

NORTHLIGHT THEATRE

NORTHLIGHT THEATRE EDUCATION LETTER OF AGREEMENT

This agreement is made between Northlight Theatre (Theatre) and **NAME OF ORG** (Organization) for **# OF SESSIONS** of the **NAME OF RESIDENCY/PROGRAM** at **PRICE**. The date(s) of the program are as follows:

Program Name	
Session Dates	
Days of the Week / Times	
Final Sharing	<p><i>Note: by "Final Sharing" we mean the final presentation by the participants which could happen within a classroom, as a video, etc. Expectations for the final sharing will be agreed upon in writing between the Theatre and the Organization.</i></p>

Organization Contact Person:	
Contact Person, Phone (C):	
Contact Person, Email	
Organization Address	

Under this agreement, the following shall be met:

- 1) Theatre will provide **# (number) professional Teaching Artist** and **# (number) Teaching Artist Apprentice** to teach each session.
- 2) The classes will consist of a maximum of **# (thirty) students**.
- 3) Theatre's education department will conduct at least 1 (one) observation during the residency to observe teaching artist.
- 4) Any information being shared about curriculum with grant funders, outside organizations, etc. must be approved by Theatre.
- 5) All Organization safety & security protocols will be provided to Theatre at least 3 (three) weeks before Teaching Artist begins. This includes, but is not limited to, fingerprinting, COVID policies, and entrance protocols.
- 6) Organization must attend a planning meeting with Teaching Artist(s) or Theatre Staff at least 2 (two) weeks prior to the start of the residency.
- 7) Organization will be responsive to emails of Teaching Artist and Theatre.
- 8) Organization will notify Theatre and Teaching Artist of any dates that need to be changed at least 3 (three) days prior to the scheduled session outside of school closures or other emergencies.
- 9) Teaching Artist will notify Organization of any absences at least 3 (three) days in advance unless an emergency occurs, in which case Teaching Artist will notify Theatre and organization ASAP. Theatre will arrange substitute Teaching Artist, or Teaching Artist will work with the Organization to find alternative make-up date.
- 10) **Payment:** An initial deposit of **DEPOSIT AMOUNT** is due by **DEPOSIT DUE DATE**. The remaining balance of **BALANCE AMOUNT** is due by **BALANCE DUE DATE**.

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RETURN ONE SIGNED CONTRACT TO: Christina Lepri, Director of Education - Northlight Theatre: 9501 Skokie Boulevard, Skokie, Illinois 60077 Organization is hereby notified that unless this contract is signed by Organization and received by Northlight Theatre within 10 (ten) business days of receipt by Organization, this contract may be declared null and void by Theatre.

AGREED TO BY:

X _____
Northlight Theatre, Director of Education & Community Engagement

Date _____

X _____
ORGANIZATION REP, TITLE

Date _____