



# Actor & Parent Handbook

2023-2024 Season

# General Information

## Casting

- Casting is done by committee; the director has the final word as to who gets which part.
- The Director may not be contacted prior to the cast list being posted.
- If there is any character that your child refuses to play, it should be noted on the application.

## Communication

- Emails and phone numbers will not be distributed to anyone except the production heads.
- The ACT's primary means of communicating with parents and cast is through email. All parents should submit a regularly-checked email address.

## Bios and Headshots

- All actors' photos and bios will be placed in the program. Bios may be submitted via the Bio button on the website prior to auditions.
- Bios should be no more than 70 words or are subject to being edited by the program coordinator.
- Headshots for the program will be taken by The ACT's photographer.

## Scripts

- Your actor will be issued a script when your actor's Registration Checklist is complete.
- Due to copyright laws, no unauthorized copying of scripts is allowed.
- Should your actor lose the script and need a replacement, the cost is \$8.50.

## Costumes

- Your actor will be assigned a costume for this production.
- Actors will need to purchase stockings, tights, or socks, and provide a base for wearing underneath their costume of spandex shorts and a t-shirt/tank/cami.
- All actors are expected to provide (black) jazz shoes unless character-specific shoes are assigned as part of his/her costume.

## Makeup and Hair

- All actors will be required to wear theatrical makeup during the production.
- If your actor has a makeup allergy or issue, please inform the makeup coordinator.
- Significant changes in hair color or length after auditions should not occur. Unnatural hair colors may require a wig during performances.

## Program Advertising

- All ads must be submitted to [programads@getintothetheact.org](mailto:programads@getintothetheact.org) or by using the links on the website.
- Happy Ads – Personalized ¼-page notes to encourage and/or congratulate your actor can be placed in the program. Happy Ads placed by potluck Saturday are \$20. After potluck Saturday, Happy Ads are \$25.
- Business Ads – Consider asking a business you patronize to advertise, or place your own business ad. The following sizes are available:

Full page - \$150      Half page - \$100      1/3 page - \$50

## **Photography and Recording**

- Due to copyright laws, performances may not be photographed or recorded by anyone with the exception of The ACT's photographer and videographer.

## **Tickets**

- Everyone attending a performance needs to purchase a ticket.
- One complimentary ticket is given to each actor once his/her family's preproduction volunteer requirement has been fulfilled. Additional complimentary tickets may be earned by volunteering. Comp tickets are redeemable one hour before the show. See the Volunteering section of these guidelines for more information on comp tickets. Please note: Comp tickets may not be used for the final performance or in the event of sold-out performances.
- Tickets may be purchased online in advance. You will choose and reserve your seats when your tickets are purchased.
- Tickets will also be available at the box office for purchase.
- Season Tickets are available for purchase through the December production. Season ticketholders are given the opportunity to reserve seats before online ticket sales open.
- Tickets prices range from \$11-\$16.

## **T-shirts, Bags, and Window Decals**

- Window decals are available for \$12. T-shirts are available for \$20 and \$25.
- Personalized bags are available for the following:  
Drawstring bag - \$25; Tote bag - \$30; Small duffel bag - \$35; Large duffel bag - \$40

## **Strike and Cast Party**

- Following the final performance, all cast and crew members stay for about an hour to strike the show. A cast party will follow.

## **Action Items and Deadlines**

By published read-through date

- Submit bio to [programads@getintotheact.org](mailto:programads@getintotheact.org) or use the Bio button on the website.
- Complete Registration Checklist items and return checklist to the theatre.

By potluck Saturday

- Purchase and submit Happy Ad for discounted rate.
- Submit drop notice to receive full refund of participation fees.

By off-book date

- Deadline to submit Happy Ads and Program Ads

By dress rehearsal Monday

- Purchase stockings, tights, or socks as assigned by the costuming department, and costume base.
- Purchase jazz shoes if character shoes have not been assigned by costuming.

