

North Springs High School

Advanced Drama Company Handbook



Spartan Advanced Company Guidelines

Mission Statement:

Our mission is to foster growth in a student-driven department by providing opportunities in acting, directing, design, and technical theatre.

- We aim to produce professional theatre in a high school setting. We will perform above and beyond all expectations.
- We are an ensemble. We should always be in this for one another and for our company, never for ourselves.
- We will do theatre that challenges our creative perspective and inspires and enlightens our audiences.

General Procedures:

1. All theatre participants must follow all directives and meet all deadlines of the director, stage manager, and those assigned leadership roles.
2. ***Behavior and image are two important factors for theatre students because people in theatre are continuously on display. Student should not take part in any action or continuously engage in any activity that could be perceived as diminishing the integrity of the Advanced Company, North Springs Theatre Department or North Springs High School including representing themselves or NSHS in an unfavorable, questionable or illegal manner.*** Doing so will result in disciplinary actions determined by directors and/or appropriate school officials, including probation or dismissal from assigned roles/jobs in the department.
3. Work to create a positive, fun environment while displaying strong work ethic.
4. All students should check Band daily for crew, casting, or general departmental announcements. Negligence in checking Band is no excuse for missing an assignment or rehearsal. An effort will be made to post all announcements through the website and other department social media.
5. Equipment from the theatre should only be used with permission from the director including props, costumes, and tools. All borrowed items must be returned to the proper place after use.
6. Theatre students are expected to work collaboratively with each other. Phrases like “That’s not my job.” should never be used.

Theatre Rules:

- Food or drink may not be brought into the auditorium, black box, or other theatre spaces unless otherwise specified by a director. That includes dressing rooms.
 - Snacks may be consumed during rehearsals as long as they do not cause distraction or leave a mess.
 - Any drinks must be in a resealable bottle. We encourage investment in refillable personal water bottles.
 - Check with fellow ensemble members to make sure you are only bringing allergy friendly snacks.
- The scene shop, tech booth, props closet, mirror room, dressing rooms, and costume rooms ARE NOT playgrounds or hang out spots. No student should be in these areas without specific permission from a director.
- Please do not touch anything used in the course of a production that doesn't belong to your character or connects directly to your assigned job.

Dressing Room/Tech Booth Rules:

1. Food or drink with the exception of water bottles with sealed caps is prohibited in these areas. Plan ahead and make sure you have time to eat before rehearsals and performances.
2. Only specified cast or crew members are permitted in these areas. No visitors are allowed in the dressing room, the booth, or other backstage production areas.
3. Costumes WILL BE treated with care. Actors must hang up all costume pieces exactly as they found them after every use. Items worn as costumes should never leave the theatre during the dress rehearsal and performance period, except when taken for cleaning/repairs as approved by the director.
4. The performer should never take a part of their costume home, even if it is their property, until the final performance is complete.
5. Bathroom in dressing rooms should be kept sanitary and hygienic. Any maintenance or sanitation issues should be brought to the director's attention as soon as possible.
6. Dressing rooms are to be clean after all rehearsals and performances.

Audition Procedures:

1. Once a student has been cast in a role, they may not turn that part down. If this is done, the student will be ineligible for casting in the next NSHS production. If the student is a senior, and they drop out after being cast, their honor status may be affected.
2. Students who have a failing grade on any theatre course are ineligible for casting. Students should be an overall average of 80% for every progress report.
3. All schedule conflicts should be reported on the audition form, too many conflicts may affect casting. You must be specific about what and when a conflict occurs. Generalized conflicts without specific dates and times may affect casting.

4. Once casting is posted, it is considered inappropriate and unprofessional to inform other of their parts. It is also unprofessional to gossip about casting, question casting decisions, or make negative comments about another person's casting.
5. If you do not get cast in a role that you desire, learn to accept the less with grace. Ask the director for constructive feedback and spend your energies improving for your next audition instead of gossiping or putting other down.

