

# Being a Part of a Temple High Theatre Production

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## YOUR AUDITION

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Even when you are not participating in a formal audition, the things you do and say will affect your future in the Temple High Theatre Arts program. Being part of this family is an important responsibility. "Act well your part; there all honor lies."

## THINGS COST MONEY

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Just like many other extra-curricular activities, being in theatre costs money. There will be expenses such as shirts, meals and other things. But don't let this stop you from participating. If you have a problem, talk to Mrs. Tolleson in advance and work out a solution.

We don't charge students a participation fee or charge you for your costumes like many other schools. But don't flash around your new cell phone or expensive shoes and then say you can't pay for your theatre shirt!

## STAGE MANAGER

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The Stage Manager coordinates all aspects of the production, and during a performance is **in charge of the show**.

The Stage Manager takes attendance at all rehearsals and workdays. You are to follow his or her instructions.

## ATTENDANCE

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It is very important to be **on time** and **attend** rehearsals. If you must be absent for any reason, you must let the Stage Manager know **in ADVANCE**. If the Stage Manager has to phone you when you don't attend, it means you didn't do your part of communicating in advance.

If you arrive at a rehearsal after roll has already been called, it is **your responsibility** to find the Stage Manager and let him or her know why you are late.

Beginning the weekend before the show opens, you **MAY NOT MISS ANY REHEARSAL** without advance special permission from Mrs. Tolleson.

This is a team effort, much like a football team. If you don't come to practices and don't show up for a game, do you think the football coaches will let you participate? Other theatre team members depend on you being present and on time. Don't schedule other things or appointments during rehearsal or performance times without checking first with Mrs. Tolleson.

## REHEARSALS

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Rehearsals are typically after school. Schedules are posted/updated on the GroupMe text messaging app. The printed schedule given out on the first day may change, so you must watch or listen for announcements of schedule changes.

Depending on your job or your role, you may not have to attend every rehearsal. The detailed schedule will list what each rehearsal will involve, such as "Block Pages 20-40," "Dance Rehearsal," "Music Rehearsal," etc.

At first, rehearsals will probably last until 7:00 to 7:15 p.m. As the show opening gets closer, they will last longer. **Plan on spending a lot of time at the theatre the week before the show opens, and time manage your homework and other class assignments.**

Saturdays are usually Work Days for everyone. **ALL company members** are expected to attend work days and help with the production. If you have a music or dance rehearsal on Saturday, you are expected to help with other jobs when you are not singing or dancing.

You should place your copy of the script and/or music into a binder and **bring it to every rehearsal**. Also **bring a PENCIL**, because you will want to write down blocking (movement on stage) or other notes. You should use a pencil (not pen) for blocking notes because you may need to make a change.

Don't waste everyone else's time because you did not write down your blocking or other notes.

Many times after a rehearsal, directors will give "notes" that include mistakes or other things that need attention. You should write down notes that pertain to you, so that those things can be fixed and not be repeated.

There will be a date when you must be "off book". That means you must have your lines completely memorized by that date. Don't be the person that wastes everyone else's time by not being ready.

The final weekend before the show opens is called "**Tech Weekend**." This could be Saturday or Sunday or **both**. These days can sometimes last many hours. During this time, all the sound and light cues are checked, and all the other technical aspects of the show are final checked. **Plan on spending a lot of time at school on Tech Weekend. You MAY NOT miss Tech Weekend rehearsals!**

## ATTENDANCE CALL BOARD

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For many shows, there will be an attendance list posted for performances and the final rehearsals. As soon as you arrive, check your name off on this list so the Stage Manager can quickly determine that everyone is present.

## GROUP ME

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The Stage Manager will use your email address or cell phone number to add you to a GroupMe group text message service. This is an app that you can download for your phone. You can also communicate on computers and tablets. The Stage Manager will send you notices and updates about rehearsals and/or schedule changes.

If your message or reply is for one specific person (the Stage Manager, for example), send him or her a **Direct Message (DM)**.

**If the message doesn't relate to everyone then DO NOT send it to everyone.** To send a DM: From the main menu, select Contacts. Select the person you want to DM.

GroupMe may delete you if it thinks you are not responding. Every once in a while, click the little heart to the right of the message to indicate you saw the message.

## FOOD AND DRINKS

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In the auditorium, **NO food or drink is allowed** except water bottles **with caps** (containing water). You must keep the water bottle sealed except when drinking from it. This rule applies to all backstage areas and the seating area.