By Thursday before opening night

- Complete all 20 pre-production volunteer hours.
- Return volunteer cards that have been signed by production heads to file box.

# General Guidelines

## Behavior Guidelines

*To Ensure a Positive Environment for Everyone Sharing Our Theatre Experience*

- When given instructions by directors and adult volunteers, listen carefully and respond with obedience and respect.
- Always use low whispering voices and walking feet while waiting for your turn on the stage.
- Bring quiet activities to help pass “waiting” time. Since we serve a large age group, bring only things with family-friendly content: G-rated only please.
- No inappropriate physical contact will be tolerated. When in question, choose to keep your hands and feet to yourself. PDA is considered inappropriate physical contact.
- Wear modest clothing that allows movement. Make sure shirts are not midriff, low cut, or expose cups or bands of bras. Please no short shorts – a good guide is no shorter than finger-tip length.
- Last but not least, treat all those around you, adults and children, only in ways that you would want to be treated.

## Safety Guidelines

*To Keep Us Safe During Our Theatre Experience*

- All children under 10 must be accompanied by a parent or guardian over age 18.
- All children under 18 must remain inside the theatre. Loitering outdoors is prohibited.

## Rehearsal Guidelines

*To Aid in a Productive Rehearsal*

- Report all unexpected absences in writing to the Stage Manager.
- Arrive 5-15 minutes prior to rehearsal start time. Doors are unlocked 15 minutes prior to rehearsal start time.
- Check in with the House Monitor.
- Sit in the designated area of the theatre while waiting for your time on stage.
- Eat only in the designated areas. Bring water only inside the theatre. Refrain from chewing gum and sugary foods.
- Wear closed toe shoes any time you are on stage. Absolutely no flip-flops allowed.
- Keep hair completely out of your face.
- Bring your script and a pencil.
- Go for costume fittings during a time period when not needed on stage.
- Check in with the Restroom Monitor when going to the restroom.
- Memorize all spoken and sung lines by the published off-book date.
- Plan on attending all rehearsals not noted as conflicts on your application. Missing three additional rehearsals beyond those noted could result in removal from scenes, songs, or the production.
- Check out with the House Monitor when leaving the theatre after a rehearsal.

## **Performance Guidelines**

### *To Promote a Successful Production*

- Parents of children under 10 and all actors arrive at the published cast call to prepare to perform.
- Remove nail polish and jewelry. Newly pierced ears may be covered with bandages.
- Treat your costume, makeup, props, and microphone with extreme care.
- Use only the Greenroom and Costuming room for show preparation. The restrooms are shared with the theatre patrons.
- No eating in costume. Only drinks of water from a straw are allowed while in costume.
- Actors may participate in house sales only after they are completely ready to go on stage including costume, hair, makeup, and microphone. Actors may not be in the lobby in costume.
- Forty-five minutes before a show begins all actors must report to and remain in the Greenroom unless setting costumes and props in the backstage areas. Thirty minutes before a show begins actors must be in the Greenroom only.
- Only actors and production volunteers are allowed in the production areas during the entire run of a show. Visitors are not permitted in production areas.
- When traveling to and from the stage there should be no running and no talking.
- No talking backstage.

### **Special Incentives for Observing Performance Guidelines**

- Upon completion of a show actors may be rewarded with a Curtain Coin for observing the performance guidelines.
- Once actors have hung up costumes and turned in microphones they should see the Greenroom Monitor.
- Curtain Coins can be used as currency in the theatre lobby.

## **Consequences**

### *For Not Adhering to Theatre, Safety, Rehearsal and Performance Guidelines*

- When a child repeatedly disregards the guidelines laid out in this Handbook, he/she will receive a specific written warning with suggestions for correction.
- If the problem continues after receiving a warning, the child will receive a written strike. Parents will be notified at this time.
- A second written strike will be given when a child continues to disregard guidelines. The Conflict Resolution Administrator will seek the help of a parent. Parents may be asked to stay at rehearsal to help redirect behavior.
- If a problem still exists, a third written strike will be given and the child may be removed from the production. The decision will be made at the Director's and Conflict Resolution Administrator's discretion.
- Note: Strikes do not carry forward into future productions. Each child starts each production with a clean behavior slate.

# What You Need to Know About Volunteering

The ACT is a non-profit, staff-managed, volunteer-driven organization. Each participant's family contributing their time, talent, and donations throughout the show aids in the success of each production and helps keep participation fees low.

There are two volunteer requirements that must be fulfilled:

- 1) Every family is required to contribute a minimum of 20 hours of volunteer time **before opening night**.
- 2) Every family is required to work at least half the performances **each weekend** of the show's run.

## **Before Opening Night**

Upon completion of your family's 20-hour requirement, you may choose to receive either one comp ticket or \$10 in Star/Raffle Money. Your family can earn one additional comp ticket or \$10 additional Star/Raffle Money for each additional 20 hours volunteered. Comp tickets are subject to performance availability. To help you keep track of your contributed hours, volunteer cards are provided. Volunteer cards must be signed by the department head in whose area the hours were worked. Volunteer cards must be turned in by final dress rehearsal. Following are the positions where you can help out before opening night:

### **Costuming:**

We have projects for all levels of experience including no-sew jobs - measuring, cutting, fitting, ironing, and organizing to name a few. Many costumes come from our inventory and need some creativity. Some need to be altered, hemmed, or have a button sewn on. Some need created. You don't have to have great sewing abilities to help. If you have any eye for fashion, there is a job for you. Costumers work during rehearsals and sometimes take work home.

### **Sets:**

There are many levels of set construction from building to painting and craft work. We need parents who are great with tools as well as those who can paint backgrounds, do detail painting, run errands, or do creative craft work on props. We will attempt to do most of the large set building in the evenings or on the weekends, but there is also work to be done during the day. Some projects might even be able to be completed off-site and brought in.

**Plan to spend about half of your volunteer hours in costuming and/or sets.**

### **Monitors:**

We want The ACT to be a safe place for kids to congregate. **Monitors arrive 15 minutes early.** The House Monitor takes attendance as the cast arrives, keeps track of their comings and goings, and checks them out as they leave. The House Monitor helps maintain a quiet rehearsal atmosphere by gently reminding cast members to socialize quietly when needed. Housekeeping duties include sweeping, sanitizing surfaces, and emptying trash. The Restroom Monitor sits in the hall outside the restrooms, maintains the restroom check in/out list, and keeps track of the comings and goings of the cast and volunteers to and from the rehearsal spaces. Housekeeping duties include emptying trash, sanitizing, and maintaining restroom cleanliness.

### **Concession Sales:**

We need a volunteer to sell concessions during each rehearsal.

### **Back of House Positions - Stage Crew, Tech, Costume Room, Greenroom and Monitors:**

During dress rehearsal week, we need volunteers in the costume room, greenroom, backstage, and tech. The Stage Crew works behind-the-scenes moving sets and props. This is a great job for teens. The Tech Crew works with lighting and sound equipment. Costume Room volunteers help actors with costumes during the show. Greenroom and backstage monitors help with microphone changes during the show, and monitor the cast in all backstage areas.

## **During Show Weekends**

Your second volunteer commitment requires each family to work half of your requirement in the Back of House and half in the Lobby during performances. However, if you choose to fill a Lobby Chair Position, you are exempt from the Back of House requirement and may volunteer all shows in your area. Similarly, if you fill a Back of House position for  $\frac{3}{4}$  or more shows, you are exempt from the Lobby requirement and eligible for an additional comp ticket or \$10 Star/Raffle Money. All volunteer positions require arriving at cast call time.

## **Back of House Positions**

**Check-in/Hall Monitor/Backstage Monitor:** Volunteers arrive 15 minutes before call time, take attendance, and monitor entrances/exits of the stage door. At show time, this position transfers to monitor actors in the backstage area. Volunteers remind actors to adhere to backstage rules and procedures.

**Greenroom Monitors:** One to two parents are needed to monitor actors in the Greenroom. The Greenroom is where actors wait when not on stage. Volunteers should be engaged and remind actors to adhere to theatre rules and procedures and keep them involved with quiet activities.

**Greenroom Coordinator:** Responsibilities include training and supervising Greenroom Monitors, keeping the Greenroom schedule, and maintaining Greenroom procedures and theatre rules. During performances, this position communicates with the Stage Manager via headset and lines up actors for costume checks by costume personnel.

**Costume Room:** Volunteers help actors with their costumes. This includes helping them find, get into, and hang up their costumes, and perform costume checks before actors go on stage. They are also needed to help those with quick costume changes during the show. Volunteers remind actors to adhere to theatre rules and procedures.

**Microphones:** Responsibilities include placing microphones on actors, switching mics between actors, and removing mics. Volunteers change batteries and replace mic tape during the show, and remind actors to adhere to theatre rules and procedures regarding microphones.

**Makeup:** Volunteers are needed to create awesome characters by applying specialty makeup as well as regular stage makeup. Volunteering most shows is preferred to establish consistency and familiarity. (This position must volunteer two shows as Greenroom Monitor.)

**Stage Crew:** The Stage Crew spends two weeks training during rehearsals prior to opening night. The Stage Crew moves set pieces, distributes props, helps actors with entrances and exits, and does other behind-the-scenes work. This is a great job for teens.

**Tech Crew:** This includes the light and sound equipment and spotlight operators. The Tech Crew spends tech/dress rehearsal week training in these positions.

## **Lobby Positions**

All lobby positions include housekeeping duties.

**Ushers:** Volunteers broom-sweep and spot-mop the theatre seat isles and studio, vacuum the theatre, spot clean restrooms and replenish supplies upon arrival. Ushers stock and distribute programs, check-in patrons, and help patrons find seats.

**Concessions:** Volunteers empty all theatre trash cans, replace liners, and take trash to dumpster upon arrival. They then set up, stock, and sell concessions before, during, and after each performance. Everything must be put away and stored at the end of the show.

**Candy Grams:** Volunteers sweep and spot mop the lobby and hallway, vacuum the doormat, and clean the glass front doors upon arrival. They sell and help distribute Candy Grams.

**Flowers:** Volunteers set up and work the table before, during, and after the performance. Small and large fresh flower bouquets and balloon bouquets are arranged and sold.

**Raffle:** Volunteers set up and work the raffle table before the show and during intermission by selling tickets. Prizes get taken into the theatre for the raffle drawing during intermission. Everything must be put away at the end of the show.

### **Lobby Chair Positions**

**Concessions Chair:** Responsibilities include setting up, stocking and arranging the concessions area prior to opening night. Inform the Director of House Operations of shortages.

**Flower Chair:** Responsibilities include making flower arrangements for each show and/or training volunteers how to make the arrangements, stocking supplies (tissue paper, cardstock, pens, ribbon, and flowers), and informing the Director of House Operations of shortages.

**Raffle Chair:** Responsibilities include soliciting, gathering, sorting, and labeling items to be raffled for each show. Inform the Director of House Operations if there are shortages.

**Star Board Chair:** Responsibilities include printing, trimming, and displaying headshots on the board, and making sure we have enough stars cut out. Inform the Director of House Operations if there are shortages.

### **Special Volunteer Opportunities**

**Marketing Contest Coordinator:** The Marketing Contest Coordinator will collaborate with and receive direction from the Production Manager for facilitation of the cast marketing contest. The Coordinator will verify and keep track of marketing points and make a door poster for the cast. Hours volunteered in this position count toward your pre-production requirement.

**Cast Party Coordinator:** The Cast Party Coordinator orders and facilitates pickup of pizza, helps set up and serve food, and fills goody bags for each cast and crew member. The Cast Party Coordinator may also be asked to help print certificates for the cast and crew.

