

NAVO MIDDLE SCHOOL THEATRE ARTS DEPARTMENT

“NMS PANTHER PRODUCTIONS”

CREATIVITY • COMMITMENT • EXCELLENCE



2020-2021 HANDBOOK

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WELCOME TO THEATRE!

We are so excited you are a part of our outstanding community, our outstanding school and its outstanding teachers and administration! We are even more excited about the new school year, our plans and our goals many of which have been implemented and are underway. Now that **YOU** are here, you will be able to participate in an exciting theatre program – NMS Panther Productions!

In the following pages, you will find information that will help you begin the new year on the right foot and will help you meet the exciting challenges that theatre holds for all of us. The student and parent/guardian should read and understand all of the information in this handbook. You will also find in the back of this handbook several documents that **YOU** and **YOUR PARENT[S]/ GUARDIAN[S]** must sign and return to the theatre office within the first two weeks of school. The Navo Theatre staff want every student to succeed. We hope this information will help them to do just that.

This handbook has three purposes: (1) to inform the student and their parents/guardians about the Navo Theatre Arts Department; (2) to help keep students on track; and (3) to guide our visiting guest artists/teachers. Students and parents/guardians should turn to it any time they have a question about the theatre program.

At first reading this handbook may seem filled with a great many rules and regulations, saying “You can’t do this!” and “Don’t do that!” But, please keep in mind that our intention is to make each student’s time at NMS Panther Productions ... EXCITING, REWARDING, and as PLEASANT as possible. We try to create a joyous environment for learning and discovery; helping to create high school years that are simultaneously hard work and fun. This can be done only with well-articulated standards and expectations. None of these rules are arbitrary or capricious.

The policies in this handbook are agreements – agreements between you and your fellow students, you and your faculty, you and your work. We hope the lessons you learn will last a lifetime.

Our expectations are high that **YOU** will succeed while working as an actor or a technician with the Navo Theatre Arts Department. We truly expect that once you have begun working with each other and with us, you will want to make the theatre *your home away from home*. The doors to the theatre are always open for you as long as you are willing to follow the policies and guidelines outlines in this handbook.

Please be sure to read the documents with your parents and return the forms. If you or they have any questions regarding the forms or anything within the handbook, please contact me at jsauls@dentonisd.org

Again, I look forward to a wonderful year working with each of you!

Sincerely,

Mrs. Jami Sauls, Theatre Director

Mrs. Carrie Stephens, Assistant Director

**NMS THEATRE ARTS DEPARTMENT
GOALS & OBJECTIVES
- A MISSION STATEMENT & OVERVIEW –**

OVERVIEW

The NMS Theatre Arts Department offers a program of study geared to the serious middle school student of theatre in a pre-professional environment. Navo Middle School Theatre Arts Department, also known as NMS Panther Productions, is an award-winning theatre program committed to excellence. Our theatre students will be provided with opportunities to develop their acting, musical theatre, and technical theatre skills through rigorous course work, live performance, and high quality stage productions. Our motto is:

CREATIVITY. COMMITMENT. EXCELLENCE.

Drama/Theatre as taught in middle schools is intended to fulfill four basic purposes:

- THEATRE AS PERSONAL GROWTH, to enhance students' personal growth and development, and self-discovery, developing self-confidence, teaching group work, etc.
- THEATRE AS LIFE ENRICHMENT, to produce aesthetically responsive citizens with life-long interest in the arts.
- THEATRE AS SOCIAL AND RECREATIONAL ACTIVITY, giving the student a break from academic activities, fulfilling the same needs of a sports activity.
- THEATRE AS TRAINING, as preparation for continued and future studies in the field.
-

MISSION STATEMENT

Drama curriculums are usually built around one of these purposes. NMS Panther productions fulfills all four, but our mission statement is focused primarily on the fourth goal.

Our mission is: we create happiness by training our students to provide the finest in entertainment for people of all ages within our community. Our objective is to prepare each student to continue his or her career or education goals in the theatre, be it in college, university, conservatory, acting school, or an apprenticeship program. However, by creating good work habits, study skills, and cooperative learning experiences, the student is better prepared to establish a career in any field of endeavor. Students acquire poise, self-confidence, and skills in self-expression and speaking that will be useful in any career or vocation. Theatre is particularly important for the development of the whole person – to produce aesthetically responsive citizens with life-long interest or involvement in the arts.

Our focus is on the actor's/technician's art and on the story. Our "product" stems from "process." The mounting of any theatre production is completely interrelated and integrated into our curriculum, based on the training needs of the students.

THE BRAND

The brand of NMS Panther productions represents much more than the productions we do each year. The "brand" represents the high expectations we have for each other and defines our behavior in and out of the theatre.

NAVO MIDDLE SCHOOL THEATRE ARTS DEPARTMENT RULES, REGULATIONS EXPECTATIONS

We do not sacrifice academics for the arts. Remember our goal is to help you achieve your career goals – and academics are an important part of this.

