needs to be available Thursday through performances (earlier if you have Friday shows). *Note: For size, sound and safety reasons, the use of portable stages and/or platforms is strongly discouraged.*

All MCT Tour shows are designed for school age children ranging from Kindergarten through 12<sup>th</sup> grade. This is the optimum range of grades for our productions. There are roles especially suited for all skill and experience levels. At a minimum, we must have those in Kindergarten grade through 5<sup>th</sup> grade represented. If you restrict the age level further, it will result in extensive adapting of the script and will decrease the number of students who can participate. As the Presenting Organization you can choose between an open audition or **Pre-registration**. Presenting Organization may pre-register up to 60 students onstage and 4 students backstage as Assistant Directors by following age and capacity guidelines provided by MCT within the Presenter Materials. All pre-registered children must attend the two-hour audition.

Presenting Organization may record the MCT production to sell. **The DVD licensing fee** applies to all sales of show DVDs - \$25US (flat fee) if DVD is created by the MCT Presenting Organization and \$50US (flat fee) if DVD is created by a professional organization. Three theatrically based enrichment workshops are included with your residency week. Each workshop is an age-appropriate, educational, interactive exploration of the performing arts through hands-on activities, conducted by our Tour Actor/Directors. We provide a selection of workshops that are specifically designed for school-age students to adults and are conducted for the participants of your choosing. The complete workshop descriptions are included in the Presenter Materials. **Additional Workshops**, beyond the three included, cost \$75 US each. Two public performances are included with your residency week. Each **Additional Performance** is \$300 US. Choosing to have only one performance does not change the fee, nor can a performance be traded for extra workshops.

The **Presenting Organization** is the party, individual, association or company actually coordinating for the services of MCT (i.e., Longfellow PTA, The Emelin Theatre, etc). The **Main Contact** is the individual linked to the Presenting Organization who typically oversees coordination and receives all pertinent correspondence. The **Team Contact** is the person who will be available the entire residency week to answer questions and assist the Team. The MCT Tour Actor/Directors will call the Team Contact on the Tuesday two weeks prior to the residency to confirm details of the week. The Main Contact and Team Contact can be, and often are, the same person. If you are unable to provide a **\$500 US deposit** at this time, please complete and sign the contract, include a note indicating when we can expect to receive the deposit, and return to MCT by the due date.

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*Helping Kids Reach A New Stage!*

Dear Presenter,

Greetings from the Missoula Children's Theatre! Thank you for choosing to host a Missoula Children's Theatre Residency Week. Enclosed is your contract for the 2017-18 School Year Residency Tour. You will notice that our fees are slightly higher than last year. These increases have become necessary as we face financial challenges from the Affordable Care Act coupled with rising health insurance costs, and increasing minimum wages. We also face surging vehicle insurance premiums on an annual basis. As a non-profit 501(c)(3), we're just not able to absorb these sky-rocketing costs.

However, we recognize that many of the organizations we serve are also non-profits and/or have challenging budgets. To ensure that you don't miss out on presenting the Missoula Children's Theatre as you've planned, we are offering you the opportunity to apply for an "Economic Impact Scholarship" to offset the additional cost. You can find the online application at <http://mctinc.org/economic-impact-2017-18-scholarship>. All applications will be evaluated on the financial need of the organization and the compelling nature of the narrative. Scholarships will be awarded to a percentage of the communities we serve on a first-come first-served basis. Should your application be accepted, you will be notified within two weeks of our receipt of the application. In addition, if there are any problems with your contract, or if you have decided against hosting a residency, please contact us immediately.

To complete your contract:


- Read the "fine print" on pages three and four.
- Edit the contact information on the lower half of the second page.
- Complete the information box on the first page.
- Sign and date the bottom - **don't forget to make a copy for your records.**
- Return the original in the addressed envelope provided, along with a **\$500** deposit per residency, by the date indicated on the contract.
- The "DVD LICENSING FEE" is included on the first page of the contract with further explanation within the contract verbiage. Your tour team will have a contract addendum available during your residency week should you decide to film and sell after submitting the contract.
- Please indicate "PRE-REGISTRATION OF CAST" on the contract if you're choosing to pre-register, within MCT guidelines. The pre-registration guidelines are included within the online planning and promotional materials.

## New This Season:

- Accompanist option—while we still prefer piano accompaniment, we now provide guitar chords within the music scores. Please note that just like the pianist, the guitarist must be able to read music.
- In an effort to shorten show day—specifically for the youngest cast members—dress rehearsal with the entire cast will now take place during the first 3 hours of rehearsal on Friday. The final hour will be dedicated to final performance preparation with the older cast members.

We're excited to be working with you this next season and hope that this information is helpful as you prepare for your residency. If you have any questions, please feel free to contact us!

The Tour Marketing Team



Jonna Michelson  
Director



Dory Lerew  
Associate



Alex Kowalchik  
Assistant



# DJUSD

DAVIS JOINT UNIFIED  
SCHOOL DISTRICT

John A. Bowes, Ed.D.  
Superintendent

526 B Street ♦ Davis, CA 95616 ♦ (530) 757-5300 ♦ FAX: (530) 757-5323 ♦ [www.djUSD.net](http://www.djUSD.net)

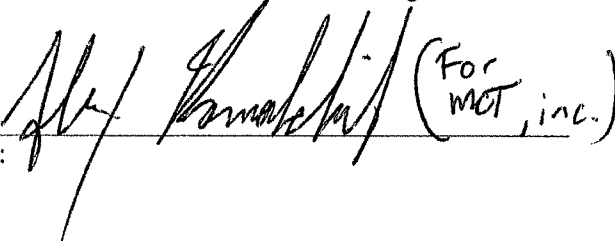
## RELATIONSHIP OF COMPANY:

Missoula Children's Theatre, Inc. and its employees and/or contractors shall perform the provisions of this agreement while working with students at Birch Lane Elementary School as independent contractors and shall not be considered agents of Davis Joint Unified School District (DJUSD), nor shall Missoula Children's Theatre, Inc. personnel be considered employees of DJUSD. Nothing contained in this agreement shall be construed to (i) constitute the parties as partners, joint ventures, co-owners, or otherwise as participants in a joint or common undertaking, or (ii) allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever. Missoula Children's Theatre, Inc. acknowledges (a) that its employees and/or contractors are not entitled to any benefits accorded to DJUSD's employees, including workers' compensation, disability insurance, vacation, or sick pay, and (b) that they shall be responsible for providing their personnel with disability, workers' compensation, or other insurance.

## INDEMNIFICATION:

Insofar as permitted by law, DJUSD shall assume the defense and hold harmless Missoula Children's Theatre, Inc. and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of the sole fault or negligence of DJUSD, its officers, agents or employees, arising out of its performance under the terms of this agreement.

Insofar as permitted by law, Missoula Children's Theatre, Inc. shall assume the defense and hold harmless DJUSD and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of any harm to person(s) or property received or suffered by reason of the sole fault or negligence of Missoula Children's Theatre, Inc., its officers, agents or employees, arising out of their performance under the terms of this agreement.

By:  (For  
MCT, inc.)

6-5-2017  
Date: