

# Spain Park Theatre

## 2017-2018

August 10, 2017

Welcome to Spain Park Theatre! I hope that you had a relaxing and enjoyable summer and are ready for another exciting season. I look forward to continuing our move toward a more student-centered program, with plays designed, produced, and promoted by our students.

One idea that I will stress time and time again is that theatre is a collaborative effort. As such, it is necessary to set forth certain rules by which we should all live, and it is necessary to agree, from the start, on our commitment to the program and to each other. Please read this handbook; what is set forth inside is the agreement we will make at the outset- your dedication and willingness to work as a member of the team are what make Spain Park Theatre outstanding.

Please read this handbook carefully and keep it as a reference; it is, and will be for some time, a work in progress; as we better define what we are to become, and the best way to get there, changes will be made. For now, though, it represents what we agree to as a troupe in order to continue the proud tradition of Spain Park Theatre. When you've finished reading it, please sign and return all forms that apply.

Parents, I encourage you to become involved in our efforts through our many volunteer opportunities. Helping with costumes or set pieces, organizing a fundraiser, accompanying us on a trip, selling tickets or concessions at a show- the ways to help are myriad, and I appreciate and need your involvement in the program. Your students are among the most talented in the state, and your support is one of the essential pillars of our success.

Please feel free to contact me with any questions you may have; my contact information is listed below. I hope that you are as excited as I am about what we will accomplish this year. We've got a full year ahead- starting with original works for both Dinner and a Date and Trumbauer, and finishing with a musical soon to be named. Good luck, break a leg!

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### **Our Objectives**

- ~ To create a successful student-centered, student-led theatre company.
- ~ To strive for excellence in all that we do by taking on challenging work and honoring our commitments.
- ~ To provide experiences that enable our student artists to develop their skills.
- ~ To gain a better understanding of theatre through study and practice.
- ~ To demonstrate that working together is essential in the success of productions.
- ~ To promote our school and program through a variety of performances

# Classroom Expectations

## **Leave your ego at the door.**

In short, you are here because you choose to be here, and because you have- through your previous work- been selected to be here. These are the minimum expectations:

- **Be prompt.**
- **Be prepared.** This includes attitude. You will not improve without effort.
- **Be present.** (This includes keeping cell phones, iPads, iPods, and all other electronic devices out of sight during class.)
- **Be productive-** use your time wisely. Great performances are only possible through practice. Stop settling for “good enough.”
- **Be supportive and polite-** exhibit proper theatre etiquette at all times. Be respectful of your peers and your teachers during class, rehearsals, and performances.
- Spain Park Theatre is a co-curricular activity: students’ grades are based on what happens during and outside class. There is a major performance assignment every nine weeks.
- Be respectful of others’ property. Don’t mess with things that aren’t yours, and don’t abuse SPHS Theatre props, supplies, or workspace. Quite simply, destruction, theft, or defacement of Theatre property will be dealt with quickly and severely.
- No gum, food, or drinks allowed in the classroom. Bottled water is an exception.

## Audition and Casting

- **First and foremost, remember that everything you do is, in essence, an audition.** Tend to be unprepared? Habitually missing class or rehearsals? These have an effect!
- Students will be judged in a fair and appropriate manner. Students are cast in roles on merit of an audition, opportunities for learning, and work ethic demonstrated in class and in other projects.
- **Know what you are auditioning for!** Never go into a job interview without a knowledge of the company. Never go into an audition with no knowledge of the production!
- Auditions generally last two days. This should allow all students an equal opportunity to audition.
- Students may not audition on both days without approval.
- Auditioning for a role does not guarantee one. Also, it is possible to be offered a role for which you did not audition.
- All casting is final. The director does reserve the right to make necessary changes once the rehearsal process begins; parts may be re-cast if circumstances so dictate.
- Cast lists will be posted on the call board at a specified time. If you are offered and accept a role, you should sign your name to the list.
- **Do not accept a role if you cannot commit to it.**
- Standards are very high in Spain Park Theatre. **Students who do not fulfill their obligations to a show may be replaced. Students removed from a production will receive a reduced grade and may be removed from the class.**
- Students must be in good financial standing to be cast in a show. Students not in good financial standing will be able to earn their grade by working in the capacity of designer, crew member, management, etc.
- Only students in good academic standing will be cast in a show. **Students must have a "C" average to be cast; they must not be failing any core subject.** Students not in good academic standing may earn their grade by working on the show in another capacity.

## Rehearsal/Production Procedures for Advanced Theatre Students

Our advanced theatre arts class is a troupe of players made up of the best and most experienced students in the department. We are here to perform and to learn. There are many expectations of the advanced students; please remember that this is a performance-based class- participation is essential. Please be aware of the following guidelines:

- All students must be involved in every production. Students are not required to audition for shows, but they must participate in some capacity.
- **Students are required to work a minimum of 20 hours on each production. Failure to complete 20 hours will result in a failing grade.**

For students cast:

- If cast, **students agree to set aside time to read the script every day**, no matter what roles they receive.
- Students should arrive at the theatre at least ten minutes before the scheduled beginning of rehearsal.
- Actors are expected to have their scripts and all needed materials during rehearsals. Rehearsal props/costumes pieces are the actor's responsibility.
- Do not touch props or costume pieces that are not yours.
- Students should respect their director and stage manager by listening and following instructions. During notes, actors are to remain quiet and pay attention.
- Actors should consult with their director prior to changing their appearance during a rehearsal period. **Do not change hair color, hair length, or style prior to speaking to the director!**
- Cast and crew must remain focused during rehearsals. **Cell phones are not allowed out (especially backstage!) during rehearsal; they should remain silent and out of view!**
- Rehearsals are closed to those individuals not involved in the production. **Outside spectators are only allowed if they have been cleared beforehand by the director.**
- **Students are expected to be present for all scheduled rehearsals.** Calendars will be available at auditions, and conflicts should be noted on audition sheets. Parents and students should mark their calendars accordingly.
- The overall guiding principle: **Do not miss rehearsal.** Rehearsals are not for the individual, but for the entire cast. While a student may know his or her lines, it is important for every cast member to be present at rehearsals: **theatre is a collaborative effort.**

For students in the crew:

- **Students working in the shop must attend an introductory session.** These sessions will cover tool basics and safety, as well as general construction techniques. The session will count toward work hours.
- **Students working on tech must sign in and out for credit.** Be honest in the log, and be sure to fill in all information. You will not be given credit if you do not sign in.
- **Working at home is an alternative for those who have trouble coming after school hours.** Work must be agreed upon in advance.
- **The technical director is in charge.** You are expected to follow his or her work instructions.
- The work hours may be reduced if the director deems appropriate. Students not completing the full number of hours will receive a failing grade.

- Students not in the cast should choose an area of design/production that interests them; remember, you are required to work a minimum of 20 hours on each show- and the majority of work must be completed well before the opening of the show! Plan accordingly.

For all students:

- Cast or crew that have a previous commitment must submit a note from a parent at least one week prior to the affected rehearsal. **Unexcused absences will result in a lowered grade, and may result in a role being recast.**
- Food and drink are not allowed onstage during rehearsals. Food may be allowed in the rehearsal room, but trash must be disposed of accordingly.
- Students are to be picked up promptly at the end of a rehearsal, performance, etc. Students are to be picked up at the east side entrance by the choir room. Students will wait inside until their ride has arrived. If a student cannot be picked up within a reasonable time, or if the student is consistently left to be picked up at a later time than the schedule dictates, then the parent and student should work out a carpool system with others. If this becomes a problem, the student may be removed from the cast and/ or class.

### **Audience Etiquette**

Advanced theatre students are expected to exhibit appropriate audience behavior at all times, and should serve as models of such behavior.

- Once a performance begins, remain seated. Latecomers may not be admitted, or will be admitted only when a selection is finished.
- Advanced theatre students should sit toward the front of the audience- please, you set the example.
- **During a performance, remain silent, except in those moments when applause, or laughter, or planned audience participation are warranted. Avoid excessive movement or extraneous noise. (Candy wrappers are obnoxious!)** You are to set the example of model audience members. Any misbehavior during a play, whether our own or someone else's- think Trumbauer- will be dealt with severely.
- **Cell phones are always to be turned off before a show begins.**
- Adhere to licensing agreements for all shows and do not use recording devices during performances.

### **On the business side**

For students working the box office:

- Please be courteous to each person who comes to our box office. You are the first contact the public has with our show; make that first contact a good one.
- Be familiar with the house seating; know whether a performance is general admission or reserved seating.
- Wheelchair patrons are to be seated in designated areas in the auditorium; have an usher help a wheelchair patron and his guest(s) find the appropriate place to sit. Listen to every patron who has a special problem. To that person, his problem is important.
- Please see below for dress expectations.

Ushering:

- Ushers must arrive 1 hour before the scheduled curtain of a performance and check in with the House Manager.
- Guys, please wear dress pants and dress shirt with a tie or a sweater.
- Girls, please wear dress slacks and dress blouse, or dress skirt and dress blouse.

- **Do not go backstage or into the dressing rooms prior to the performance or during intermission.**
- If seating is NOT reserved, make sure that you see each person's ticket. It must be for the correct date and show. Tickets will be color coded to help with this. Let entering audience know that they are free to sit in any available seat. If seating IS RESERVED, direct each person to the proper seat.
- Please give each person a program (unless he/she is a small child).
- Cameras and recorders (tape or video) may not be used during productions unless otherwise noted.
- Be familiar with the designated area and to director to them as appropriate.
- Be ready to direct children and adults to the restrooms, etc.
- Fifteen minutes after the show has begun, you may be seated in a seat near an exit. Be ready to assist audience members in any way necessary.
- At intermission, return to your assigned door. Remind patrons that food and beverages are NOT permitted in the theatre proper. All food and drink must be consumed in the Commons.
- **In the event of an emergency**, help any disabled person to an exit.
- And remember, cellphones are not to be out while you are serving as an usher; our audiences deserved your undivided attention.
- You are required to help clean the house after the show.

## Production Positions

(Stage manager, scenic/lighting/sound/costume design, board ops, etc...)

**Students who have demonstrated an ongoing commitment to theatre as a disciplined performing art by enrolling and participating successfully in theatre classes will be given special consideration. Advanced Tech Students may be ASSIGNED these positions!**

- Design positions are posted at least a month (when possible) prior to the start of the rehearsal process.
- Running and Op positions may be posted with the design positions -OR- as late as one month prior to the start of technical rehearsals.
- Selection Criteria:
  - Attendance and participation in crew calls and other events
  - Ability perform the role as reflected in previous endeavors
  - Ability to communicate and coordinate with peers and directors
  - Ability to remain on task and complete projects
  - Ability to attend crew calls, rehearsals and performances
  - Attitude
- Shop managers (students; in charge of various areas of design; these positions report to the TD) will be assigned and are responsible for managing work crews. That said, members on the various crews are expected to work if they are signed in. If you are found to be not working after youve signed in, you will lose credit for that day.
- Students must sign in and out each day they work to receive credit.
- Students **must** inform the director/tech director of any conflicts that would prevent the student from attending crew calls, rehearsals, or performances.
- Attend all crew calls & rehearsals you are called to for the entire time unless stated on the conflict sheet at the time of auditions and approved by the technical director
- Be on time and ready to work at every call. Students may not leave calls without permission.
- Stay in the designated area, and be prepared for your specific duties at each crew call, rehearsal, and performance.
- Be in appropriate tech attire (black!)

**From time to time, outside groups rent the theatre for events. We typically need two or three student workers to staff these events. These positions are paid (typically \$10 an hour); if you wish to be selected, please talk to Mr. St John. Training required.**

## Special Notes for Technical Theatre

Due to the nature of the work in technical theatre, students must commit to 25 hours of work outside class for each production. Although this requirement may be lowered if the situation dictates, students must work the full hours. Time is available after school and on weekends during the production process. However, students must be engaged in productive work to receive credit for the time.

- SAFETY is the most important element in tech theatre. We take this very seriously.
- Never operate power tools or move scenery without permission from the director.
- Do not use tools with which you are unfamiliar, and do not use tools for anything other than their intended use.
- ALWAYS USE VISION PROTECTION when using power tools.
- Assume lighting instruments are “hot” and do not touch without double checking first.
- Never “play” with props or tools.
- Appropriate dress is required. You will be issued coveralls; plan on keeping a pair of work shoes at the theatre. You will know in advance when you will be painting, cleaning, etc. - be dressed accordingly. Failure to do so will result in a lowered grade.

## Expenses

Every student in a theatre class pays a class fee to help offset the large amount of money needed for copies, scripts, and the supplies that keep the department running. When Spain Park Theatre does a show, the financial needs increase. Because of this, students are asked to pay to be a part of the program. This money goes to pay for all facets of productions: set, lights, make up, royalties, and much more. When we go to competitions like Trumbauer, or conferences such as State Thespians, students will need to pay additional fees for items such as lodging, transportation, and meals. While this does add up, the department does its best to keep costs to a minimum. We keep our fees in line with other theatre departments, and are proud to say that our fees are less than many other campus activities. **A family's inability to pay will not affect their child's chances to participate in class. Students who are not in good financial standing will not be cast in a show but will be able to work on a show in a capacity other than acting.** If you have difficulty paying the fees or would like to schedule payment plans, please contact Mr. St John to work out arrangements.

## Expenses for 2017-2018 Season

Students are expected to pay the class contribution of \$300 for shows and events this year. This may be paid in one lump sum not later than September 9<sup>th</sup>. Please discuss payment options with Mr. St John or Mrs. Utz if you are unable to pay the fee by the deadline. Students may also pay a la carte, but please note that the overall cost may well be more than the deductible contribution.

This **does not include** the following: hotel, transportation for competitions. Due to fluctuating costs, it is impossible to inform you of transportation and lodging fees until about a month before the event. We will inform you of those costs and when to send in the fees when it is closer to the event.

This **does not include** a trip to SETC, or to the state Thespians conference, which are optional.

Initial membership in the International Thespians Society, the honor society for theatre students, will be paid for by the department if a student is eligible.

We will hold fundraisers through the year to help keep student fees and costs of shows as low as possible. For example, students are expected to sell at least four Dinner and a Date tickets. This money will help cut the cost of hotels, buses, etc., to the Trumbauer State Festival. We often find other ways to reduce costs.

Show profits, donations, and money allotted to the theatre through other means goes to the running of the department.

If you need to discuss making payments, please contact Mr. St John.

If a student is not in good financial standing, the student will not be eligible to be cast in shows. However, the student will be able to work on shows in another capacity. His or her grade will not be affected.

## **Theatre Budget**

This is an estimate of how money will be used throughout the year, and may change as situations dictate. This does not include transportation or lodging, unless otherwise noted. This estimate is designed to give you an idea of the use of money, but is not a detailed list of normal operational costs (books, fees for guest artists, etc.).

<b>Dinner and a Date ...</b>	<b>3785.00</b>
Rights, Royalties, Scripts	310.00
Food	2700.00
Tables (rental)	600.00
Cafeteria Helper	75.00
Decorations	100.00
<b>Trumbauer District ...</b>	<b>4800.00</b>
Registration Fees	2500.00
Truck Rental	300.00
Sets/Costumes/Expendables	2000.00
<b>Trumbauer State ...</b>	<b>2500.00</b>
Registration Fees	1500.00
Truck Rental	500.00
Set expendables	500.00
<i>(Bus and hotel fees are not included in this budget)</i>	
<b>Winter Show ...</b>	<b>2500.00</b>
Publicity	400.00
Costumes/Sets	1600.00
Royalties/Scripts	500.00
<b>Spring Production...</b>	<b>8050.00</b>
Royalties/Scripts	2550.00
Set/Props	2500.00
Costumes	2600.00
Publicity	400.00
<b>Assorted Costs ...</b>	<b>835.00</b>
Thespians Memberships	475.00
Tech students protective gear	360.00
<b>Projected Expenses</b>	<b>22,470.00</b>

## Activities Outside Theatre

Students are encouraged to participate in activities within the school; we will work to share students with other groups. It is important to remember, however, that this class is for a grade, and that participation is a major portion of that grade.

## Travel Rules

We represent Spain Park; each student represents this program. It is important for all of us to be on our best behavior at all times. This is especially true when we are travelling. The following is not an exhaustive list of rules, but some that should be stated upfront. The rules found in the student handbook apply on trips. **Violations of any rule may result in the student being sent home at the expense of the parent.**

- Please bring either a cell phone or a phone card for use on trips. Phone calls are not to be made from hotel room phones, as they incur surcharges.
- No pay channels are to be accessed in the rooms.
- Curfew will be determined each night. You must obey it.
- Girls' rooms are for girls only. Boys' rooms are for boys only. **No exceptions.**
- Room assignments will be made in advance; they will not be switched.
- Yelling, loud activities, running through the halls, rough housing is not proper behavior anywhere.
- All school rules apply on field trips.
- There is no tolerance for illegal substances, tobacco, or alcohol. Violators will be sent home at their parents' expense and will be removed from the department.
- Get plenty of sleep, and be courteous to your roommates so they may, also.
- Respect the chaperones as you would your teachers.
- When on trips, no one is to go anywhere by themselves. However ... no couples alone at any time. This ain't date night.
- Keep up with the time. Do not be late. For anything.
- Show respect to everyone. Spain Park has a great reputation. It is your responsibility to uphold it.