GRADES

Academic grades must be kept in good order during the period of participation in extra-curricular activities. Students must pass all classes to participate in any production. No grade lower than a 70 is acceptable. Grades will be checked often and study halls will be held if a student is in danger of failing a class. Excessive absences during the school year will not be tolerated. Students are expected to be in all classes and to be prepared for each class. Students enrolled in advanced theatre courses must maintain a passing average in theatre to remain in the class.

State law requires that you pass to play. Keep the director posted on academic difficulties. Do not wait until the last minute to take care of academic challenges. Stay on top of grades. Attend tutoring sessions offered by individual teachers as often as possible. **Do not use theatre as the excuse for failing a course.** We are willing to help with academic courses and tutoring. Students are ALWAYS allowed to attend tutoring sessions and to make-up tests.

BEHAVIOR

As NMS Panther Productions participants are in the public, whether they like it or not, they are considered role models within the community. Therefore, it is the expectation of the directors that behavior is always exemplary.

*Social Media – If you have public social media accounts, your words and actions DO represent NMS Panther Productions. Therefore, cursing, vulgar language or photos, negativity about our program, our school, our students, our faculty, etc., are unacceptable and will not be tolerated and will be addressed by the directors. This includes all public AND private Twitter, Snapchat, Instagram, and Facebook accounts.

*In School Suspension (ISS)– Any disciplinary action where a consequence is necessary, affects our production. Again, NMS Panther Productions expects exemplary behavior. NMS Panther Productions students should strive to make good choices each and every day. Students receiving ISS will meet with directors to discuss continuance in the production.

*Disciplinary Alternative Education Program (DAEP) – Behavior resulting in DAEP placement will not be tolerated and students will be removed for productions for the semester.

PRODUCTION CONTRACTS

Know what you are taking on BEFORE you take it on. A “Production Contract” that cites their obligations to the production will be signed by all students and parents as part of the audition process. No student will be cast or considered for crew without this parental agreement. Violation of the contract can lead to dismissal from the production, the class, and the department. A detailed rehearsal schedule and complete scene breakdown will be distributed to cast, crew, and parents allowing for enough advanced time to adjust personal schedules. ABSOLUTELY NO CONFLICTS ARE ALLOWED DURING TECH/DRESS REHEARSALS. Make sure these days are available prior to signing contract.

FINANCIAL OBLIGATIONS

Production Fees:

Production fees may be charged for all shows at NMS Panther Productions. These fees cover production t-shirts, production costs, costume rentals, and dry-cleaning. All production fees are due within one-week of posting cast list or as established by the director. Students with financial issues may work out a payment plan with the director.

Equipment:

Students are financially responsible for items assigned, checked out, or utilized. Students are responsible for any damages or loss.

SCRIPT SELECTION

NMS Panther Productions Directors encourage students to read a multitude of scripts to improve the students' knowledge of theatre and playwrights. However, some scripts may include wording that would not be included in final NMS Theatre productions. Keep in mind that scripts will not be censored. If you know that wording may be offensive to you or your family, please do not select that particular script to read. If there is a question, please ask a director.

COMMUNICATION

Parent/Teacher

Parents/Guardians are encouraged to contact the Theatre Faculty if you have questions regarding the program, or your child's work and progress. The best way to make contact is via email. Contact us at jsauls@dentonisd.org or cstephens@dentonisd.org. Please keep emails short and concise. Emails are not an effective replacement for a conference/discussion. I am happy to meet with you and will gladly set up appointments for a phone conference or a personal meeting.

We do ask all parents refrain from sending emails or notes to get your child out of rehearsals early. Taking students out of rehearsal early often brings the entire rehearsal to a standstill. We work as an ensemble, and all members of the cast and crew are needed to meet our goals and deadlines. All scheduling conflicts can be addressed through approved departmental protocol. If there is an emergency, please let me know. We simply ask all parents to respect, observe, and value the rehearsal process. Additionally, we want to empower our students to serve as their own advocates when working out rehearsal conflicts.

Student/Teacher

Students may communicate with the teacher by setting up an appointment and/or via email. If an emergency arises and student cannot attend rehearsals, student must contact director by 10:00 am the day the rehearsal is to be missed or 24 hours prior to depending on the emergency. Other students may not speak on behalf of the student. Please accept the responsibility of your commitment.

If a student would like to meet with the director regarding casting decisions, an appointment should be set after 5 school days. Casting decisions will not be discussed with anyone other than the student involved.

SCHEDULES

Students with multiple scheduling conflicts (which include other campus activities) are to provide all schedules to directors. The director will work out conflicts with the directors/coaches/teachers to set up a personalized student calendar that accommodates both the student and the organizations involved.

PROTOCOL FOR CONFLICTS

Prior to auditioning and/or signing up for a production, a rehearsal schedule will be provided. Include all conflicts in your audition/cast/crew paperwork. If the director chooses to work with a student with numerous conflicts, a personalized student schedule may be arranged. However, upon signing the production contract, additional conflicts with the exception of an emergency are rarely allowed. Should conflicts arise, students may present the director/staff with a written request to be excused from an entire or partial rehearsal as quickly as possible. A written response allowing or disallowing the request will follow. It is **never** appropriate to send messages concerning attendance through friends or outsiders. Please take care of all attendance responsibilities personally. The typical protocol is two unexcused conflicts and you are removed. A total of four absences (excused or unexcused) will also result in your removal.

PERFORMANCE ATTENDANCE REQUIREMENTS

The state curriculum requires student's attendance at play performances once each 9 weeks. Attending play performances enhances the student's personal development and establishes a "common ground" for discussion. Not only do we want the student to see his/her fellow students work, we discuss the plays and performances in detail in a class "post-mortem" and in writing. We place a great deal of importance on department productions and expect ALL students to participate. To receive credit for attendance to a performance, a copy of the printed program of that event and a performance analysis must be presented to the theatre teacher after the event to receive attendance credit. Advanced students are required to see 2 performances outside of the department each semester.

Since these are class assignments, **MONEY IS NOT AN OBSTACLE TO THE STUDENT'S ATTENDANCE.** We can make arrangements for discounts on tickets, IOU's, for the student to usher at the event, or, if necessary, find funds to pay for a ticket.

TERMINATING PRODUCTION CONTRACT/COURSE

Students are expected to honor contracts as signed. Contracts between student and department are taken very seriously. It is the responsibility of the student to honor and fulfill all commitments as agreed to within the contract. Should a student void any contractual agreement, future relationships within the department may be voided. Students who do not fulfill contracts will not be cast in future productions and are expected to select a new course of study. If student voids contract in the middle of a semester and cannot drop the class, student will be given individual course studies until the end of the semester. If the possibility exists for students to be removed from the class, removal will take place immediately. Once a student ends the relationship, the decision is final and terminal.

We hope all parents will work with students in teaching the value of honoring commitments and the importance of fulfilling contracts. Teaching children to honor their word is perhaps the best skill set we can provide future generations.

STUDENT ENROLLMENT

Advanced Theatre students MUST audition for each show throughout the season. If a student is not in the cast or crew of a production, NMS Panther Productions students must attend a performance for all NMS Theatre performances.

OPPORTUNITIES AND CLINICS

ONE-ACT PLAY CLINICS

During OAP season, at least one clinic will be scheduled for all students participating. Clinic dates will be included in the Theatre Department calendar. Members of the OAP cast and crew must attend all clinics. Respect and appreciation will be given to all clinicians.

TO THE PARENT/GUARDIAN REGARDING COMMUNITY INVOLVEMENT

We value parents'/guardians' involvement and hope you will be an integral part of your students' progress and the NMS Theatre family.

Any successful theatre needs everyone working together and doing his or her part. No group can operate the Theatre Department program by itself – be it teacher/artists, or students, or parents/guardians. It needs all of us helping however we can.

A Theatre Department Parent/Guardian volunteer form will be passed out during the school year by the staff. Please fill out the questionnaire and send it back to school with your student. Please fill it out even if you have no experience or extra time to offer.

HOW CAN YOU HELP? By selling tickets, concessions, decorating the lobby and theatre for performances, sewing costumes, building sets, finding props, by photocopying, coordinating mailing lists, by helping with publicity and promotion, or by fund raising.

PLEASE VOLUNTEER!

For our students:

FUNDAMENTAL REHEARSAL TECHNIQUES

SCRIPT

1. Keep your script with you all day and night during the rehearsal period.
2. Put your name in your script. Highlight all your lines, and write in pencil, and make any necessary changes as rehearsal progresses.
3. All blocking and stage business should be marked in your script as it is given to you.
4. Take thorough notes on anything told to you by the directors or stage manager concerning your performance. If you have questions about your character and his/her motivations, consult your notes BEFORE you approach the director.

LEARNING LINES

1. Lines and blocking should be memorized by the date specified on the rehearsal schedule. Once a scene is blocked, the general expectation is to be memorized by the following rehearsal.
2. When you drop a line on stage, simply hold your character position and characterization and say, "Line!" in character. The stage manager should not feed you your line until you indicate that you need help remembering the line.
3. Being "off book" means that you have memorized your lines and can proceed through a scene without the help of the script. After you are off book, be sure you have read through your part and have someone run lines with you at least once a day.
4. **Always** say, "Thank you" to your directors and stage manager after notes or direction is given.
5. Always bring your script to rehearsal ... even after you have learned your lines.
6. All cell phones should be kept in student's bags and kept in the bag area. Cell phones are not to be on the actor's person or backstage.

ATTENDANCE

1. Personal appointments should be scheduled after rehearsal or on a day you are not called for rehearsal. Rehearsal, crew calls, and tech rehearsals are NEVER to be missed without prior permission. Failing to comply with this procedure will result in probable cause dismissal from the production.
2. If an emergency arises, please contact your directors as soon as possible.
3. Mrs. Sauls or Mrs. Stephens are the ONLY people who may excuse you from a call.
4. Never leave the rehearsal space or the theatre until you have been released by the directors or the stage manager. Only these people have the authority to release you.

PUNCTUALITY

1. All rehearsals and crew calls begin exactly on the time indicated on the callboard.

2. A call of “places” means that all performers and crew involved in a particular scene must be ready to perform. Stop what you are doing immediately and take your place backstage.

3. It is best to arrive at rehearsal AT LEAST fifteen minutes prior to call. It is mandatory that you are ready to work on time.

ON CALL FOR PERFORMANCES

1. Be at the theatre promptly at the designated time or you will be considered “absent” from the call.

2. There will be a sign-in sheet in the stage manager’s show notebook. You must sign yourself in. No one should sign in for you and you should not sign in for someone else.

RELATIONSHIP TO DIRECTORS

1. Unless you are in a scene being worked on and have a pertinent question, avoid approaching or speaking to the directors while they are working with, listening to, or watching a scene in progress. We will make every effort to answer your question just as soon as we are finished.

2. Please do not offer directorial suggestions during the rehearsal time. If you have an idea and would like to share that idea with the director, write it down and approach the directors with your idea AFTER the rehearsal.

RELATIONSHIP TO OTHER COMPANY MEMBERS

1. Do not offer a suggestion, chastise, argue with, or prompt another actor under any circumstance.

2. Never speak to or approach another actor in a social context who is waiting for an entrance.

3. Do not talk backstage during rehearsal and/or performance unless it is mandatory and concerns the integrity of the production.

4. Be ready for your entrance. This is your responsibility during rehearsals and performances. During the run of the show, you are never to be seen by a member of the audience beyond the execution of the show outside of the theatre.

5. Never peer at the audience while on or off stage. If you can see the audience, they can see you.

6. Do not loiter in the wings.

7. Do not enter the stage from the house or the house from the stage before, during, or after a performance while the audience members are in the theatre, unless you have been directed to do so in character.

8. Never play tricks or jokes backstage or onstage.

9. Physical affection to another cast or crewmember backstage is inappropriate.

10. After rehearsal, clean up everything on the stage, dressing rooms and in the house ... EVEN IF IT IS NOT YOUR MESS.

RELATIONSHIP WITH THE CREW AND EQUIPMENT

1. During a scene shift, an actor should completely clear off the stage space unless he/she is involved in the change or about to make an immediate entrance.

2. At the same time, the crew must not distract the actors.

3. Never touch a piece of lighting, sound or stage equipment unless assigned to do so.

GUESTS IN THE THEATRE

1. Only people called or invited by the directors will be allowed to attend rehearsals.
2. No unauthorized people are permitted backstage. Authorized people are those that are members of a particular production in progress that evening or those who have obtained permission by the directors.
3. No company member is allowed to receive guests at the theatre except after a rehearsal or performance has ended.

REHEARSAL CLOTHES

1. Please see Rehearsal Policy Guidelines regarding appropriate rehearsal attire. It is very specific and must be adhered to exactly.
4. Your arrival time should include time to put on your rehearsal/performance costume. If you need to put a costume on, you should arrive early so that you may start rehearsal on time.
5. For all crew calls, this means closed-toed shoes, no dangling jewelry and all hair tied back.

REHEARSAL PROPS

1. The actor should be aware, at all times, when her/his hand is occupied with props.
2. Add your own rehearsal props as soon as you are off book and your hands are free to use the props. Use these props every rehearsal until performance props are provided.
3. If you cannot find a rehearsal prop, substitute one of your own devising rather than going onstage during rehearsal without one.
4. Treat rehearsal props with as much care as you would performance props.
5. Always keep rehearsal props on the prop rack when not in use.
6. NEVER TOUCH A PROP WEAPON unless assigned to do so.

PERFORMANCE PROPS

1. Never touch a prop unless you are the character assigned to use that prop or are serving on the prop crew.
2. Always return your props to their assigned spot on the on-stage prop rack as soon as you leave the acting area.
3. Never sit on stage furniture back stage. NEVER!
4. Report broken props to the stage manager and/or prop master immediately. If you don't tell someone, it won't get fixed.
5. NEVER TOUCH A PROP WEAPON unless assigned to do so.

COSTUME CALLS

1. A call for a costume fitting is as important and urgent as a rehearsal call. **DO NOT MISS COSTUME FITTINGS.**
2. Unless your measurements are taken and fittings are held on schedule, your costume cannot be made and/or ordered.
3. Notify the director(s) of any significant measurement changes once original measurements have been taken.
4. Use the fitting to help you determine what sorts of rehearsal costumes you may need to help you simulate your performance costume. The costume designer may have something you may use until your performance costume is ready.
5. Discuss with the directors costume items that you may need to work with ... swords, pockets, purses, handkerchiefs, etc.
6. Cast members should bring their own stage make-up to avoid cross-contamination. Personal makeup kits can be purchased through Mrs. Sauls and Mrs. Stephens.

HANDLING A COSTUME

These rules exist because we care about how you look on stage and because we care about what happens to the costumes.

1. Costumes have no life except the life the actor gives them.
2. Find out how your costume relates to your performance.
3. Costumes are not the actor's playthings. Onstage, they are only to be used as your CHARACTER would use them. Off-stage, however, they are to be handled with extreme care.
4. Skirts and capes are to be held so that they do not touch the floor and are hoisted in the rear so that they are not sat upon. Trains are carried until the very moment before an entrance.

GENERAL COSTUME REMINDERS

1. Your "look" is an important part of your costume and is not to be altered without prior permission from the directors. Performers may not alter their personal, everyday "look" without the prior permission from the directors. Altering includes, but is not limited to: piercing or tattooing any part of their body and (depending on your look at the time when you were cast), as well as shaving, growing, or dyeing your head and/or facial hair.
2. **Please use soap, deodorant, and antiperspirant.**
3. **Do not wear perfume or scented hairspray while in your costumes.** (Some people are allergic to these substances.)
4. Give valuables to the stage manager, or preferably, leave them at home. Do not leave valuables in the dressing areas.
5. Have make-up on before putting on your costume on.
6. If your costume is put on over your head, ask someone on the costume crew to help you by putting a cloth over your head to protect your make-up and costume.

7. Men, unless you are required to grow a beard for the production, be sure you shave before reporting for your make-up call.
8. NEVER restyle wigs and/or hairpieces unless trained to do so.
9. When you are wearing your costume, do not eat or drink anything other than bottled water.
10. Be careful when you sit; be careful what you lean on.
11. Before entering the acting area, check yourself for any item that your character would not be wearing (i.e. watches, jewelry, wallets, etc.)
12. Please do not touch anyone's costumes or accessories (hats, fans, canes, purses, gloves, etc.) This will assist in preventing confusion and loss.
13. Obtain your costume only from the crewmember in charge of checking out costumes.
14. Remove your make-up AFTER you have removed your costume.
15. You must check your costume in EVERY NIGHT. You will not be dismissed until you have checked out with the crewmember in charge of checking out costumes.
16. Please return costumes neatly hung on hangers by your nametag. If the garment is too heavy for one hanger, hang it on several. Be sure to include all items that may be in use as part of your costume in your accessory bag. Costumes left on the floor will result in a \$5.00 fine for the person who left the costume on the floor. The excuse "I hung it up before I left" is unacceptable.
17. Please wait patiently while the costume crew checks in items.
18. If your costume needs repair or adjustment, tell the stage manager and costume crew AND write your needs on the costume repair sheet.
19. Please do not complain about the color or style of the costume. Every effort has been made to make the actor look the best for the character being portrayed.
20. Items worn as costumes never leave the theatre during the dress rehearsal and performances, even if it is the own property of the actor. This is applicable throughout the entire one-act play season.
21. An actor should never appear in costume or make up before an audience or where he may be seen by persons other than members of the company except during a performance onstage or a director approved meet and greet after the performance.
22. Only members of the Costuming Committee or Directors are allowed to pull costumes.
23. Costumes are only to be used for NMS Panther Productions theatrical performances.

TECHNICAL REHEARSAL, DRESS REHEARSAL AND PERFORMANCE PROCEDURES

1. During the technical/dress rehearsal period, it will be necessary to have the complete cooperation of the entire production company. Please keep in mind that technical rehearsals, especially cue-to-cues, is the rehearsal process for the technicians to fine tune their performances.

2. The directors will conduct the progression of these rehearsals/performances. They may cut from scene to scene (cue-to-cue), depending upon the needs of the designers, directors and staff.
3. Remain attentive and do not engage in unnecessary conversation, technicians often have to hear calls being given to them on the fly from various places in the space and excess noise can create an unsafe situation during changes when things are being moved in the dark or being flown from overhead.
4. At no time, should you, the actors, question the authority of the stage manager and crew hands. Even if you disagree with a procedure, comply with the directions given to you. **If a crew member seems to be abusing this authority, let the directors know after rehearsal.**
5. Actors must help the technicians by remaining in character and following the prescribed “timing” during these rehearsals.
6. Never change the production of the show once it has been set in final dress rehearsal. It is the duty of every company member to maintain the directed concept throughout each and every performance. Nothing is to be changed or modified without prior approval of the directors.
7. Notes will continue to be given by the directors up through the final performance. Please do not resent or disrespect this process. It is one of the most vital learning tools of educational theatre.

DUE TO THE UNKNOWNNS OF COVID-19, YOUR DIRECTORS ARE EXPLORING MULTIPLE VIRTUAL OPTIONS FOR THE FALL SEMESTER, AND POSSIBLE VIRTUAL OPTIONS FOR THE SPRING SEMESTER. AS MORE INFORMATION IS KNOWN, IT WILL BE COMMUNICATED TO YOU.



SAMPLE SHOW CONTRACT –

NO NEED TO FILL THIS OUT. THIS IS ONLY AN EXAMPLE.

