

Theater Arts Program Rules & Requirements

Mission Statement

The Harbor Springs Theater Arts Program is dedicated to creating a collaborative learning environment with high quality education in the performing arts. Our aim is to elicit creative self-expression, critical thinking, and collaborative relationships through our theater arts productions as students grow as performers, directors, designers, and stage technicians. We are also committed to producing shows that will continue to delight, entertain, and educate audiences.

Theater Professionalism

Our work as theater artists depends upon each of us treating our fellow cast mates, directors, artists, and team members with simple courtesy and respect. We must respect the work of fellow company members and appreciate what each collaborator brings to the production. Accepting and acknowledging everyone's contributions signals to ourselves and to our collaborators that theater is not only "fun" and personally fulfilling but is also important, meaningful, and valuable.

Eligibility Policy

For middle and high school students, students must maintain academic eligibility (60% or greater) in all classes in order to participate in the musical. Each Friday after school, student eligibility will be checked. If a student is failing one or more classes, that child becomes ineligible and cannot participate in rehearsals or performances the following week. If a student is ineligible for three consecutive weeks, they will be dismissed from the production. Students may not attend rehearsals on days they have unexcused absences. For excused absences, such as appointments or planned family commitments, students will still be allowed to participate in

Student Contracts

Middle School & High School theater students are required to sign a code of conduct contract once they are cast in a production.

Participation Fee

There is a \$65.00 participation due the first week of rehearsals. Participation fees cannot be reimbursed and are non-transferable. Fees cover the cost of the script (if applicable), cast shirt, select costume pieces, and the cast party! Student scholarships are available. We do not want this fee to inhibit participation, so if it is financially challenging for your family, please let us know!

Casting

Every student who auditions for a part in a theater arts production will be cast unless their past behavioral issues inhibit participation or if the student does not wish to perform. We highly support challenging students to try new things, to push them to be better performers, and to encourage them to work well with other students to create a performance we are all proud of; however, there are limits to this. The theater arts program should not be used as daycare or afterschool care. We understand that some kids need to be pushed to try new things, but if a student really does not wish to perform or their presence is detrimental to the experience of others, then the Theater Arts Program is not for them.

Bullying and Behavioral Issues

As this is an after school extracurricular activity, there will be no tolerance for bullying or repeated behavioral issues. The theater is a supportive and nurturing place. Any student that cannot follow these guidelines may be removed from the production. When behavioral issues are brought to our attention, school counselors, administration and parents will be informed. If issues persist, proper consequences will be implemented. Parent support during rehearsals is **extremely** important to the success of monitoring and limiting behavioral issues. There are typically 30-60 students in productions and 1-2 directors simply cannot see everything, especially in the backstage or green room areas. If there is a problem, please tell us after rehearsal or with a call or email, preferably not right before rehearsal starts when directors need to focus on the cast. Our staff cannot help resolve issues we do not know about! If parents are unhappy with how issues are being handled, we highly encourage them to attend and help monitor rehearsals.

Cell Phone Use

Absolutely no cell phones inside the Performing Arts Center. Including smart watches!!! Any student with a cell phone or watch must leave it with their belongings in the green room. There is **no cell phone use during rehearsal**, this includes when portions of rehearsal are held in the green room. Please limit any cell phone use to before rehearsal starts or during designated breaks.

Rehearsal Schedule

The perfect rehearsal schedule does not exist. We always take the sports and other extracurriculars into consideration when casting, and a great deal of planning and thought goes into planning rehearsals. The schedule is shared in various ways including by email, digital calendar, and on the Theater Arts website. Missing rehearsals because you don't know the schedule is unacceptable. We try to avoid changes, but things happen and the rehearsal schedule is always subject to change. Canceled, added, or rescheduled rehearsals will always be communicated by email, so please watch your inbox.

Attendance Policy

Students may not miss more than 3 rehearsals. Missing additional rehearsals can result in being pulled from the production. There is a section of the audition form where planned absences can be listed. If we know early enough, rehearsals can be built around times when students are not available. Directors **MUST** be notified ASAP if a student is going to be absent. Even if the school office has been contacted, that does not mean we know! If a student decides not to participate in the musical, directors **must** be informed no less than 3 weeks into the rehearsal process. This gives proper time for recasting and schedule adjusting. Elementary and Middle School students may not attend rehearsals they are not scheduled for! We do not have the staff to monitor additional children. Please do not send your student to rehearsal if they are sick! Let directors know immediately if your child will be absent due to illness.

No Excuse Date

Each production will have a priority date listed in the audition materials. Please take note of this date; if your family schedule cannot accommodate, you should not participate. No rehearsals can be missed after the "no excuse date."

Tech Week

Attendance during tech week is non-negotiable. At this point we are well past the “no excuse date.” These final show runs are extremely important for the success of the final performances. We know these days are long and often a little stressful, but we do our best to make them efficient and enjoyable. Please block off all afterschool weekdays before the final performance for tech week.

Parental Assistance at Home

All students, especially younger students, will need parental assistance at home. Whether that be memorizing and practicing songs, rehearsing lines, or both! Not all memorization can happen at rehearsal, so please practice with your students at home. High schoolers, even if your parents are not the ones assisting, outside work or rehearsal practice is essential!

