



REGISTRATION FORM

YOUR FULL NAME: «First Name» «Last Names»

LETTER FOR PARENTS AND MEMBERS

Dear Member

May I take this opportunity to congratulate you on successfully securing a place with Stage Theatre Society for our production of '«Related Production»'- WELL DONE. My name is Daniel More and I co-run the society with Richard Hillier. To see a copy of the cast list, please visit our website at www.stagetheatresociety.co.uk. Enclosed with this letter are a few documents that are essential for you and your parents/guardians to read and complete, in order to be part of STS. There is a checklist at the back of this form to look at to ensure that all documents are complete. Please note we also require 1 **PHOTOCOPIED** form of identification for your son/daughter to be returned with these documents. This can be either their **PASSPORT** or **BIRTH CERTIFICATE**. We can not stress enough how important it is that these documents are returned to us in full! Without these documents fully completed, your son/daughter can not take part in our production even if they have filled them all out before. Help us to help your son/daughter by getting the 'admin' side of things done as swiftly as possible, so being able to focus on the show! Thank you for you co-operation and understanding and once again many congratulations on securing yourself a part in what is sure to be a smash hit production!

D.R.MORE
Stage Theatre Society

PRODUCTION FEES

Here at Stage Theatre Society instead of charging weekly rehearsal subs, we charge a one off 'Production Fee' to take part in a show. This production fee makes it easier by not having to find the money every week. The fee for this production is **£50** per cast member. This fee goes towards paying for everything from the rehearsal halls to the radio microphones used on stage. If you feel that you are unable to afford the entire production fee straight off that's fine. Just come and speak to Daniel More at one of our rehearsals and we can sort out 4 payable dates to split the fee up into. We would ask all parents of cast to ensure that their production fees are paid in full no later than **4 weeks** into the production, in order for us to be able to pay for things needed for the production to happen. **PLEASE NOTE: The fee is subject to a £10 increase in price should it fall outside of the 4 weeks.** Please note that you may be asked to supply some of your Childs costume for the show. THANKYOU.

STS ONLINE - AND PARENT PAGE!

Here at Stage Theatre Society we like to keep people in the know as much as possible, with all up and coming events and information about the society. Because of this we have a website that is available for all cast, crew and parents to use, enjoy and keep up to date with what happening at STS.

The website address is

WWW.STAGETHEATRESOCIETY.CO.UK

On the site you will also now find the 'STS PARENT PAGE' which gives details of all up and coming events along with times, venues and any additional information needed. You will also find photo Galleries of our past performances and events.

YOUR PEACE OF MIND

- Here at STS we are insured to the tune of £5M under the category of 'Public Liability Insurance'. We are permitted under our terms and conditions to cater for children and adults alike between the ages of 7yrs upwards.
- All of the Senior Production Team have been Police Checked, and have been cleared by the Kent County Police to work with children. We will endeavour to ensure that all of our Production Team has valid certificates issued by the Police, and we will renew them every 3 years.
- STS is recognised and supported by the Medway Council. We are recognised as a contributor to the Arts. The Medway Council has been invited to audit our finances, and could perform spot-checks at our rehearsals to ensure our premises, constitution and student-teacher ratio is in accordance to their guidelines.
- All of the team here at STS are voluntary, including all the Production Team and Technical Team. All of the funds paid by the cast to participate in one of our Productions gets spent solely on the show, with any profit from ticket sales either going directly into the next production to make it bigger and better, or to Charity.

WE NEED YOUR PERMISSION

DATA PROTECTION

We would like to keep your child's details on our database for reference. Under the 'Data Protection Act' we require your written permission to do so, therefore, can you please print and sign below granting us permission. Please note - we will NOT forward your details on to any other company, however from time to time we may send you mailings regarding our performances / company.

PHOTOGRAPHS AND VIDEOS

We would like to use photographic images and video of your child to promote our productions with the local press (i.e. Newspaper articles, website advertising). We therefore would kindly ask for your written permission to use and hold such images on file.

HANDS ON POLICY

Whilst directing and teaching Dance / Drama to young children, it is sometimes important to touch a child i.e. on the shoulder or hold their hand to move them into a different space or into a different position, and to ensure their safety. In rare cases this contact can be misconstrued and upset is caused. So as to give you peace of mind we ask that you sign the slip below, giving us permission to protect and guide your child in this way if and when it is necessary.

MEMBER DETAILS

«First Name»

«Last Names»

Please fill out or correct all of the sections of this form in full and hand it back to us, you must ensure that all details given are correct!
Your emergency contact must be someone that does NOT live with you for example a friend or another family member.