AS AN ACTOR OR TECHNICIAN, YOU WILL RECEIVE THIS AT THE TIME YOU AUDITION FOR ANY
PRODUCTION

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NMS PANTHER PRODUCTIONS SHOW/AUDITION CONTRACT

Name of Student _____

The NMS Theatre Department is very happy that you have chosen an interest in auditioning/crewing for one of our productions. Because this activity takes a great deal of time outside of regular school hours, it is necessary that you and your parents understand the rules concerning rehearsals and performances. This signed contract must be returned **before** your audition/crew placement.

The majority of rehearsals will be held from 4:00-5:00 in the evening. We will begin promptly and will end promptly at 5:00. As the play gets closer to production, the rehearsals will increase in length to as late as 9:00 p.m. We try to stay as close to the rehearsal schedule as possible.

Attached is a tentative schedule. A more detailed schedule will be provided upon casting.

PLEASE INITIAL NEXT TO EACH OF THE FOLLOWING AFTER READING:

_____ 1. I have read the attached proposed rehearsal schedule and agree to participate under the following conditions: the part received will determine which rehearsals I must attend. I am to attend **every** rehearsal marked for my part **unless** I have made **prior arrangements (listed as conflicts on audition application.)** I realize that if I miss a rehearsal without being excused, I **can** be removed from my part. Two unexcused absences **will** result in removal. **NO ABSENCES ARE APPROVED FOR TECHNICAL REHEARSALS. FOUR TOTAL ABSENCES (EXCUSED OR UNEXCUSED) WILL RESULT IN REMOVAL.**

- *An excused absence is an **emergency situation** such as illness where the cast member has informed Mrs. Sauls or Mrs. Stephens by email. jsauls@dentonisd.org; cstephens@dentonisd.org*
- This is a courtesy to those other cast members who will be at the rehearsal and may not have anything to do if a particular member is absent. If we know ahead of time, we can possibly avoid an unnecessary transportation problem for others.
- If we do not receive notification that the cast member will not attend the rehearsal **prior to** the rehearsal, it is an unexcused absence. Two unexcused absences will result in replacement. **Please do not allow this to happen!**
- Excessive tardiness is also cause for removal from part. Rehearsal begins when indicated on schedule and you are expected to be here ready to go.

_____ 2. As a parent, I will ensure that my child has transportation home after rehearsal. Students will be allowed to use the Theatre classroom phone to call for rides if necessary.

_____ 3. As a cast/crew member, I agree that academics are the priority and understand that all UIL guidelines will be followed. My education is of prime importance to my parents, my directors, and me. While I am a part of this production

team, I will not let my grades suffer. If my grades begin to slip, I will do something about it. If I do nothing, I realize I will be removed from the production team.

_____ 4. As a cast/crew member, I understand that if I am unable to control my behavior in a professional way during rehearsals, I will be removed from my role/position.

_____ 5. I agree not to alter my hair or appearance in any way without prior permission from Mrs. Sauls. Failure to follow this guideline could result in removal from my part.

_____ 6. I understand that if I am fired from a production, quit a production, or have absence or tardiness issues it may hinder my chances of being cast in future productions.

_____ 7. I promise to keep a good attitude and to be encouraging, positive and appreciative of fellow actors, crew, directors, volunteers, and parents.

_____ 8. I promise to use respectful speech and behavior to everyone at all times.

_____ 9. I agree to memorize my script and choreography by the specified date. I realize my failure to complete my job is a serious lack of commitment to everyone involved with the production.

_____ 10. I promise to leave our rehearsal space clean and safe at all times.

_____ 11. I promise to not schedule appointments during rehearsal time. I understand that parents are not to write notes or emails to get me out of rehearsal early. I will follow the protocol for scheduling conflicts.

_____ 12. I understand that if I am absent more than 4 times (excused absences included), I will be removed from the company.

_____ 13. I promise to wear appropriate apparel at all rehearsals that include clothing and closed-toe shoes to dance in and my hair will be worn out of my face. I understand that hats are not permitted at rehearsal.

_____ 14. I promise that my cell phone will not be in use during rehearsal time.

_____ 15. I will not play with any props, costumes, or set pieces.

_____ 16. I promise to not chew gum at rehearsal.

_____ 17. I will help with set (setting up our stage area) and strike (clearing away our stage area). I will not disappear or go to the bathroom during this time.

_____ 18. I realize by being part of this production I am sacrificing the hours necessary for rehearsal. I promise to reduce stress by employing time management and organizational skills.

_____ 19. I understand not fulfilling the above responsibilities will result in my being replaced as an actor or crewmember.

_____ 20. I understand that the directors may cut segments of the production.

_____ 21. If I am feeling pressure or stress, I know I can talk to the directors about my concerns. I promise to not take out my frustrations on my parents, friends, teachers, directors, and cast or crewmembers.

_____ 22. I realize my parents are being supportive of my creative efforts and have rearranged their schedules to accommodate mine. I will be understanding of my parents and will be respectful.

