CAST PACK

Maryborough Theatre Company

Congratulations and welcome to the cast of Mamma Mia! We are thrilled to have you on board and can't wait to start bringing this show to life together. This pack contains everything we need from you before rehearsals get underway, along with key information about fees and commitment.

Please complete every page that applies, sign where indicated and return them by 1st Dec 2026.

What's in this pack

Form	Page
1	Commitment & Attendance Agreement
2	Cast Code of Conduct
3	Medical & Emergency Contact Form
4	Costume Measurement Form
5	Photography / Videography Consent
6	Show Fees & T-Shirt Order

Under 18? A parent or guardian must sign every form on behalf of cast members under 18.

1. COMMITMENT & ATTENDANCE AGREEMENT

Please complete, sign and return this page

By accepting a role, you are committing to the full rehearsal and performance period. Please read carefully before signing.

Rehearsal times

Wednesdays	Between 5:00pm and 9:00pm exact times will vary depending on the show period
Sundays	Between 9:00am and 5:00pm exact times will vary depending on the rehearsal period.
March School Holidays	There will be some full-day rehearsals during this time, please see the schedule closer to the date for details.

Please refer to the rehearsal schedule for the times you are called each week, you must be available whenever you are scheduled.

Show dates

13, 14 & 15 May 2027
All cast members must be available for every performance

Attendance expectations

- Rehearsal times are set by the Creative Team and are imperative to the success of the show.
- Please arrive on time, ready to work, and stay for your full call.
- If you can't attend, notify the Director or Producer as early as possible with a reason.
- List all known clashes (holidays, exams, work, family) below before rehearsals begin.

Please note: Cast members who are frequently absent, or who do not provide reasonable excuses for absences, may be recast at Director's discretion.

Known unavailable dates

Date(s)	Reason

Agreement

I have read and understood the rehearsal and attendance expectations above. I accept my role in Mamma Mia! and commit to attending all scheduled rehearsals and performances. I understand that frequent or unexplained absences may result in being recast.

Cast member name: **Role:**

Signature: **Date:**

Parent / Guardian name (if under 18):

Parent / Guardian signature: **Date:**

2. CAST CODE OF CONDUCT

Please complete, sign and return this page

Maryborough Theatre Company (MTC) is committed to providing a safe, respectful and inclusive environment for everyone involved in our productions. This Code of Conduct protects the safety and wellbeing of our cast, crew and MTC, and applies at all rehearsals, performances, and any MTC events or communications related to the show.

Senior Show & Child Safety Mamma Mia! is a Senior Show for people aged 15 and above. As some cast and crew members are minors (under 18), Child Safety requirements must be met at all times. Adults must not be alone with a minor out of sight of others, must not contact minors privately (including via social media or messaging) other than for group show communication that includes a parent/guardian or production team member, and must never supply alcohol, cigarettes or vapes to a minor. Language, jokes, touch and content must be appropriate with minors present. Any child safety concern must be reported to the Director or Producer immediately.

At all rehearsals

- Arrive on time, sign in, and let the Producer or delegate of know if you need to leave early.
- Treat everyone with respect – no bullying, harassment, discrimination or exclusion.
- Respect personal space and ask before any physical contact; follow choreographed contact only.
- Follow directions from the Creative Team and production staff.
- Keep phones on silent and away unless needed for rehearsal.
- No alcohol, drugs or smoking/vaping at the venue; never attend affected.
- Look after the venue, props, sets and costumes, and help pack up.
- Keep group chats and social media posts positive and respectful.

During performances

- Arrive by your call time and remain until released.
- Respect dressing room privacy – no photos or filming backstage or in change areas.
- Minors change in designated areas, separate from adults.
- Stay quiet and focused backstage; follow the Stage Manager at all times.
- Do not leave the venue in costume or go front of house unless directed.
- Return costumes and props to their correct place after each show.
- Be courteous to audience members, front of house volunteers and venue staff.
- Look out for each other – report any injury, hazard or concern straight away.

Breaches of conduct & raising concerns

If there are any breaches of this Code of Conduct, a member of MTC will address the matter with the person involved. If you have any concerns, please relay them to the Director or Producer of the show. If you feel the matter has not been resolved satisfactorily, you may then approach the MTC Committee via email at **maryborough.theatre.company@gmail.com**. Serious breaches may result in removal from the production.

I have read, understood and agree to follow the MTC Cast Code of Conduct.

Member name: **Role:**

Member signature: **Date:**

If under 18: I have read this Code of Conduct with my child and support them in following it.

Parent / Guardian name:

Parent / Guardian signature: **Date:**

3. MEDICAL & EMERGENCY CONTACT FORM

Please complete, sign and return this page

This information is kept confidential and used only in an emergency or to keep you safe during rehearsals and performances.

