

DRP DIRECTOR OF RECORDS' CONTRACT

The following represents a contract between The Del Rey Players Theatre Company (hereafter known as DRP) and the DRP BOARD MEMBER.

FIRST: The BOARD MEMBER understands that financial remuneration will be limited to the financial award given to the student and the DRP budget. DRP holds no responsibility for any emotional or physical injuries caused to the BOARD MEMBER during his or her involvement in DRP. In holding this position, the BOARD MEMBER is a lifetime member of DRP and will receive a complimentary ticket to future productions.

SECOND: The BOARD MEMBER understands that s/he is expected to assist in painting and scenic construction, costume construction and buying, prop buying, cleaning, strike, publicizing, or any other aspect of a theater company. Any items purchased for the production by the BOARD MEMBER requires clearance from the production team. Financial reimbursement for the BOARD MEMBER must be agreed upon before the item is purchased. Reimbursement shall not exceed the budgeted amount. The BOARD MEMBER will keep detailed records of the receipts and all funds spent.

THIRD: The BOARD MEMBER is to attend any day that requires the BOARD MEMBER present. S/he is to be on time and mentally alert. All plans, final designs, products, and responsibilities shall be completed by the deadlines set forth on the production calendar and at meetings.

General responsibilities of all BOARD MEMBERS include but are not limited to:

- Reading all submissions and deliberating and voting on the upcoming DRP season
- Attendance at weekly Board Meetings (during convocation hour)
- Attendance at build days (4 per production)
- Preparing the theater for the audience after the final dress rehearsal, the night before opening night of each production
- Working the strike on closing night of each production
- Attending Club Fest
- Attending and leading general meetings
- Working performances as House Manager when necessary
- Publicizing and working All-you-can-eat fundraisers
- Working DRP events (Masquerade Ball, 24-Hour Play, Educating the Artist Series, etc.)
- Aiding in distributing publicity materials
- Preparing, setting up, and working the Annual DRP Cabaret Awards

Specific responsibilities of each BOARD MEMBER is defined by his/her position on board, which include but are not limited to:

DIRECTOR OF RECORDS:

- In charge of taking minutes at meetings and sending them to the Board of Directors
- Is responsible for keeping photographic records of all organization events, including:
 - Read-through, rehearsal, and dress rehearsal/ performance photos of each production
 - Photograph the Dress Rehearsal: 2 days before opening night

- Photo Shoot for Production Stills: the first weekend of production, preferably at 5:00 before the Saturday or Sunday show at 8:00
 - Compiling photos of all cast, production team, and crew members for each production which will be used for the slideshow at the Cabaret Awards Ceremony
 - Masquerade Ball
 - 24-Hour Play
 - Cabaret Awards
 - Other Del Rey Players' events
- Is responsible for organizing the filming of each performance for archival and adjudication purposes
- Maintains a folder for each production that includes audition fliers, at least three programs, previews, reviews, write-ups, etc.
- Maintains the Del Rey Players website at www.lmu.edu/page38887.htm
- Organizes and maintains the filing cabinet
- Makes production photos available in a photo album/scrapbook for the house manager table
- Creates the slideshow for the Cabaret Awards ceremony (a slide for each nominee, plus a blank slide for "and the award goes to...")
- Performs any other duties required of him/her by the organization.

FOURTH: DRP and LMU have a zero tolerance policy regarding drug use and alcohol consumption. Under no circumstances is the BOARD MEMBER to partake in any substance use while at a DRP function, including but not limited to rehearsals, build days, Cabaret Awards, or simply being inside North Hall.

FIFTH: DRP and LMU have a zero tolerance policy regarding sexual harassment and discrimination. If a problem arises attention must be brought immediately to the DRP Staff Advisor. Nudity is prohibited in all DRP productions.

SIXTH: The BOARD MEMBER must work in accordance with the other BOARD MEMBERS as well as the production team, cast, and crew members of DRP productions. The Board of Directors has final say over the logistical aspects of the design and the budget (as opposed to the artistic aspects of a design).

SEVENTH: DRP will have the use of the BOARD MEMBER's name, professional biography, and likeness for use in all forms of media including but not limited to newspapers, film, television, print ads for fundraising or publicity. This clause will continue to remain in effect even if this agreement is terminated for any reason by any party. The BOARD MEMBER agrees to allow DRP to videotape any rehearsals or performances in part or in full for DRP archives or to be used in promoting the production and DRP. DRP will not use these videotapes for any other purposes other than archival or promotional.

EIGHTH: This contract may be revised or revoked by the BOARD MEMBER only with the permission of the Artistic Director and the DRP Staff Advisor. The reason(s) for requesting revision or revocation must be put in writing by the BOARD MEMBER. DRP may revoke this contract immediately if paragraph(s) 3, 4, or 5 are not adhered to by the BOARD MEMBER. If the BOARD MEMBER fails to perform any of his/her duties as described in the provisions of this contract, the BOARD MEMBER will receive one written, documented warning of his/her possible termination. If non-compliance by the BOARD MEMBER continues, the Artistic Director and the Board of Directors will remove the BOARD MEMBER from his/her position.

This contract is a working document, and DRP reserves the right to add and/or alter provisions of this contract in consultation with the BOARD MEMBER.

I HAVE READ AND UNDERSTAND THE ABOVE CONTRACT. I CERTIFY THAT I AM OF LEGAL AGE AND WILLINGLY CONSENT TO ENTER INTO THIS CONTRACT.

BOARD MEMBER

NAME (printed) _____ Date: _____

SIGNED _____

DRP Staff Advisor

NAME (printed) _____ Date: _____

SIGNED _____