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|-----------------------------------------------------------------------------------|-------------------------------------------|---------------------|--------------------------|
|  | TITLE:                                    | STATUS:             | PAGE:                    |
|                                                                                   | ARTISTIC DIRECTOR OF A<br>PLAY - CONTRACT |                     | 1 OF 2                   |
|                                                                                   | REVISION #: 1                             | ISSUE DATE: 8/12/97 | REV. ISSUE DATE: 3/22/05 |

**ARTICLES OF AGREEMENT**

THIS CONTRACT made and entered this \_\_\_\_\_ day of \_\_\_\_\_ month) 20\_\_\_\_\_ by and between SUGAR CREEK PLAYERS, INC., 122 South Washington Street, Crawfordsville, Indiana, 47933, (Hereinafter referred to as "SCP") and:

(Hereinafter referred to as "CONTRACTOR"), IS TO WITNESS:

- A. SCP is a not-for-profit Indiana corporation.
- B. SCP is desirous of engaging the services of a professional artistic director for all aspects of its production of \_\_\_\_\_ or a rendition thereof agreeable in advance to both parties.
- C. CONTRACTOR has accurately represented to SCP, that he/she has the educational qualifications and experience to direct the said production.

**NOW THEREFORE in consideration of mutual covenants and promises, the parties herby agree as follows:**

1. CONTRACTOR herby agrees to stage and direct the theatrical production entitled \_\_\_\_\_ for and on behalf of SCP at the Vanity Theater in Crawfordsville, Indiana
2. SCP shall provide volunteer support including, but not limited to a Producer, who will be responsible for recruiting volunteers as may be needed by CONTRACTOR, and to Scenic and Lighting Designers.
3. CONTRACTOR shall perform all services customarily performed by an artistic director for a theatrical production including, but not limited to the following: auditions and casting; attending, supervising, and conducting rehearsals; attending and supervising each scheduled performance of the production on the following dates: \_\_\_\_\_; supervision of all aspects of cast performance, dramatic and otherwise; creative coordination with Producer and Designers; supervision of end of run strike.
4. In the event there are replacements of any cast members during rehearsals or run of the production, CONTRACTOR shall devote whatever additional time may be necessary to rehearse the replacements in order to begin and complete the production run as scheduled.
5. CONTRACTOR shall be paid a total of Five Hundred Dollars (\$500.00) for his/her services rendered in directing the production as follows:
  - i. ONE HUNDRED DOLLARS AND NO CENTS (\$100.00) within five (5) days of the signing date of this contract.
  - ii. ONE HUNDRED DOLLARS AND NO CENTS (\$100.00) on the first day of performance.
  - iii. THREE HUNDRED DOLLARS AND NO CENTS (\$300.00) within ten (10) days of completion of the Strike and Post Production Evaluation submitted to the President of the SCP.
6. Prior to final payment of this contract, CONTRACTOR shall provide a written report to the Board of Directors of SCP (Hereinafter referred to as "board") containing his/her recommendations and ideas he/she may have which will strengthen future productions and assist the board in making the best use of the Vanity Theater.
7. In the event that SCP, is forced to cancel the production for any reason, this contract shall, at the option of the SCP, be void and CONTRACTOR shall be compensated for services to date of cancellation on a pro rata basis.
8. CONTRACTOR shall comply with all SCP policies regarding the use of the Vanity Theater and shall inform the Producer of any problems which may arise during rehearsals or the production run. He/She may also notify any member of the Executive Committee of the board (Hereinafter referred to as the "EC") of any problems that may possibly interfere with the execution of this contract in as timely a manner as possible.
9. CONTRACTOR shall ensure that the Vanity Theater is properly secured at the end of each day of rehearsal, performance or other business regarding the production design and construction. Also, CONTRACTOR shall be held responsible for ensuring that no minor is left at the Vanity Theater without adult supervision during or after any rehearsal, performance or other business regarding the production design and construction unless the minor has been approved to remain in the theater without supervision by the EC.
10. CONTRACTOR shall not be under the influence of alcohol and/or illicit drugs at all times while present in the Vanity Theater or this contract may be immediately terminated by EC without further compensation to CONTRACTOR.
11. CONTRACTOR shall refrain from smoking anywhere on the premises of the Vanity Theater.
12. CONTRACTOR shall comply with all budget restrictions established for the production unless waived by the board or the EC.
13. CONTRACTOR shall return the Vanity Theater in the same condition it was found.
14. The parties stipulate and agree that CONTRACTOR is an independent contractor not subject to the control of SCP, and is not an employee of SCP.
15. CONTRACTOR shall at all times show respect for the members of the board in the presence of volunteers and other contractors or employees.
16. Reimbursement for any out of pocket expenses must be submitted no later than 15 days after the opening night of the play or when the expense is incurred. This applies for any expense incurred by any member of the cast, crew, or staff involved in the production, on behalf of CONTRACTOR. It must be accompanied by a proof of purchase, receipt or purchase order and presented to the accountant or the treasurer.
17. Failure to accomplish any of the provisions set forth in this contract may result in the withholding of some or all of the director's compensation disbursed with the final payment. Amount of withholding, if any, is to be determined solely by the EC.

SIGNED in duplicate this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

SUGAR CREEK PLAYERS, INC. ATTEST BY:

\_\_\_\_\_  
Sugar Creek Players, President

\_\_\_\_\_  
Witness

\_\_\_\_\_  
CONTRACTOR

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|-----------------------------------------------------------------------------------|-------------------------------------------|---------------------|--------------------------|
|  | TITLE:                                    | STATUS:             | PAGE:                    |
|                                                                                   | ARTISTIC DIRECTOR OF A<br>PLAY - CONTRACT |                     | 2 OF 2                   |
|                                                                                   | REVISION #: 1                             | ISSUE DATE: 8/12/97 | REV. ISSUE DATE: 3/22/05 |

DOCUMENT CONTROL INFORMATION

APPROVAL AUTHORITY

|                 |                 |                    |          |
|-----------------|-----------------|--------------------|----------|
| WRITTEN BY      | APPROVED BY     | APPROVAL SIGNATURE | DATE     |
| Legacy Document | Legacy Document | Legacy Document    | 08/12/97 |

REVISION HISTORY

| REV # | REV DATE | REVISED BY          | CHANGES                               |
|-------|----------|---------------------|---------------------------------------|
| 1     | 03/22/05 | Gann, Jr., Brett T. | Complete overhaul and new formatting. |
|       |          |                     |                                       |
|       |          |                     |                                       |