GENDER: «Gender»

DATE OF BIRTH: «Date Of Birth» (in American style)

ADDRESS: «Address Line 1» , «Town» , «County»

POSTCODE: «Postcode»

HOME PHONE: «Home Phone»

MOBILE PHONE: «Mobile Phone»

EMAIL ADDRESS: «E-mail Address»

EMERGENCY CONTACT NAME: «Emergency Contact Name»

EMER CONTACT NO.: «Emergency Contact Number»

ANY MEDICAL CONDITIONS: «Medical Conditions»



STS UNIFORM - CIRCLE YOUR SIZE

Here at Stage Theatre Society we all like to take pride in what we do, WE WANT PEOPLE TO KNOW WHO WE ARE! In light of this we have a Set uniform requirement for all STS events / rehearsals. Part of this uniform is our **SUPER BRIGHT** yellow t-shirt. The first t-shirt is issued to you free of charge. However we need to know the size of t-shirt your child requires. Please circle as appropriate below. Thank you.....

(PLEASE NOTE THESE ARE IN KIDS SIZES)

SMALL

MED

LARGE

X-LARGE

IMPORTANT CONTACT DETAILS FOR STS

STAGE THEATRE SOCIETY
11 ROMANY RD
TWYDALL
GILLINGHAM
KENT
ME86UH

DANIEL'S MOBILE - 07834516605
RICHARD'S MOBILE - 07791359939

MEMBER CONTRACT «First Name» «Last Names»

In order for everybody involved in Stage Theatre Society to enjoy the time they spend with us, we require each member of the company to sign and adhere to a simple set of rules set out below. Please read them carefully, sign and return the document to us as soon as possible along with any other documents required from you.

- I will arrive at rehearsals on time every week ready to start.
- I will pay my production fees on time as and when requested.
- I will not make fun of or abuse other members of Stage Theatre Society.
- I will let a member of the Stage Theatre Society staff know if I can not attend one week.
- If I change any of my details, I will let Stage Theatre Society know about this.
- I will treat Stage Theatre Society staff with respect at all times.
- I will always arrive at rehearsals with appropriate clothing to rehearse in.
- I will not use my mobile phone whilst in rehearsal time, only in break time.
- I will be liable for any damage I cause to the rehearsal or performance venues.
- I will return all required permission slips contained in the 'welcome pack' to Stage Theatre Society.
- I will not use bad language whilst at rehearsals for Stage Theatre Society.
- If asked to be quiet and listen to instructions, I will do so.
- I have read and understood the Stage Theatre Society Constitution which is available on the STS website..
- I understand that for the benefit of other members, no production fees or ticket purchases are refundable.
- If I so decide to leave the company or are dismissed due to breaking this contract, in order for us to stay within budgets, no production fees will be refunded to you.
- Stage Theatre Society cannot accept liability for your possessions whilst at rehearsals or performances with us.
- I will not take food into the rehearsal hall...only drink in sealed bottles.

PLEASE NOTE FAILURE TO ADHERE TO THIS CONTRACT COULD LEAD TO DISMISSAL FROM THE SOCIETY!

WELCOME PACK RETURN CHECKLIST!

Please check you have completed the following before returning this document to us. It is very important that all details in this document are correct, and written clearly, so we are able to process this document as quickly as possible. - Thank you!

READ THIS DOCUMENT AND THE WELCOMING LETTER IN FULL

ENCLOSED YOUR PRODUCTION FEE FOR THE SHOW AS SPECIFIED ON THE FRONT PAGE OF THIS DOCUMENT

FILLED OUT, CORRECTED OR SIGNED IN FULL THE YELLOW BITS OF THIS FORM

PUT YOUR FULL NAME ON THE FRONT PAGE OF THIS FORM AT THE TOP IF NOT ALREADY FILLED OUT BY US

FILLED OUT THE PROGRAMME BIOG FORM

ENCLOSED A **COPY** OF 1 FORM OF ID FOR LICENCING (PASSPORT OR BIRTH CERTIFICATE)

FILLED OUT THE MEASUREMENT SHEET FOR COSTUMES

FILLED OUT AND RETURNED THE ADVANCED TICKET ORDER FORM TO ENSURE YOU HAVE THE BEST SEATS AVAILABLE

MADE NOTE OF THE WEBSITE ADDRESS TO BE ABLE TO CHECK REHEARSAL SCHEDULES ETC ON THE PARENTS PAGE

PARENT AND MEMBER SIGNATURES OF ACCEPTANCE

Upon signing the section you are confirming to Stage Theatre Society that you have read, agree with and understood all sections of this registration form. Please note that copies of this document are available for download on our website.

PARENT / GUARDIEN SIGNATURE (IF UNDER 16 YRS): _____ DATED: / /

CAST MEMBERS SIGNATURE: _____ DATED: / /