## A little more about the classroom...

- You are expected to follow school rules. This absolutely includes being where you are supposed to be.
- AO procedure: you must receive permission to come to AO, and there is a ten person limit for most AOs. If you wish to come, you must pick up a pass before school. **You must return the pass and have your student ID (with QR code) when you come to AO-** and you must be *on time*. Though the number allowed may be increased as we approach productions, the default number of students allowed is ten.
- **During lunch: simply put, go to the cafeteria or the courtyard.** Food is not permitted in the theatre, theatre classroom, shop or hallway, and there's a good chance I will have a class during your lunch period. Please respect other classes, and do not interrupt them.
- **Cell phones are not allowed. Period.** The only possible exception is if you are using it to play music for a performance.
- **Scripts, whether for plays, scenes, or monologues, should always be on paper, as script work involves notation.** You may have a copy on an electronic device, but you should always have a paper copy.
- Dressing rooms may only be used for work (costuming, makeup, etc), and the door must be left



- open (unless, of course, someone is changing into costume).
- If you are not in a given theatre class, please refrain from sitting in the hallway outside the classroom. In the past, students have congregated outside the classroom, especially during 1<sup>st</sup> and 7<sup>th</sup> periods. This must end. If you are in a show, but do not have a 7<sup>th</sup> period class, you may wait in the theatre classroom with instructor permission.

## **Disciplinary Procedures**

Disciplinary procedures will be carried out in a manner consistent with the policies of the Hoover School System. The student handbook and any additional theatre rules are in effect any time the student is on campus, on a field trip, or representing the theatre department.

Please note: if you are in ISS, you may not work in the shop or attend rehearsal until you have completed your term. This may result in the loss of a role.

## **International Thespians Society**

ITS is the honor society for theatre students; all students active in theatre are eligible to become members; students are deemed eligible when they have received a certain number of points; as a rule of thumb, one point is equal to about 10 hours of quality work (the schedule of points is available in the Thespians handbook located in our rehearsal room). Work performed by advanced tech students counts toward eligibility; classwork performed by tech I students does not. The initial dues for eligible members will be paid for by the department.

## **Parents:**

I have read and understand the rules set forth in this handbook. I agree to hold my student responsible for following the rules. I understand that students must be in good academic and financial standing to be cast in roles. I agree to the recommended fees described herein, and understand that some required activities are not covered by the class fee.

Name (Please Print)

Signature

E-mail address

Phone Number

## **Students:**

I have read and understand the rules set forth in this handbook. I agree to follow these rules; I realize that I am a representative of Spain Park Theatre, and I will behave in a manner befitting our reputation. I agree to commit to roles I accept, and to fulfill my responsibilities to the shows in which I do not appear onstage. I will strive to succeed academically, and understand that if I am not in good academic standing, I will not be cast in shows.

Name (Please Print)

Signature

E-mail address

Phone Number

### **Production Dates, 2017-2018**

<b>Dinner and a Date...</b>	<b>Tuesday, September 26, 2017</b>
<b>Trumbauer District...</b>	<b>Saturday, November 4, 2017 at Helena HS</b>
<b>Trumbauer Showcase...</b>	<b>Tuesday- Thursday, November 14-16, 2017</b>
<b>Trumbauer State...</b>	<b>Thursday-Sunday, Nov 30- Dec 3, 2017, UNA</b>
<b>Winter Production...</b>	<b>Thursday-Sunday, February 15-17, 2018</b>
<b>Spring Musical...</b>	<b>Thursday-Sunday, May 3-6 &amp; 10-12, 2018</b>

### **Other Dates, 2017-2018**

<b>Thespians State...</b>	<b>Friday-Saturday, February 24-25, 2018, Pelham HS</b>
<b>SETC...</b>	<b>Wednesday-Sunday, March 7-11, 2018, Mobile, AL</b>