



We, as members of...

Muhlenberg Improv Association  Unscripted Improv Project  Fun with Science

Damsels in Excess  Bag & Baggage Shakespeare Project  ArtCo  Off the Cuff

SongCycle

...understand that I have been given an opportunity that is not available to all members of the Muhlenberg community. Because of this, we understand that we should work to our best ability to make this performance ensemble operate to the best of its ability.

By signing this letter of agreement, we understand that we are responsible for familiarizing ourselves with and that we will be held to all Performance Ensemble policies and procedures outlined in the "MTA Performance Procedures" document posted on the MTA's website.

We understand that it is our group's responsibility to submit show dates to the Performance Ensemble Coordinator in a timely manner in order to have the best chances of securing our preferred date and location. Show dates must be submitted at minimum 2 weeks before the submitted performance date. Any tech requests should be submitted along with the show date, but will be accepted up to 10 days before the performance date. We understand that anything submitted after these deadlines will not be accepted in fairness to all involved with Performance Ensembles.

We understand that the Performance Ensemble Coordinator and/or Performance Manager will provide the necessary tech equipment for a performance, but that it is our group's responsibility to secure an additional person to help run tech during the performance. Our group is welcome to reach out to the PEC and/or Performance Manager to perform this job.

By signing this letter of agreement, we agree to meet as group and determine our own internal policies regarding attendance, participation in performances, leadership within in the group, time away from the performance ensemble, and anything else that may be relevant to the successfully functioning of the group. Behavior that violates these policies will be handled internally, among group members. If a resolution cannot be reached among the group alone, the Performance Ensemble Coordinator, Performance Manager, and/or President may be consulted for help in resolving these issues. If our group would like our internal policies on record, the Performance Ensemble Coordinator and/or Performance Manager will keep these policies on file for future reference if necessary. If we choose not to file our policies with these individuals, we understand that we are responsible for our upholding our policies among our own group members.

This letter was formalized by the Performance Manager and Performance Ensemble Coordinator of the MTA Board (Fall 2015). This letter should be signed by all members of each Performance Ensemble at the start of every semester. This letter can be discussed, changed, and/or renewed before this occurs, and all groups will be notified of any changes. Signed letters will be kept in the Performance Manager binder.

Print names below:

Sign below: