

BDACT SOUND 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 "Sound Designer".

BDACT engages Sound to design and operate the sound 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 Sound Designer to ensure overall quality audio enhancement of
this event in accordance with the Show Director's vision and Show Producer's budget. The
Sound Designer shall be accountable and responsible to the Show Director and/or the Stage
Manager and Production Coordinator.

The Sound Designer agrees to work toward both a dramatic and financial success for
BDACT. It shall be the effort of the Sound 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 _____ (SIGNATURE) Sound
BDACT Staff Representative

SOUND 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, the Managing Director, or production committee as soon as possible.. 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 sound effect notations that it has.

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

_____ Director meeting topics:

_____ whether microphones will be used _____

_____ number of microphones needed _____

_____ special effects needed either recorded or live _____

_____ Accompaniment or instruments _____

_____ need for monitors _____

_____ as well as the general use of sound in the show _____

_____ Read the script a second time making sure to notate where microphone cues would need to happen.

_____ Work with Production Coordinator to determine whether or not BDACT owns enough equipment to complete the audio 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. Sound design will need to be completed and implemented by Tech rehearsal.

_____ **For a musical**, it is imperative that the microphones and monitors be set up for the first rehearsal where the pit works with the cast! The cast must be able to hear the piano, and the pit must be able to hear the vocals. These rehearsals must be sound supported for the most efficient use of time for all involved!

_____ Familiarize yourself with all of the equipment at BDACT including the Sound Console, Wireless systems, Microphones, cables, snakes, Laptop, Ipad, sound effects programs, Adobe

Audition, Show Cue Systems, Spotify, and any other apps that have relevance to Sound. Seek the assistance of the Production Coordinator if needed.

_____ Obtain a crew to help you set up equipment or operate the sound board.

_____ Make sure that the sound board will be run by a qualified operator for each performance. As the Sound 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 for many rehearsals to be attended either by you or the board operator to get to know the show.

_____ Determine where all equipment needs to be set up and keep in mind the safety and needs of both cast and orchestra members.

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

_____ Be sure to set up and test all equipment and systems including microphones, sound effects, audio tracks, and cues before any performance or rehearsal.

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

_____ Work with Director to obtain or create a Pre-Show Announcement. Be sure a script copy of this announcement is approved and edited by BDACT staff and Board President before doing any recording.

_____ BATTERIES: Your budget will be used mainly for batteries for microphones. Calculate the number of batteries needed using new batteries for each performance. Submit this number to Producer, Director, or Stage Manager to get purchased well before Opening night. On occasion you may need to purchase them yourself and submit a receipt for reimbursement. We save previously used batteries for use during rehearsals. Save all batteries.

_____ Submit a list of workers to 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 microphones and equipment get 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.