

DESIGNER CONTRACT

I, _____, as a Student Designer, in accordance with my arrangement with the Knox College Theatre Department, agree to the following:

1. I have been informed of the dates for Studio Load-in, Changeover, and Strike. I will attend these events and aid in the preparation of the space to the best of my abilities.
2. I will meet with the Director and arrange a formal production schedule.
3. I will provide the Director with any information they will need for the Directors' meeting prior to that date.
4. I will respect all equipment and treat it with care.
5. I understand I am responsible for recruiting my own crew.
6. I understand that during active shop hours I am not allowed to use the Department's equipment or materials, unless previously discussed with the Technical Director of the Department.
7. I will present designs to the TD for approval, and inform the TD about the needs of the production.
8. I will submit drafting and/or lighting plots to the TD by the due date given to me at the beginning of the term.
9. I will attend and contribute to a Post Production Meeting when the show is over.
10. Any issues that arise within the production or with another production, if they cannot be solved internally, will be brought to the attention of TAB.
11. I have read the Studio Theatre Operational Procedure Document, and I understand and will abide by the information supplied within.

I have read and will follow these guidelines to the best of my abilities. If at any time I am failing to uphold the above guidelines, I accept that the show may be subject to disciplinary action as seen fit by the department.

Signature _____ Date _____.

Design Area _____.

Show _____.

Director _____.