_____ 23. I understand that a \$50.00 production fee is due and is payable to NMS Theatre. I realize this fee is important to the production of and I will pay the fee when it is due.

NMS PANTHER PRODUCTIONS

REHEARSAL POLICY AND PROCEDURE

BEGINNING OF REHEARSAL

1. All students must dress in BLACKS and comfortable tennis shoes or jazz shoes for movement. Blacks consist of a black shirt that is in compliance with dress code, and comfortable black sweat pants, leggings, or other loose fitting black pants for movement.
2. ALWAYS have your THEATRE BINDER and a pencil ready for rehearsal. Take notes on the rehearsal blocking and pertinent information and everything your director says. Make sure you have plenty of notebook paper.
3. Leave ALL CELL PHONES in the designated area. NO PHONES ON OR BACKSTAGE, EVER.
4. Place your personal school books/belongings in the designated area.

DURING THE REHEARSAL

1. Once you leave the dressing room, circle up NO TALKING on stage at 4:00 SHARP / Warm up.
2. Director will give the REHEARSAL OVERVIEW/PLAN for that day. ALL students who are not on the stage will be sitting down in the audience area taking notes.
3. If we are running through the script, you should only mount the stage just before you “enter the scene.” (Bring on the past into the present when you enter any scene. Your presence should change the dynamics of that scene both upon entrance and exit.) Once completed with that scene sit back in the auditorium. OBSERVE. Learn twice over.
4. NO ONE should be standing back stage ever, until the show goes up 2 weeks prior to rehearsal.
5. When in the audience, STAY ENGAGED/NO talking. Take copious notes. Observe.
6. Main characters may ask you to take directorial notes for them. Only write what you hear. Do not add your interpretation.

TECH REHEARSAL

1. Tech students should take the first 2 weeks actively observing in the auditorium: watching and learning the show and getting the director’s perspective.
2. Tech organization should include: KNOWING THE SHOW – music ideas, set design, sound design, costume design, and props needed. Backstage orientation should 1st be on PAPER as a result of in depth discussion before off stage items are placed PHYSICALLY there.
3. If we are running through the script, you should be focused on your lighting, sound, prop or costume job with NO talking. Write your questions down to be addressed after rehearsal at company meeting.
4. TECH DOES NOT HANG OUT BACKSTAGE! You are the creators of the world. Take pride in doing your job well in an authentic manner.
5. NO ONE should be standing back stage ever, until the show goes up for the last 2 weeks of rehearsal.
6. When In the audience, STAY ENGAGED/NO talking. You must KNOW the show from all sides. Remember – Tech is the foundation of any show. Be sharp. Be prepared. Be Pliable.
7. After 2 weeks, tech may get into their places and begin running the lights, sound, special effects and even adding costumes, set and props now.

ENDING THE REHEARSAL

1. Upon conclusion of rehearsal:
 - Procure YOUR binder and TAKE NOTES your director gives you.

- This may be your Q and A opportunity.
- Circle up, as 4-5 share what they liked and learned about the rehearsal process that day.
- Point out 2-3 in the company and share what you observed during rehearsal and how it had a positive effect on the show.
- Company says together their final chant indigenous to the show.
- The company always says THANK YOU to the director(s) at the end of the rehearsal before leaving for the dressing room. Be grateful!
- Before exiting the rehearsal, be sure to get all your belongings and books from the designated area. Be organized.
- HANG UP all clothing. Once in the dressing room, HANG UP all costumes. (If anything is left out, there is a \$5.00 fee for each item.)
- Take your notebook home and go over your notes for a successful next rehearsal.
- DO NOT HANG OUT IN THE CLASSROOM OR STAGE AFTER REHEARSAL! Remember, we have a calendar for parents. The dismissal time should be adhered to by you to respect your parents' time when picking you up. Remember to thank them when you get into the car for the service/sacrifice they are giving for you. Leave in a timely fashion.

AND LASTLY, NO GUM, PLEASE IN THEATRE!!

Remember, YOU ARE IMPORTANT TO US. WELCOME TO THE FAMILY!

2020-2021 NMS THEATRE SYLLABUS

This is going to be a great year! I am so excited to have you in class!

My goals and expectations for you are **high**.

Here at Navo, we will help you to love and appreciate the fine arts more than you ever have.

Welcome to Navo Middle School Theatre Arts!

Philosophy: Theatre is concerned with the communication of human issues. Its purpose is to teach students to cope with the complexities of human relationships in modern society, communicate with others in a meaningful way and critically evaluate dramatic performances. Students should examine theatre as a part of daily life, as a way of enhancing knowledge and skills, and as a means of expression. All students will benefit from ongoing educational theatre experiences.

The Theatre Arts curriculum will involve each student in the production of a play. In addition to various other group, individual, and performance activities Theatre students will complete a comprehensive project planning the technical elements for a play they have chosen. This course provides practical production experience and includes a wide variety of exercises that promote growth in the following areas: listening skills, critical thinking abilities, research techniques, and performance and delivery skills.