Parent Meeting

All parents are required to attend the “Mandatory Parent Meeting” whether your child has participated in the past, or is new to the program. If a parent cannot come, send a neighbor, older sibling, close friend, grandparent, or anyone that can properly relay all information. Every single student must have an adult representative present at this meeting.

Parent Participation

Parent production participation is **required!** Elementary and Middle School parents must volunteer to either monitor a minimum of 3 rehearsals, attend 2 or more set building days, or assist with the production of the performance. High School students may fulfill production volunteer hours themselves. Parent rehearsal monitors are asked to please leave younger siblings at home so they can properly focus on the cast.

Transportation/Your Child’s Location & Safety

If your elementary or middle school child is walking to the PAC, you must contact the school office to give them permission! Bus transportation from the elementary & middle school to the High School Performing Arts Center is available but we must know ahead of time so an approved list can be given to the bus driver. If your child typically rides the bus, it is **very** important that they know when to take the bus home, and when to take it to rehearsal.

Tickets

All students are eligible to receive 2 complimentary tickets when the volunteer requirements are met. Volunteers hours must be fulfilled before tech week. Show day volunteer positions do **not** count towards earning complimentary tickets. For families with more than one child in a production, volunteer hours must be fulfilled for each child in order to receive their comp tickets.

Pickup

For elementary students, parents must come inside the building at the end of every rehearsal to sign out their child(ren). Students must be picked up within 15 minutes of rehearsal ending. We understand things happen, if you are late for any reason, please contact the director. After 2 late pickups, the superintendent, counselors, and school resource officer will be notified of the issue.

Parent Support Team

The PAC Parent Support Teams are essential to the continuation and growth of the Theater Arts Program. These groups will assist with Fundraising, Production, Promotion, and Ticketing.

These groups will help create continuity between all grades and from year to year. Parents can work shows that their students are not performing in, that way they can focus on their kids and families the week of their students' production.

Production

- Sets
- Costumes
- Props
- Makeup

Fundraising

- Raffle
- Bake Sale
- Flower Sales
- 4th of July Snacks

Promotion

- Poster design & distribution
- Radio feature
- Newspaper press release
- T-shirts!
- 4th of July Parade
- Video trailer

Ticketing

- Running box office and ticket sales platforms

Performance Volunteers

Volunteers will be needed for the following positions during each show. These positions **do not** count towards earning cast complimentary tickets. Our goal is for these positions to be filled by members of the Parent Support Team who do not have a student performing. This will allow families to enjoy show week the best they can. Each performance volunteer will receive their own comp ticket, subject to availability, if they would like to watch a portion of the performance once all their volunteer position responsibilities are completed.

Box Office

- Time Commitment: One hour prior to performance until 15-20 post show
- Responsibilities: run box office, must learn ticketing platform, keep accurate cash box, track comps

Flower Sales

- Time Commitment: 30 minutes prior to show until show starts, again during all of intermission
- Responsibilities: sell flowers, keep records of sales, be responsible for cash box, clean up flower table at end of evening

Concessions/Raffle

- Time Commitment: 30 minutes prior to show until show starts, again during all of intermission

- Responsibilities: organize baked goods and drinks, sell concessions before show and during intermission, sell raffle tickets, organize prizes and oversee ticket submissions, clean up all stations at the start of Act II

Ushers

- Time Commitment: 45 minutes prior to show starts until 10-15 minutes after show completion
- Responsibilities: hand out programs, check tickets, police food/drinks, assist handicapped guests, close doors, make sure aisles remain clear during performance, and after the show collect any programs or trash in the seats

Concession

All students in the cast are required to provide concession contributions. A sign up will be sent during the rehearsal process so parents can sign up for items to bring. This includes baked goods, chips, snacks, and drinks. Selling concessions is an important fundraiser for our program.

Raffle

We are looking for local businesses or individuals to provide raffle prizes. The goal is to have 3-5 baskets per performance, so up to 15 total for each production. Prizes can be themed for each show. This is a fun way to get the community involved and to offer some awesome items to the audience, all while raising funds for the theater arts program. All raffle donors will receive complimentary tickets.

Program Ads

Local businesses and individuals are welcome to purchase an ad in the program, or even a full season ad to be featured in the elementary, middle, and high school programs. Parents can also purchase a "break a leg" ad for their child. Program ad forms will be provided early in the rehearsal process. Ads are a huge part of our show fundraising, so please go out and use this as an opportunity to teach your child how to approach local businesses and speak with adults.

Costumes

The majority of costume items will be provided. If students are responsible for any portion of their costume it will be communicated by the directors. Students must provide all their own undergarments and may be responsible for purchasing their own footwear. We are working on acquiring a collection of jazz shoes, character shoes, tap shoes, etc that can be used by future students. If anyone has any shoes they have outgrown, we would appreciate any donations.

Makeup

Makeup is required for all productions, even boys! Although each production will have their own makeup requirements, each student needs to plan on providing their own mascara and eyeliner. Further makeup requirements will be provided for each production and are up to the sole discretion of the director and production team.

Licensing & Social Media

Absolutely no videos can be taken or posted at any time during the rehearsal or performance process. Violation of this can result in the loss of our license and shut down of our production.

Rehearsal videos will be posted in a private Google group and deleted at the end of the production. There will be a professional, licensed recording of the performance that will be available to purchase.