



TOPSY-TURVY AGREEMENT **The Durham Savoyards, Ltd.**

This document outlines the expectations for all persons involved in the production of *Patience* by The Durham Savoyards, Ltd. (hereinafter “DSL”), to be performed between March 26-29, 2020 who are not covered by the Artist Agreement or the Orchestra Agreement:

1. **Respect the Artist:** An “Artist” is any member of DSL or any person who participates in its purpose, and deserves honor, respect, and appreciation for the time devoted by that person. Self-discipline, respect for each other, honesty, and personal responsibility are expected by all involved with this production.
2. **Description of Responsibilities.** The Individual agrees to:
 - Follow the directions of the producer, warehouse manager, artistic and music directors, stage manager, or their designee.
 - Follow DSL Policies and the Chicago Theatre Standards. They are encouraged to pay membership dues.
 - Attend activities they have agreed to participate in.
 - Adhere to all scheduled arrival times.
 - Provide emergency contact information on the signature page.
 - Promote attendance to the production by selling tickets and sharing show information with friends, family, coworkers, and neighbors.
 - Solicit advertisements from local businesses.
 - Treat musical instruments, scores, props, set pieces, costumes, and facilities with care.
 - Contribute to the production and have fun to the best of their ability!
3. **Publicity Release:** The individual agrees to let DSL use their name, photographs, video images, and any biographical information provided for public relations and marketing purposes. The Artist agrees to comply with requests to attend promotional events to the best of their ability.

The individual also understands that DSL strives to create a safe and inviting environment for all participants, and DSL believes that quality productions are most achievable when all participants work together and treat each other as equals. Respectful behavior is required. **If you have questions about the meaning and purpose of this agreement, please contact a member of the DSL Board of Governors.**

Definitions:

a. Calendar:

- i. **Rehearsals** begin Thursday, Jan 9; first full rehearsal will be Sunday, Jan 12 (call time 2pm).
 - ii. **Set building** occurs most Saturday’s between January and March at our warehouse.
 - iii. **Tech week** begins Tuesday, March 24 (call time 6:30pm).
 - iv. **Preview Performance** is Thursday, March 26 (call time 6:30pm).
 - v. **Performances** are March 27, 28, & 29 (call times 6:30pm, 5:30pm, & 12:30pm respectively).
 - vi. **Truck Loading**, the moving of set pieces, props, costumes, etc. onto a truck to transport them from the warehouse to the performance venue, will take place Monday, March 23, beginning at 7pm.
 - vii. **Move In**, the unloading of the truck and set-up of sets, props, costumes, etc. at the performance venue, will take place Tuesday, March 24, beginning at 8am.
 - viii. **Strike**, the removal of set pieces, props, costumes, etc. from the performance venue, will follow the performance on Sunday, March 29. (Note: strike party will be the following week.)
- b. **Production Locations:** Most rehearsals will be in the Durham Arts Council, 120 Morris St. in downtown Durham. Tech week rehearsals and performances will be at the historic Carolina Theatre, 309 W. Morgan St. in downtown Durham. Most tech activities will be at our warehouse, 1400 E. Geer St., Durham.

As a musical theatre community, we embrace and celebrate the timeless melodies and merriment of Gilbert & Sullivan to engage, educate, and entertain the people of Durham and beyond.