**Opening Night Clean Up Crew:** We need volunteers to help get the theatre ready for opening. Cleaning and set up will take place the evening before and the day of opening night.

Please Note: Failure to fulfill your volunteer requirements may jeopardize your child's participation in future productions.

Some employers participate in employee matching programs that will donate to your nonprofit organization for your hours volunteered or will match your financial contributions. Check to see if your employer participates in employee matching programs.



# Glossary

**Apron:** the section of the stage floor which projects towards or into the auditorium

**Back of House:** anything that happens behind-the-scenes during dress rehearsals and performances

**Backstage:** the part of the stage and theatre which is out of sight of the audience; the service areas of the theatre

**Blocking rehearsal:** the rehearsals during which starting positions and actors' movements are determined and noted

**Cast call:** the time at which the cast should be at the theatre

**Curtain coin:** a reward that children at The ACT can earn during performance weekends for taking care of all of their responsibilities during the shows

**Downstage:** the part of the stage nearest to the audience

**Dress rehearsal:** a full-performance rehearsal with costuming, props, sets, and all technical elements brought together

**Greenroom:** the room in which actors get into costume, have makeup applied, and await being called to the stage

**Lockdown:** the time beginning 45 minutes prior to a performance and ending when the show ends when actors are required to remain in the Greenroom

**Off-book date:** the date on which all cast members should have their lines and lyrics memorized; no scripts are allowed on stage beginning on this date

**Potluck Saturday:** the first Saturday rehearsal following auditions when we begin our rehearsal with a family get-to-know-you potluck meal

**Production number:** a musical number with a strong dance component usually performed by the majority of the cast

**Pre-dress rehearsal:** a rehearsal performed in costumes so that the costuming may be checked on stage

**Read through:** a meeting with all cast members to read through the script at the start of the rehearsal process

**Run-through rehearsal:** a rehearsal in which the show is performed straight through from start to finish

**Stage left:** the left side of the stage as seen from the actor's point of view

**Stage right:** the right side of the stage as seen from the actor's point of view

**Tech/dress rehearsal:** a full-performance rehearsal with costuming, props, sets, and all technical elements brought together

**Upstage:** the part of the stage furthest from the audience; also when an actor draws attention to himself/herself and away from the main action

**Wings:** the out-of-audience-view areas to the sides of the acting area

**Once you have read the handbook, please keep this page as a record of what you have signed.**

I understand The ACT is a Tax Exempt Organization and to receive reimbursement for any expenditure, those expenditures must have prior approval from the General Production Manager or the Set or Costume Designer. As a tax-exempt organization, sales tax will not be reimbursed, therefore, I must use the available Tax Exempt Number when making purchases. This is for The ACT only. Any other use is prohibited by law.

I understand that for the safety of the children participating in The ACT programs, all parents and volunteers are checked against The National Sex Offender Public Website. Background checks are performed on all teachers and directors who work with the children.

I have received and read The ACT's Parent Handbook. I will honor the rules of the theatre. I will explain the rules of The ACT to my child/children and will ensure he/she/they will abide by them.

I do hereby absolve, indemnify and hold harmless, The ACT, its Board of Directors, members, supervisors, or any or all of them from any liability of any kind whatsoever in the event of any damage, loss, accident or injury sustained by me or my child/children while being transported to or from or while participating in any of The ACT activities, performances, or rehearsals.

I give The ACT permission to use any and all photos taken by them for promotional purposes now and in the future.

I give permission for my email to be included in their database for transmission of important information regarding the rehearsals or shows.

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Parent Signature

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Printed Name

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Parent E-mail

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Parent Phone

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Date

Keep this copy.

## **Once you have read the handbook, please sign and return this signature page to an ACT Representative.**

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Parent Signature

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Printed Name

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Parent E-mail

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Parent Phone or Cell

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Date

Turn in this copy.