

# CG Theatre Spring 2018 Handbook

## MISSION STATEMENT

The mission of the Center Grove High School Theatre Department is to inspire, nurture, challenge, educate, and empower students to produce a broad range of theatrical presentations of the highest possible quality.

## VISION STATEMENT

The CG Theatre Department endeavors to:

- Present innovative and entertaining theatre experiences which are recognized artistically and popularly.
- Engage and welcome audiences from all segments of our community.
- Provide entertainment that fosters an appreciation for the arts.
- Inspire and helping students make theatre an active part of their lives.
- Provide opportunities for students who create the theatrical experience to express their talent, entertain an audience, and receive the appreciation their efforts deserve.
- Foster an enthusiastic, respected, and hard-working corps of individuals who serve as staff, student actors, student crew, and volunteers.
- Encourage collaborations with various departments and organizations that are innovative, effective and mutually beneficial.
- Maintain a thriving organization that is fiscally sound and has endowed reserves to support its programming.

## THEATRE STUDENT RESPONSIBILITIES

- All students participating in Center Grove High School Theatre productions are responsible for maintaining passing grades in all academic classes.
- All students are expected to attend all academic classes and production rehearsals. Absences should be communicated to the office by the parent and an email or text should be sent to the Director (for cast) or Assistant Director (for crew) informing of the excused absence.

*CGHS Activity Participation Policy, according to the school handbook: A student may not participate in extracurricular activities, contests, events, rehearsals, meetings, practices or after-school functions including employment unless the student is in attendance by 9:00 am on a regular school day. A student may NOT leave the building at any point during the day unless he/she is able to provide a doctor's note upon his/her arrival. It is the responsibility of the sponsor, director or coach to verify a participant's eligibility. Students absent all day, due to illness, may not attend an extracurricular, co-curricular, or athletic activity that day. If a student is serving an Out of School Suspension (OSS) or an In-School Suspension (ISS) for a full day, they are not eligible to participate or attend any activity or practice. If the suspension falls on a Friday, the student is ineligible for the entire weekend.*

- Production students should exhibit dedication to their role. (e.g., arriving on time to rehearsals, completing tasks by the deadline, etc.)
- Students are to maintain a professional, collaborative relationship with peers and production staff. (e.g., demonstrating patience, flexibility, openness to direction, conflict resolution, communication, etc.)
- Students will turn off or silence cell phones during all rehearsals and performances. Cell phones are not permitted backstage at any time.
- Students are to treat all production team members (directors, support staff, cast and crew peers, and parents) with respect. All communication, spoken and written, will maintain a respectful quality.
- Students are expected to follow the school dress code policy and wear closed-toe shoes while working on or backstage.
- Students should not chew gum while working on stage.
- All students must have a completed DAT (Drug & Alcohol Testing) form on file.

## AUDITIONS

Before auditioning for the CG Theatre production, please consider the following commitments:

### Time

- A musical production requires a significant commitment of time and energy. Make sure you review the rehearsal and performance schedule in advance. Our calendar is LIVE on our website at [www.cgtheatre.org](http://www.cgtheatre.org). This is a Google Calendar that you can subscribe to and add to your own calendar. Students and Parents are required to check this calendar daily as notes/details/changes will be made and reflected accordingly online.
- Parents are encouraged to attend parent meetings and actively serve on a Parent Committee, if organized, for the production.

### Money

- All cast members must pay a non-refundable production fee (different each year, each show, but will be outlined clearly at each callout meeting) due at a date mid-season. Checks may be made out to CG Theatre.

### Attitude

- Theatre is a team production. Working as a team, both on stage and behind the scenes, is critical to a successful production.
- All members of the production are essential.
- Patience is required at all times.
- Positive, encouraging words and actions make a good team member.
- Whatever your or your child's part in a production, it is essential to do it the VERY best you can!

## The Audition Process

- Students should have a completed audition form with them the day of their audition.
- Students should dress comfortably, modestly, and choose an outfit that demonstrates maturity.
- Auditions are scheduled after school. Audition times will be randomly generated, assigned, and then posted to the theatre website. Students will be called in according to the order of the sign-ups.
- When entering the auditorium, students should greet the directorial staff, turn in their audition form, and then proceed onstage.
- It is important to smile, project, and be well-prepared in every way for your audition.
- **Remember that you are *always* auditioning with your attitude, body language and work ethic, off-stage and outside of productions.**

## Callbacks

- Callback dates, if needed, will be posted on the CG Theatre bulletin board and communicated via appropriate channels.
- Directors often ask pairs or groups of students to read scenes to see how different combinations of sizes and personalities work together.
- Just because a student is not "called back" does not mean that he or she will not be cast in the show. On the other hand, being invited to callbacks does not automatically mean the student is cast in the show either.
- The show will be cast at the conclusion of Callbacks.

## PRODUCTION CREW

**There is a job for every student wishing to participate in theatre productions.**

In the event that you are not cast in a role on stage, please know that you are still needed for very important roles off stage. Theatre relies on what goes on behind the scenes just as much as what happens on stage. Please consider joining one of these critically important teams to help make the show a success!