Classroom Goals: As a group, our goals are to encourage creativity, praise effort, listen attentively, work diligently and strive for excellence. Our goals are designed to help each class member be aware that our response to a student's performance determines our success as a class.

Course Objectives:

- I. Know stage and theatre terminology, acting areas and actor positions
- II. Experience play production first hand
 - A. Prepare and audition for a part in a play
 - B. Explore rehearsal and role preparation techniques
 - C. Learn aspects of technical theatre and backstage work
 - D. Relaxation and preparation techniques
- III. Demonstrate individual and ensemble acting skills
 - A. Improvise in a variety of situations
 - B. Analyze and interpret scripts
 - C. Use basic blocking and stage pictures
- IV. Develop theatrical production concepts and skills
 - A. Understand the various steps and skills necessary in the production of a play
 - B. Identify equipment within the theatre
- V. Develop an appreciation of theatre
 - A. View, discuss, analyze and evaluate theatrical events
 - B. Identify historical features of theatre
 - C. Exhibit audience etiquette
 - D. Analyze and critique participation in theatrical experiences
 - E. Read and discuss a variety of dramas

Supplies:

All Students are required to have a Theatre Notebook (binder), journal, pencils and highlighters.

Advanced Theatre Girls are required to have black character shoes, jazz shoes, dance rehearsal clothes, black dress or slacks for Thespians and Auditioning.

Advanced Theatre Boys are required to have black dress/dance shoes, jazz shoes, black dress slacks, belts, and socks, black dress shirt, and white dress shirt.

Classroom Rules:

Be prompt: Bags are placed in specified area, Binder and pencil are out in your seat, and you are up and on your feet ready for warm ups when the bell rings.

Be prepared: Bring all materials textbook, notebook, highlighter, pencil, scripts, etc. every day. Personal items that may distract from class work should be left at home.

Be polite: Respect others and their property and raise your hand to speak. For everyone to do their best work in a theatre class, all must be respectful of others. Refrain from bring food and drink into the theatre classroom. NO GUM EVER.

Be productive: Remain on task at all times.

Be personable: Conduct yourself as a person with whom you would enjoy spending time.

In the event that disciplinary action is necessary the following procedure(s) will be followed:

1. Verbal or visual warning
2. Student/teacher conference and possible parent contact
3. Parent contact and/or parent conference
4. Disciplinary referral to assistant principal

Grading Policy: Grading for Theatre Arts is structured so that students who participate fully in classroom activities and complete all assignments should receive a grade of A or B. Students will earn grades for class activities, quizzes, tests, projects, class work and performances. **Students are responsible** for scheduling makeup of any and all work that is missed due to an absence, both excused and unexcused. Rehearsed performance, major projects and test grades will be summative grades.

Attitude: Theatre is a collaborative art and requires that individuals work together and support each other. Theatre students will be working in groups and in pairs for many assignments so getting along with everyone is vitally important! A positive attitude plays a critical role in how much each student learns and in his/her contribution to the success of the entire class.

WE ENVISION STUDENTS . . .

- working in small groups on various projects
- developing concepts about self, human relationships, and the environment, using elements of drama and conventions of theatre
- using the voice and body expressively and creating dramatizations
- using pantomime techniques
- acting out improvised and planned performances
- playing theatre-related games
- using correct theatre terminology
- applying design, directing, and technical theatre production concepts and skills
- relating theatre to history, society and culture
- displaying appropriate audience etiquette
- evaluating performances (both professional and amateur) in a group setting
- writing and producing theatrical projects

OUTCOMES FOR THEATRE

- AN APPRECIATION FOR THE ART OF THEATRE
- A WORKING KNOWLEDGE OF AUDIENCE ETIQUETTE
- EXPERIENCE IN VARIED PERFORMANCE TECHNIQUES
- A DEVELOPMENT OF HIGHER LEVEL THINKING SKILLS THROUGH EVALUATION OF CHARACTERS AND PERFORMANCES
- THE ABILITY TO SUCCESSFULLY MANAGE STAGE FRIGHT
- AN AWARENESS OF TECHNICAL THEATRE
- A WORKING PERCEPTION OF CAREERS RELATING TO THEATRE
- THE DEVELOPMENT OF THE CREATIVE INDIVIDUAL
- AESTHETIC GROWTH

COURSE EXPECTATION AGREEMENT

Please review the Theatre Handbook outline course and/or company participation expectations with your parents/guardians and return this form by Friday, September 11, 2020.

We/I have reviewed and understand the expectations and materials needed for participation in the Navo Middle School Theatre classes and productions and am/are prepared to support my son's/daughter's obligations for this class/company.

Date _____

Parent/Guardian Printed Name

Student Printed Name

Parent/Guardian Signature

Student Signature

Best Time to Call _____

Parent's Telephone Information

Home: _____

Father's Work: _____

Father's Cell: _____

Mother's Work: _____

Mother's Cell: _____

Parent's Email: _____