

## BDACT LIGHT DESIGNER CONTRACT

This agreement is made and entered \_\_\_\_\_, 20\_\_\_\_, by and between the  
Beaver Dam Area Community Theatre, hereinafter referred to as BDACT and  
\_\_\_\_\_, hereinafter referred to as "Light Designer".

BDACT engages the Light Designer to design and operate the lighting needs as determined by the Show  
Director of (SHOW TITLE) " \_\_\_\_\_ "

at \_\_\_\_\_ for \_\_\_\_ performances on the following date(s):

\_\_\_\_\_ 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 effort of Light Designer to ensure overall visibility and visual enhancement of this  
event in accordance with the Show Director's vision and Show Producer's budget. The Light Designer  
shall be accountable and responsible to the Show Director and/or the Stage Manager and Production  
Coordinator.

The Light Designer agrees to work toward both a dramatic and financial success for BDACT. It  
shall be the effort of the Light Designer to present a near professional 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 \_\_\_\_\_  
Managing Director

\_\_\_\_\_  
(SIGNATURE) Light Designer

LIGHT DESIGNER 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. Involvement in BDACT designates you a participatory member, which allows you to vote at the Annual Meeting.*

\_\_\_\_\_ Obtain a three ring binder version of the script as soon as possible from Producer, Stage Manager or Production Coordinator

\_\_\_\_\_ Read the script and pay close attention to any lighting notations that it has.

\_\_\_\_\_ Make notes yourself and keep a list of questions to ask the Director when you meet.

\_\_\_\_\_ Director meeting topics:

\_\_\_\_\_ the general use of lighting in the show \_\_\_\_\_

\_\_\_\_\_ Special mood or color preferences of director \_\_\_\_\_

\_\_\_\_\_ Are there independently lit areas needed \_\_\_\_\_

\_\_\_\_\_ special effects needed (blacklight, strobe, etc.) \_\_\_\_\_

\_\_\_\_\_ Read the script a second time making sure to notate where light cues would need to happen.

\_\_\_\_\_ Work with Production Coordinator to determine whether or not BDACT owns enough equipment to complete the Light design and decide where to obtain any additional equipment needed.

\_\_\_\_\_ Get your budget amount from the Producer and go over purchasing procedures with them. Do not go over budget. If you feel you will go over budget, please notify the Producer for approval before making the purchase or booking the rental.

\_\_\_\_\_ Work with Director and Producer to determine and meet important production deadlines for the master calendar. Light design will need to be completed and implemented by Tech rehearsal.

\_\_\_\_\_ Meet with Set Designer, Set Decorator and Costumer/Seamstress to coordinate the lights with the color schemes used for these other aspects of the show.

\_\_\_\_\_ Familiarize yourself with all of the equipment at BDACT including the Light Console, light fixtures, Dimmer packs, Cords, the raising and lowering of the light bar and any other equipment that have relevance to Lights. Seek the assistance of the Production Coordinator if needed.

\_\_\_\_\_ Determine whether any additional lighting instruments need to be rented. Research, price compare and book those rentals early! This is where your budget information is important.

\_\_\_\_\_ Work up a general design for the lighting using the equipment owned by BDACT in addition to any rental fixtures needed.

\_\_\_\_\_ Obtain a crew to help you set up equipment, aim fixtures, and/or program cues.

\_\_\_\_\_ Make sure that the Light board will be run by a qualified operator for each performance. As the Light Designer, it is best if you are also able to be the operator for all of the performances.

\_\_\_\_\_ Plan to attend rehearsals to watch and follow the script for design ideas.

\_\_\_\_\_ Be sure to allow time for many rehearsals to be attended either by you or the board operator to get to know the show.

\_\_\_\_\_ No less than one month before opening night, go over the show scene by scene with the Show Director to review what they expect to happen in each scene from a lighting standpoint.

\_\_\_\_\_ Schedule times to work with your crew to set up equipment outside of rehearsal times so as not to disturb rehearsals.

\_\_\_\_\_ Schedule ample time to program and edit cues outside of rehearsal time.

\_\_\_\_\_ Submit a list of your crew/helpers to the Producer by the playbill deadline date.

\_\_\_\_\_ Keep all work areas clean. Do a final clean up after last performance.

\_\_\_\_\_ Plan to attend strike after final performance to make sure that all lighting equipment gets returned to their proper storage spaces.

\_\_\_\_\_ Be sure to arrange for the return of any borrowed or rented equipment on Strike day or during the week immediately following the final performance.