# STAGE MANAGER CONTRACT

YOUR COMPANY NAME makes the following guarantees:

1. SHOW TITLE will run for the following NUMBER OF PERFORMANCES at the VENUE NAME AND LOCATION in MONTH(S) AND YEAR OF SHOW:

LIST OF SPECIFIC SHOW DATES AND TIMES

2. Fifty percent of the net income for the run will be divided equally among the stage managers and non-company actors who are present for the full run of the show. A minimum total of DOLLAR AMOUNT is guaranteed.

3. The undersigned will receive two personal comp tickets throughout the run. An unlimited number of professional comps will also be available for appropriate audience members.

4. An assistant stage manager will be available to assist with rehearsals. At least two technicians will be provided to assist with the running of the show.

The undersigned artist guarantees to YOUR COMPANY NAME:

1. To be available for the aforementioned NUMBER OF PERFORMANCES of SHOW TITLE, plus load-out on DATE.

2. To attend up to NUMBER OF REHEARSALS from DATE RANGE. This includes availability for setting up the space prior to each rehearsal and securing the site after each rehearsal. Except in emergencies, all rehearsal conflicts must be clearly stated before first rehearsal.

3. To prepare a prompt book and a separate cuing book, record all blocking during rehearsals, coordinate the integration of sound cues and costume changes into rehearsals, keep track of props and costumes throughout rehearsals and performances, assist with scheduling of actors and technicians for rehearsals and performances, and facilitate communication among all members of the production.

4. To assist the set, lighting, sound and costume designers with the execution of their designs, as needed. This may include some work on obtaining props.

5. To bear the final responsibility for the running of performances, including calling cues, and the maintenance of the performance space, including preparing the house for audiences prior to each performance and securing the site following each performance.

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 Artistic Director Sign Name Here Artist Sign Name Here

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 Artistic Director Print Name Here Artist Print Name Here

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 Date Date