Rehearsal and Performance Attendance:

1. Students must be eligible to perform in a production. If an individual is deemed ineligible, they will be replaced, and returning to the production will be determined by eligibility rules and Director approval.
2. Students must report ALL conflicts as much *in advance* as possible and must include them on their audition sheet if at all possible. Any missed rehearsals without prior approval from the show's Director (at least a week in advance) will be considered unexcused. ***More than 3 unexcused absences will result in REMOVAL from the show.*** Understudies will be assigned to each production, and will receive the role after your third unexcused absence.
3. Students should sign in at the beginning of each rehearsal per the Stage Manager's procedure. If you are not signed in, we will consider you absent/late. ***Three tardies will be considered one unexcused absence.***
4. Students should always arrive at least 10 minutes before the rehearsal is scheduled to begin in order to set props, dress in rehearsal attire, and warm-up, so that the rehearsal can begin on time.
5. *Students may not leave rehearsal or performances early without the Director's permission.*
6. Students are expected to communicate any attendance issues to the Stage Managers **once approved by the Director.**
7. Actors must be present at all rehearsals for which they are called.
8. Attendance at all mandatory rehearsals is required. Only extremely serious matters that are approved by the Director are sufficient excuses to miss mandatory rehearsals, such as technical and dress rehearsals. If such an emergency arises, notification should be given to the Director for approval as soon as the student is aware that they cannot meet this commitment.
9. **If you are going to be more than 10 minutes late to a rehearsal or a performance call, you must notify the Stage Management in advance. This will not excuse the tardy. It is a procedure required as a courtesy and for your personal welfare.**
10. Excessive absences may affect the individual's ability to earn Thespian credit for the show.

Actor Rehearsal and Performance Procedures:

1. Focus **MUST** be maintained backstage during rehearsals and performances at all times unless otherwise noted by the director.
2. Actors must follow all instructions by the Directors and Stage Managers, and cooperate with other actors, technicians, and participants in the production.
3. If a director is not actively working with you, that does not mean you are simply free to do as you wish. If you can, think through scenes, come up with new choices, or work with the other actors in your scene to improve it. Work to make the rehearsal process more efficient, never work against it by being disruptive or distracting.
4. Actors should dress appropriately and modestly for rehearsal. Clothing and shoes should not impede movement. Appropriate shoes must be worn to every rehearsal. Rehearsal clothing may be neatly stored in the room or dressing rooms – speak with a director about this first. Actors may be asked to leave rehearsal if not dressed appropriately, thus resulting in an unexcused absence.
5. Actors are responsible for scripts (and scores if applicable) at all times and must have these and pencils with them at every rehearsal. Failure to return a script or score, when necessary, may result in fines.
6. All company members must maintain a professional attitude at all times. Disrupting rehearsal will not be tolerated and will result in removal from rehearsal, thus resulting in an unexcused absence. Excessive and ongoing talking is inconsiderate and will be dealt with at the Director's discretion.
7. *Props are to be used only in the given action of a play. Actors pick up all props from the assigned prop areas and return them as directed. No props are to be played with or removed from the stage area. No actor should touch a prop that does not belong to them.*
8. Set pieces should not be moved, played with, touched, or sat upon except in the given action of the play.
9. The actor must cooperate with the Director in the overall “look” of the character. Hairstyles will be dictated by the character, period of the play, and design concept.
10. Personal issues should be dealt with outside of the performing and rehearsing times.
11. Actors should be in designated areas at all times at all rehearsals and performances.
12. Notes are only given and should be received from a Director, Stage Manager, or other Director approved personnel. Furthermore, when a director is giving a note, this is the chance to absorb the information, mull it over, and if still confused the next day, get back to us. In the interest of time, for notes, just write it down and move on.
13. ***Cell phones are not permitted during rehearsals or performances*** and are not allowed on stage or backstage (unless approved by the director). Stage Managers may take them up at the start of rehearsal for safe storage depending on the show.
14. Any student who is not directly connected to the production through the audition, casting, and technical assignment process is not allowed in the rehearsal space or backstage.

