

BDACT SET DESIGNER/LEAD CARPENTER CONTRACT

THIS AGREEMENT is made and entered _____, 20____,
by and between the BEAVER DAM AREA COMMUNITY THEATER, INC., hereinafter
referred to as BDACT and _____, hereinafter
referred to as "Set Designer/Lead Carpenter".

BDACT engages the Set Designer/Lead Carpenter to design and/or build and complete the set as determined by the

Show Director of (SHOW TITLE) " _____ "

at _____ prior to the opening night performance on the following date:

_____ 20 ____.

In consideration of an honorarium in the amount of \$_____, payable within 14
days following the date of the final performance.

It shall be the function of the Set Designer/Lead Carpenter to design and/or complete the structure of the set before the opening night of the production. The Set Designer/Lead Carpenter shall be accountable and responsible to the Show Director and Show Producer.

The Set Designer/Lead Carpenter agrees to work toward both a dramatic and financial success for BDACT. It shall be the effort of the Set Designer/Lead Carpenter to present a near professional stage production while keeping the spirit of amateur theater.

I have read and agree to these terms and the expectations outlined in the attached addendum.

By _____
BDACT Staff Representative

(SIGNATURE) Set Designer/Lead Carpenter

SET DESIGNER/LEAD CARPENTER Contract Addendum

Thank you for your leadership at BDACT. We appreciate your time, commitment, and your skills. The success of the show will depend upon your preparation, coordination, cooperation, and communication. Everyone wants you to succeed so please communicate problems, special needs, and concerns to the Show Director, Production & Volunteer Coordinator, or the Managing Director as soon as possible. Involvement in BDACT designates you a participatory member, which allows you to vote at the Annual Meeting.

SET DESIGNER

_____ Obtain the script from the Show Director and read it analytically. Look for script notes that describe set needs. Some scripts include a set floor plan which is usually from the original show.

_____ Meet with the Director to discuss concept, style, characters, period, staging needs including entrances, exits, windows, blocking requirements etc. Also keep actor safety and comfort in mind during this consultation.

_____ Adapt and create a set conducive to the Director's wishes and the BDACT stage space.

_____ Prepare a drawing and/or a 3-dimensional model, or plans for the Lead Carpenter to follow in construction.

_____ Work with Lead Carpenter to tape off the stage to mark the set boundaries, doorways, stage areas, etc. for the director & actors. Please ask Production Support for SPIKE TAPE to tape on the stage floor. NEVER USE MASKING TAPE OR REGULAR DUCT TAPE ON THE STAGE FLOOR!

_____ Advise/guide the Lead Carpenter as well as Set Painter/Decorator throughout construction and decoration stages of the set.

LEAD CARPENTER

It is the responsibility of the Lead Carpenter to construct a safe and functional set, while keeping in mind the time it will take to deconstruct the set on strike night.

_____ Meet with Director and Set Designer to go over concept and review special needs of the project.

_____ Obtain and read a script to be aware of the needs of all set functions.

_____ Work with Director and Producer to develop a timeline and set a deadline for completion of construction.

_____ Find and organize a crew to work with you to ensure the set will be built on schedule. The

Producer and Volunteer Coordinator are good resources for volunteers to help build.

_____ Work with Set Designer to tape off the stage to mark the set boundaries, doorways, stage areas, etc. for the director & actors. Please ask Production Support for SPIKE TAPE to tape on the stage floor. NEVER USE MASKING TAPE OR REGULAR DUCT TAPE ON THE STAGE FLOOR!

_____ Consult with the Set Designer and Director to interpret the dimensions of each part of the set to develop a list of materials needed. Also discuss and keep in mind the safety and needs of the actors who will be using the set.

_____ Check with the Production Coordinator and/or Sets Manager to find out where Set Materials and BDACT owned tools are stored. ***Always check for present stock first, before purchasing additional materials!***

_____ Once you have assessed the materials in stock, determine if more building materials need to be purchased.

_____ Work with Production Coordinator to determine where set construction will be taking place. Depending space availability, preliminary construction may need to be started in the basement or off site.

_____ Purchase and transport additional construction materials before first construction day. Production Coordinator will have information regarding charge cards and tax exemption.

_____ For any receipts obtained, make sure you notate the show name and “set construction” on each receipt. Also include the name and address of the person on the receipt if they need reimbursement. All receipts need to be turned in to the Show Producer to be logged into show expenses.

_____ Inform your crew members to bring their own tools. BDACT does not have many assembly tools available.

_____ Set up a construction schedule based on the availability of your crew members, including Strike day. Be sure to allow for enough time to complete construction by the deadline you set with the Director and Producer.

_____ Begin the set by constructing playing areas crucial to blocking and actor movement first. This would include doorways, platforms above stage level and staircases.

_____ After each work session, clear the stage for rehearsals and reset any props, etc. Store tools and materials away from rehearsal and other spaces needed for other uses. ***Always maintain a clean workspace for safety purposes.***

_____ Maintain communication with Director to see if any updates need to be made in design for any reason.

_____ Work with Stage Manager to organize strike of set.

_____ Plan to attend and help with strike. Also encourage your crew to help with strike as well. Please keep in mind that strike needs to be completed on the same day as the final performance.

_____ It is imperative that you make sure all set pieces are deconstructed and all materials and tools are returned to their proper storage spaces before your work is completed as Lead Carpenter.

_____ Send a thank you to the people that helped with your set building crew.