Personal details

Full name: **Date of birth:**

Address:

Phone: **Email:**

Emergency contacts

Name	Relationship	Phone	Alternate phone

Medical details

Medicare number: **Ref no.:** **Expiry:**

Private health fund: **Member no.:**

Ambulance cover: ☐ Yes ☐ No

Doctor / Medical centre: **Phone:**

Medical conditions (e.g. asthma, epilepsy, diabetes, heart condition)? ☐ Yes ☐ No
If yes, details:

Allergies (food, medication, insect, latex, make-up, fabric)? ☐ Yes ☐ No
If yes, details:

EpiPen or asthma puffer? (Please attach a copy of your action plan.) ☐ Yes ☐ No
If yes, details:

Regular medication that may be needed during rehearsals or shows? ☐ Yes ☐ No
If yes, details:

Injuries or limitations that affect dancing or movement? ☐ Yes ☐ No
If yes, details:

Dietary requirements? ☐ Yes ☐ No
If yes, details:

Anything else we should know (including additional needs or support):

Consent

In the event of an emergency, I authorise Maryborough Theatre Company representatives to seek medical treatment, including ambulance transport, for myself / my child if I cannot be contacted. I understand any costs incurred are my responsibility. I confirm the information above is correct and will advise of any changes.

Signature: **Date:**

Parent / Guardian name (if under 18):

Parent / Guardian signature: **Date:**

4. COSTUME MEASUREMENT FORM

Please complete, sign and return this page

From Mediterranean island casual wear to the sparkly finale outfits, many Mamma Mia! costumes are fitted, so accurate measurements really matter. Please measure over light clothing with a soft tape measure. Ask someone to help you if needed. Measurements in centimetres please.

Name: **Role:**

Age (if under 18): **Height (cm):** **Shoe size:**

Measurement	cm	Measurement	cm
Chest / Bust (fullest part)		Neck	
Under bust		Shoulder (across back)	
Waist (natural)		Arm length (shoulder to wrist)	
Hips (fullest part)		Bicep	
Nape to waist (back)		Head circumference	
Inside leg (crotch to floor)		Outside leg (waist to floor)	
Thigh		Calf	

Clothing sizes

Top / Shirt	Pants / Skirt	Dress	Jacket

Home arranged costume

Please note in addition to the costume supplied by MTC, all cast are asked to supply a casual outfit which includes a denim element of some description for the show.

The denim could be jeans, overalls, jackets, dresses or skirts and should be comfortable to dance in. A plain, neutral or beach themed shirt should be teamed with this ensemble. The Costume Manager will work alongside you on this ensemble.

Other information

Hair colour & length:

Are you happy for your hair to be styled, curled or coloured (temporary) for the show? ☐ Yes ☐ No

Visible tattoos / piercings:

Allergies or sensitivities (fabrics, make-up, adhesives):

Comments for the Costume Manager:

5. PHOTOGRAPHY / VIDEOGRAPHY CONSENT

Please complete, sign and return this page

Name:

I give consent for myself / my child to be photographed and/or video recorded for purposes related to the production. This may include (but is not limited to):

- Online marketing and publicity,
- Programs and front of house, memorabilia, and rehearsal materials.

I understand that in some instances, materials may be circulated publicly via newspaper and social media for this show, and subsequent shows.

☐ **I give consent** ☐ **I do not give consent**

Signature: **Date:**

Parent / Guardian name (if under 18):

Parent / Guardian signature: **Date:**

6. SHOW FEES & T-SHIRT ORDER

Please complete, sign and return this page

Our Committee and Production Teams are volunteers. However, putting on a production does cost, this is why we have fees. It is our desire to keep costs as low as possible.

Payment record

Cast member name:

Paying by: ☐ Cash ☐ Cheque ☐ Direct deposit Amount paid: $ _____ ☐ Instalments requested

Signature: **Date:**

Parent / Guardian name (if under 18):

Parent / Guardian signature: **Date:**

Office use: Received by _____ Date _____ Receipt no. _____

Breakdown of show fees

Maryborough Theatre Company Membership	$10
Props / Sets / Costume fee	$80
Total cost	**$90**

Fees due by: 30th January 2027 *Instalments / part payments can be arranged on request.*

How to pay

Cash or cheque at rehearsals Cheques payable to Maryborough Theatre Company.	**Direct deposit** Maryborough Theatre Company BSB: 633 000 ACC: 168 839 165 REF: First and last name Mamma Mia

T-shirt order (optional)

Cast t-shirts are ordered separately at **$25 each**, payable by 30th January. Please circle size(s) and quantity.

Children's: 6 8 10 12 14 16

Adult's: S M L XL XXL 3XL _____

Quantity: **T-shirt total: $** **Name on order:**