Technical Personnel: Crew and Performance Procedures:

1. The technical crew is responsible for the same rehearsal and performance procedures and expectations as the actors for all rehearsals and crew for which they are called.
2. Crew members must follow all orders by the Directors and Stage Managers and cooperate with the actors, other technicians, and participants in the production.
3. Stage Managers and Crew Heads should be treated with the same respect as a director.
4. All schedule conflicts, including specific dates and times, should be reported to the Director and Stage Manager.
5. Technical members are required to attend all appropriate crew calls.
6. Backstage behavior **MUST** be professional and focused at all times.
7. The traveler lines are the curtains that open and close left and right across the stage by pulling of a rope. These curtains should only be operated after the curtain is clear of obstructions. They should be pulled at an even and consistent speed with a hand over hand method, and should not be jerked.
8. In order to receive Thespian points, you must be involved with the production from beginning to end **OR** have the Technical Director sign off on approved hours.
9. All furniture and scenery must be carried or rolled on the painted stage floor; no dragging or sliding. All furniture must be put in the proper place at the end of rehearsal or performance.
10. Only technical personnel approved by a director are permitted in the control booth or the scene shop. Only trained and approved personnel are permitted to operate the light and sound boards.
11. Only technical personnel approved by a director may be on headset. The conversation must be **professional** and **limited** to things directly pertaining to the technical aspects of the performance.
12. All microphones and headsets must be properly put up in the designated area at the end of each rehearsal and performance, and only handled by designated sound technicians.
13. No crew members are permitted in the dressing rooms during the dress rehearsal and performance process, unless specifically instructed by the Director or Crew Head
14. Student technicians are responsible for the proper use of all equipment.
15. Horseplay or improper use of tools is not permitted and only trained and approved personnel are permitted to use power tools.
16. Any tool/utensil used must be properly cleaned and put back in its proper place.
17. Crew will not be dismissed until all tools and equipment have been accounted for and returned to their proper place, and the work area is clean with Technical Director approval.

Expectations for Understudies/Alternates:

1. Understudies/alternates are expected to be prepared to perform their roles at an equivalent level to those whom they are assigned to understudy.
2. In the event of a re-casting situation, an understudy would be considered for but not guaranteed a role; however, that role will be defined by the Director.
3. All understudies/alternates are called for every rehearsal/performance for which that part is called.
4. Understudies/alternates should be very familiar with the production and be ready and willing to step in at any time.
5. Every person in the production needs to be aware of the script and be able to mark another part.
6. The understudy's focus should be onstage at all times, especially when their character is performing.

Performance Etiquette:

1. Leaving school campus during a performance is not permitted.
2. The lobby in front of the auditorium serves as the place where congratulations, hugs, gifts, and flowers can be exchanged after the performance. This is the most appropriate place for the cast and crew members to greet audience members. This allows the tech crew to clean up, close down, and lock up their areas.
3. Cast members will change out of costume before greeting friends and family in the lobby.

General Rules

1. Eating and/or drinking in costume is ***strictly*** forbidden, except for water.
2. All production participants should be prepared to perform assigned role/duties at rehearsals, crews, and performances.
3. Trash left around the Theatre area will not be tolerated. Please clean up after yourself.
4. Costumes, clothing articles, accessories, make-up and props are not to be used unless designated/assigned to you by a director or designer. Students are required to wear assigned costumes.
5. After a scene is blocked, actors have ***one*** rehearsal when they may use their script onstage. During the two subsequent rehearsals, actors are permitted to call for a line when needed. Lines must be memorized as written at the following rehearsals or the actor is subject to disciplinary actions.
6. With the exception of cast, crew, Directors, and Director approved parents fulfilling their duties, absolutely no one should be backstage (dressing rooms, scene shop, etc.) during Dress Rehearsals and Performances.
7. Any outstanding debts (fees, fines, scripts, strike hours) will render students unable to participate in any subsequent performances.
8. Inappropriate public displays of affection are not allowed and will not be tolerated at rehearsals, back stage, or at any North Springs sponsored events.