- Set Production
- Stage Crew
- Lights and Sound
- House Ushers
- Hair and Make-up

Depending on the size of the show, a smaller or larger crew may be needed. If a smaller crew size is appropriate, applications and cuts may be required. This will be determined and planned out on a show-to-show basis.

**There is a non-refundable program fee to participate in any CG Theatre production (cast or crew). This fee is due along at an assigned date mid-season. Payment of the fee and submission of the contract indicate a student's commitment to fulfill his/her responsibilities as described in this Handbook and otherwise assigned by Directors and Staff.**

## SHOW ANNOUNCEMENTS

We intend to put on the best show for our students who come out to audition for cast or join the crew. This does mean that though we may announce a show title for the season, as a result of the audition process, we do reserve the right to change our production for the season. While we hope never to have to do this, we guarantee that any decisions made in this regard are to provide our cast and crew with the best experiences and opportunities possible. Please note that making a last minute change is not easy on the staff on a multitude of levels; however, we expect that you respect our professional opinions and understand that any decisions made are always in the best interest of the students who want to be involved.

## REHEARSALS

- It is the student's responsibility to get the schedule for rehearsals before they take place. Students are also responsible for making their parents/guardians aware of times and days of which they will be at practice.
- Students should have turned in a list of their current obligations, other than the production, at the audition. *Students agree not to add any other obligations that will prevent them from attending rehearsals during the times they have committed to being available.*
- The student agrees to make the director aware, at least one week ahead of time, of any short-term obligations that must be scheduled around; otherwise, they are expected to be at all rehearsals.
- Students agree to be on time to all rehearsals.
- In case of an emergency, the student agrees to let the director know of their late arrival or absence as soon as possible.
- The student agrees to fulfill their responsibilities and meet deadlines.
- The student agrees to cooperate with all staff and students involved in the production.
- The student agrees to work a minimum of 10 hours to assist with production activities outside of their regular rehearsal schedule. Students can be dismissed from the production for missing rehearsals, lateness, missing deadlines, lack of cooperation or grade issues.
- In keeping with school attendance requirements, a student who misses school **CANNOT** attend rehearsal for that day.
- Roles assigned may NOT be permanent, and could be changed based on attitude, performance, and/or changing needs of the production.
- Students will be available for any and ALL rehearsals scheduled in the final two weeks prior to Opening Night.

## ACTOR'S CODE

- Always be prompt (early!) and fully prepared for every rehearsal. "If you're on time, you're late."
- Never miss a performance.
- Play every performance to best of your ability, regardless of the size of your role.
- Never miss an entrance or cause a curtain to be late.
- Remember that the actor's aim is to create illusion; therefore, do not destroy illusion by appearing in costume and make-up off stage, prior to the end of the show.
- Do not allow the comments of friends, relatives, or critics to change any phase of your work without proper authorization from the Director.
- Do not alter lines, actions, props, costumes, or any part of the production without obtaining permission from the Director.
- Never criticize another person's work from jealousy or an urge to increase your own prestige.
- Use stage properties and costumes with care, knowing they are tools of your craft and a vital part of the production.
- Observe backstage courtesy and behave yourself in compliance with the rules of the facility.

## COMMUNICATION & CONFLICT

It is expected that all CG Theatre participants – cast, crew, staff and parents – will proactively seek peaceful resolution of any frustration or conflict. **If you have a question or concern, talk to the Directors, not to other students or teachers.** Above all, remain flexible.

Communication with cast, crew and parents will take place via Canvas, email, group text messaging using the Remind app, and/or social media as appropriate. While the information communicated in this Handbook is accurate as of printing, schedules and other information are subject to change. When in doubt, refer to the *most recent* communication about schedule and contact the Directors with any questions.

## PARENTS

Parents are a vital part of CG Theatre! We are grateful for their support of the theatre arts and the encouragement and support they give to students at home. We encourage parents to bring that enthusiasm to the school to help out with various committees that help make each production a success. Parents are expected to provide support in the following areas:

- Communicating with their student about rehearsal and performance schedules; again, regularly check [www.cgtheatre.org!](http://www.cgtheatre.org!)
- Encouraging their student to follow the guidelines in this handbook.
- Attending all Parent Meetings as scheduled on the Show Schedule and communicated by CG Theatre leaders.
- Volunteering to serve on one or more parent committees, which may include Set Production, Publicity and Advertising, Stage Crew, Costumes, Hair and Make-Up, Refreshments & Meals, Ticket Sales, Concessions, and Strike.
- Spreading the word about our great shows and encouraging family and friends to attend!

## STRIKE

"Strike" is the process of dismantling a show after the final performance. It is a critical part of the production process, not just because the physical sets need to be deconstructed, but because it provides emotional closure after the intensity of the rehearsal and production schedule. ALL students are expected to help with Strike immediately following the closing show. Failure to fulfill this responsibility will impact involvement in future productions.

## CONTACT INFORMATION

**Director: Lauren Widbin**

**Assistant Director: Catie Zenor**

**Set/Props Coordinator: Ann Clute**

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