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**Website: [www.TheSpiansR.Us](http://www.TheSpiansR.Us)**

Mrs. Tolleson's email = [natasha.tolleson@tisd.org](mailto:natasha.tolleson@tisd.org)

## MEALS

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During the final days before the show opens, we will have some long rehearsals. Sometimes we ask parents to help prepare meals for the group.

When this happens, you will be asked to contribute money to help cover the costs of these meals. You may also be asked to bring a **case of bottled water** (minimum of 12 bottles) for the meals. Talk to Mrs. Tolleson if this is a problem for you.

## T-SHIRTS

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There will be specially-designed shirts created for the show. There will be a sign-up sheet or order form where you can list your shirt size(s) and place your order. Shirts can also be ordered for friends and family members. Ordering a shirt and not paying for it will cause your name to be placed on the school's "fine list." Talk to Mrs. Tolleson if paying for your shirt(s) is a problem for you.

## PARENT HELP

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For some shows, there will be a Parent Meeting before the show opens. There are many opportunities for parents to help with the production. Some of these include:

**(1) Meal assistance.** Normally, a couple of parents coordinate all the student meals during rehearsals and they will need volunteers to work one of the nights to help prepare and/or serve.

**(2) Production.** Many times parents help with costume sewing, set construction, acquiring props, publicity or other production areas. We have parents of former students that still come to help out.

**(3) Purchasing ads.** The musical has a printed program containing paid advertising. Parents, friends or relatives who manage or own businesses can help support the program by purchasing ads in the program. For musicals, the advertising information and sales sheets are on the website under "Documents" for downloading.

**(4) Ticket sales.** Many parents help by selling tickets at their work.

**(5) Student Center Marketplace.** Sometimes we set-up several tables in the student center at the performances where we sell a variety of items, including souvenirs, t-shirts, concessions, etc. Many parents help by being in-charge of one of the tables at one or more performances. For example: "Be in charge of the t-shirt table at two performances."

## MUSICAL PROGRAM ADVERTISING

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The publicity committee is in charge of selling ads in the printed program for musicals. Information about the ads is available on the website.

We don't allow "Congratulations Suzy" or "break a leg" vanity ads in our programs, however students can appear in a photo in the ad as long as actors are in their costume or tech students are in their show shirt.

This souvenir program will also contain headshot photos and biographies of all the students in the cast and production staff.

## TICKET SALES

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Advance sale general admission tickets will be issued to students. Students must **treat these tickets just like cash**, because they will be responsible for the value of the tickets if lost or stolen. At-the-door tickets will usually cost more.

Unsold tickets and/or money must be turned in before the

first performance of the show. **After that time, the student will owe the cash value for tickets** he/she checked out.

Tickets may also be purchased online through the ticket service on the **www.ThespiansR.Us** website.

For musicals, there will be a section of **reserved seats** at the front center part of the seating area. Reserved seat tickets are only available through online sales.

## COSTUMES

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We don't charge actors for their costumes, but students must furnish their own undergarments and, when needed, tights.

## DURING PERFORMANCES

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**NO ONE** is permitted backstage but cast and production staff. No family. No friends. No exceptions.

Cell phones are not permitted backstage.

Actors may not eat or drink while in costume.

Actors may not go out into the student center wearing costumes or make-up. After a performance, you must change clothes before greeting the public.

Many members of the cast and production staff receive gifts (flowers, candy, cards, etc.) at performances. A table is provided in the student center for these items.

## GRADES

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When you audition, you must list all your classes on your audition form. You must be **PASSING ALL COURSES** to participate (either onstage or backstage) in the performances. If you're having trouble with one or more classes, it is your responsibility to find a tutor or get help raising those grades.

Being in a show will take a lot of time, but it will be a very rewarding experience. Don't put off class assignments that will be due when the show is in final rehearsals. Plan ahead for your classwork and homework.

## STRIKE

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After the final performance, **EVERYONE** (and that means everyone) helps with the "strike" of the show and **stays for the entire time**. If you can't stay for the entire strike, you must talk to Mrs. Tolleson **in advance**.

Many times, parents also come to help with the strike. The "strike" involves tearing down the set and putting everything in its proper place.

## CAST PARTY

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Many times following the strike, we hold a Cast Party. Everyone is invited to attend. We've had cast parties in homes, in church buildings or at commercial businesses. Some of the parents usually coordinate the cast party. More details will be given in the days before the party.

Temple High School Thespians  
**www.ThespiansR.Us**