Field Trips

In addition to those policies set forth by FCS and NSHS, theatre members will adhere to the following policies:

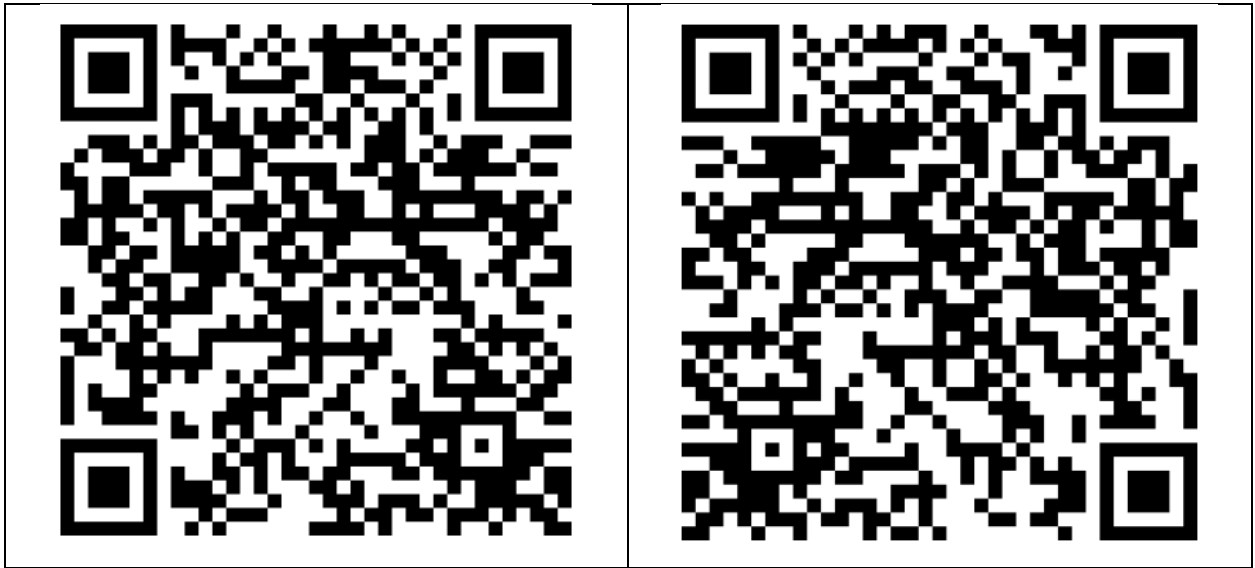
- Everyone travels with the group and returns with the group. Special permission to travel in some other manner may be granted in special situations if a parent gives the director a request for another arrangement at least 48 hours prior to the trip in written form.
- The NSHS Theatre Department assumes no responsibility for personal items lost or damaged on theatre trips.
- Follow the instructions of the theatre directors and chaperones at all times.
- For the safety and security of all our students, the director and chaperones reserve the right to check all luggage at any point on a theatre trip.
- **Drug, alcohol and tobacco policy:** The use of these items will not be tolerated during any theatre activity at NSHS or away from school. School and local authorities will deal with any student found with these items with the same penalties as if the offense occurred during the school day. In addition, the students will be sent home immediately at the parent's expense.
- Students are expected to conduct themselves in a manner that reflects positively on North Springs High School and the Theatre Department. Students must follow all Theatre and school rules as well as requests from the Director or chaperones while on the trip.
- Students must dress appropriately for the location of the trip as designated in advance by the Director. *This includes following all school dress code policies.*
- When on overnight trips, students must adhere to the nightly curfew, as assigned by the Directors.
- Room assignments will be made by the directors. Student should adhere to all room assignments and maintain responsible, school-appropriate behavior at all times.
- Mr. King, the director, may add to these rules as she sees fit to protect the members of the Department, as well as the reputation of the Department.

Trip Pick Up

Parents must be prompt when picking up their children from theatre trips. Students are encouraged to bring cell phones on theatre trips to call parents regarding our arrival time on our way home. Please know that their cellphones usage may be restricted outside of travel time and breaks during trips.

I/we have read, understood, and agree to follow the rules, procedures, and expectations put forth in the 2024-2025 Advanced Drama Company Handbook. Should any of my actions be found to in violation of the rules, procedures, or expectations expressed herein, I will speak with Mr. King about the infraction and accept the consequences with grace.

Student Sign Off / Registration	Parent/Guardian Sign Off
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