

West Sound Academy Theatre Company Policies & Guidelines for After-School Theatre Productions 2023-24

*This information is provided to prevent misunderstandings and guidance throughout the process.
Please read through it carefully, thank you.*

Casting: Auditions at West Sound Academy are competitive. We cast students that do their best on the day of the auditions. Not every show has roles that fit every student. Sometimes, our best performer has gone from being considered for the lead to not making the cast at all. This is hard to explain and even harder to deal with when it happens to you or your child. Putting together the cast/crew of production is a complex puzzle. You have to fit the pieces together in a way that will help all of the kids shine in each particular production. Sometimes you get the lead, sometimes you are in the ensemble, and sometimes you are on the crew. Our philosophy is if you are willing to put in the time and energy, we will find the right spot for committed students to be involved in our productions.

Casting choices made by the director can be difficult to understand for students and parents. It is the worst part of a theatre teacher's job. Casting students is exciting, but cutting kids is painful for everyone. Unfortunately, dealing with rejection is part of the theatre. If you want to be involved in the West Sound Academy Theatre Company, you need to be excited to audition for any role, and willing to be a part of the crew.

Learning how to endure rejection, continuing to work, and coming back to audition are the ways to succeed not only in theatre but oftentimes in other career paths as well. Resiliency is the key.

REHEARSALS: Normally, rehearsals will be from 3:00 - 5:15 PM, Monday, Tuesday, Wednesday, Thursday, and eventually Fridays. This may be altered if we need to adjust due to student schedules (i.e., Drivers Ed class or other regularly scheduled appointments.) **ADDITIONALLY**, rehearsals will last longer as we get closer to opening night.

As we get closer to the performance dates, we will rehearse five days a week.

CONFLICTS: On the back of the signature sheet - Please list any dates your son or daughter cannot attend rehearsal between now and closing night. Exceptions for missing rehearsal are rare.

If your son or daughter has additional conflicts at a later time, they may be replaced in the cast/crew. There can be no conflicts the two weeks prior to the performance dates or especially March 15th & 16th or during show week *unless arrangements are made at the time of auditions/casting.*

If a student misses a rehearsal, without informing Ms. Nordleaf by 12 PM noon, they will risk losing their role in the show. Only conflicts listed at this time will be excused.

Tech Rehearsal Saturday is the week before the show for the stage manager, assistant director, and light and sound technicians. The actual time will be determined the week before this rehearsal. The student commitment to rehearsal in terms of time is no different from a student commitment to an afterschool sports team.

TECHNICAL/SET CREW WORKDAYS: All members of the cast and crew are expected to help create the world of the play on *Saturday Tech Workdays*. **Parents are expected to join in the process.** For this specific production, we will be building a *unit set that will provide a basic aesthetic for the production*. The process should go fairly smoothly if we have student and parent involvement.

TECH DAY & MOVE-IN: At this time, we are scheduled to perform this production in the WSA Commons. On the Saturday before opening, we will move into the space and finish painting and all technical elements. This is usually a full day of work. **All students are expected to attend this work party.**

SHOW WEEK: We will be rehearsing for the last week of the process into the early evenings. Students should be done by 6:30 PM. For the run of the show, Friday & Saturday, the call time for the cast & crew will be 5 pm. The cast and crew are free to leave after curtain as soon as they have finished their post-show responsibilities (i.e. cleaning the dressing room(s), putting away their costume correctly on a hanger, or resetting the stage for the next night.)

CLOSING NIGHT AND STRIKE OF THE SET: All cast and crew are expected to stay to help with the strike. The strike is the term for tearing down the set and cleaning up after a show. Students will never be asked to stay past midnight, but Strike can sometimes last that long. If a student does not stay for the strike, he or she will not be eligible to audition for the next show. **For *Silent, But Deadly*, we will be striking the set and storing costumes and props on Monday, March 25th, after school until 5:30 PM – 6 PM at the latest.**

Tickets: Tickets to our productions this year are ***free to the community to encourage participation*** and connections. Donations will be accepted at the door. We appreciate your support of the West Sound Academy Theatre Company.

Photographs: The theatre department will do our best to bring in a photographer to take pictures of the play during the dress rehearsal process. We will make these photos available to parents for the week following the production. Parents are welcome to attend the final dress rehearsal of the show and take photographs. Any form of photography is **not allowed during the performance, as it can be disorienting and sometimes dangerous to the students onstage. It is also disruptive to others in the audience.**

Video Recordings: **Due to copyright restrictions, the video recording of plays and musicals is PROHIBITED. Please help us protect our relationship with the publishing and royalty companies for our shows by not videotaping our show.**

Illness: If your son or daughter is absent from school due to illness, please email Gretchen Nordleaf Nelson at gnordleaf@westsoundacademy.org by 12 PM. If a student misses more than half of the day, they will not be able to attend rehearsal or performance that evening. If your son or daughter is ill (fever, sneezing, coughing, vomiting, or a broken limb) and says they need to go to rehearsal please keep them home. We need everyone healthy, and we want to limit the spread of germs through the cast and crew.

Participation Fee: \$75.00. This fee covers a script, costume, student stage make-up supplies, and a show t-shirt. Your student's account will be charged this activity fee via the WSA Business Office.

Costume: Parents are asked to provide personal necessities for their child's costume to supplement what the Drama Club provides. This includes socks or nylons, and character shoes for women. Additional information about costumes will be sent home later.

Students do not need to purchase costume pieces unless agreed upon with the Director. *Before purchasing anything for the production parents should email the Director and confirm that the purchase needs to take place.*

The rule of thumb is - PLEASE do not purchase first and ask for forgiveness later because you may waste money unnecessarily.

CLOSING NIGHT CAST PARTY/GATHERING: There will be a planned and organized Closing Night Party. Parents will be involved so there are no surprises, and the cast and crew will be involved so that everyone is included.

Parents - If you are interested in helping with this event, please contact Ms. Nordleaf as soon as possible.

West Sound Academy Theatre Company Parent/Guardian Permission Participation Form

PLEASE KEEP THESE FIRST TWO PAGES SO YOU CAN REFER TO THEM WHEN NECESSARY.

RETURN THIS PAGE ONLY ON THE DAY OF YOUR AUDITION/INTERVIEW.

Students only need to return the signature page of this document and the Audition or Tech Crew form. RETURN ONLY THIS SIGNATURE PAGE - Students must have parental permission before they can audition or be considered for a crew position.

Student's Name: _____

Silent, But Deadly

March 22nd & 23rd, 2024

"I agree to all of the policies stated above. I understand that if I have an unexcused rehearsal absence, I may be removed from the show. I understand the expectations presented on the rehearsal schedule and the production guidelines and production policies."

Student Signature: _____

"I give my child permission to audition and/or interview for the crew. I understand that if my child has a conflict not listed on this form, they may be replaced in the cast/crew. I agree to the West Sound Academy Theatre Company Production Policies."

Parent/Guardian Name: _____

Parent/Guardian Signature(s): _____

Parent/Guardian Email Address: _____

Parent/Guardian Phone Number(s): _____

- Yes! I can help build set pieces if needed.**
- Yes! I can help with sewing or props!**
- I am unavailable to help with the production at this time but if my circumstances change, I will let you know immediately.**