Roosevelt School of the Arts

The Roosevelt Theatre Company

The Roosevelt Theatre Company is committed to providing a variety of performance arts opportunities for all students. We believe there is a place for everyone in the Arts.

The Roosevelt Theatre Company Mission Statement

The Roosevelt Theatre Company is, first and foremost, a LEARNING LAB.  We believe STUDENTS can and will lead Production and Design. RTC is about taking risks, making fearless choices, and training life-long artists. RTC is about experiencing how the professional theatre industry operates in each of its sectors. RTC values leadership, accountability, teamwork, responsibility, and creativity in a safe and supportive environment.

You are considered a Roosevelt Theatre Company Member when:

* Enrolled in a Company class
* Join a Company production

General Information

1. **Contact**
* Advisor Contact Information
	+ FUSD email: rachel.hibler@fresnounified.org
	+ Cell phone: 661-319-0800
	+ Class/Company website: www.rachelhibler.com
		- All contact information can be found under Contact on the website.
* Contact Requirement
	+ All Company members are required to contact the Advisor if they miss class/rehearsal. They can call, text, or email. The preference is 24 hours’ notice, but as soon as the Company member knows they will miss they must let the advisor know.
	+ Make-up work **cannot** be guaranteed if the Company member does not contact the Advisor about their absence. And the Company reserves the right to remove a Company member from a show, project, or the entire Company for failure to adhere to the contact policy.
* Remind
	+ The Company uses the app Remind for all shows. Company members are required to join Remind when working on any show.
	+ Entrance codes will be provided at the first rehearsal.
* Microsoft Teams
	+ The Company uses Microsoft Teams for shows. Company members are required to check Microsoft Teams when working on any show.
1. **Websites**
* Class/Company website: www.rachelhibler.com
	+ The Class/Company website will be used for all class work.
	+ Students are expected to check the class website every day
	+ All tabs on the calendar can be clicked at any time to provide information for that week’s plan.
	+ The Class/Company website will be used for all Company business and promotions for shows.
	+ The Handbook can be found in digital format here.
1. **Class Syllabus**

The Company theatre training program consists of 4 disciplines: acting, directing, stage management and show designs. A student can choose to focus their training on one discipline. There are four levels of acting training as an actor progresses through the program. A copy of this document will be provided to you the first week of school.

Theatre Classes

1. **Syllabus and Handbook Agreement**

Every Company member must fill out the Syllabus and Handbook Agreement and return it. This is a requirement to participate in the program. A copy of this document will be provided to you the first week of school.

I have read the Syllabus and Handbook and agree to all expectations.

**Student** print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student** signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student** phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there any information you would like to share with me regarding you, or your family? For example: health needs, transportation concerns, extra materials needed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Class Policies**

A copy of this document will be provided to you the first week of school.

**Classroom Rules**

1. Do not speak when I am speaking
2. Be prepared every day, including your device and power supply
3. Participate in a positive working environment
4. Be in your seat, ready to work when the bell rings
5. No gum, food, or drinks. Water OK
6. No leaving without a pass
7. No disparaging comments
8. Please wait to be dismissed
9. Backpacks must be placed in cubbies, DO NOT block the cabinets

**Consequences**

1. One warning and the opportunity to correct the mistake
2. Break detention in my room
3. Lunch detention in my room
4. Roosevelt discipline procedures begin

*NOTE: If a substitute leaves your name for* ***any*** *negative reason that constitutes an automatic office referral.*

**Behavior Expectations**

1. Do not disrupt class by drawing unnecessary attention to yourself
2. Treat everyone with respect and work cooperatively
3. Give your best effort
4. Respect the property of others, if it is not yours, do not touch it.
5. Express your opinions respectfully
6. Willingly try every activity positively
7. Be prepared to perform every day

**Class Daily Procedure**

1. Enter room Little Theater quietly, place items in the cubbies
2. Read the board for required items for the day, get all your items
3. Be rehearsal ready
	1. Layers off
	2. Hair up
4. If appropriate, get a chair, sit, ready to work
5. Lesson/Rehearsal
6. Final notes, dismissal

**Bathroom Procedure**

1. Take the Roosevelt pass with you.
2. Make sure the teacher sees you leave and get an acknowledgement.
3. Go to the bathroom quickly.
4. Return quietly and continue your work
* It is **your** responsibility to catch up on work or instruction missed
* Do not disrupt class as you leave or return
* RSA Company members are welcome to use our Company bathroom

**Extra Credit Policy**

Extra Credit assignments will **only** be accepted if a student has completed all regular credit assignments, including redo opportunities of those assignments.

A student can earn extra credit points toward their regular quarter grade by:

* Watch **any** on-stage performance not at RSA: 10 points
	+ Must present a program from the performance.
	+ Can include plays, music shows, improv, any on-stage performance
	+ Can be professional or amateur levels
	+ This includes music, dance, comedy, etc.
* Volunteer to perform first on any performance day: 5 points
* Volunteer to perform on performance day: 5 points
* I reserve the right to assign points for extra participation

**RSA Show Requirement**

RSA Company members are expected to work on **AT LEAST** three projects a year including one Main Stage and One Act. “Work on” is defined as performing on stage or working on a crew. Students have the choice for what they do for their two shows.

**FUSD Theatre Festival Requirement**

All RSA Theatre students are expected to participate in the FUSD Theatre Festival. This is the only required in class event.

**Notes Policy**

Notes are the theatrical term for feedback.

All Directors and Captains are expected to give constructive notes to improve performances. Only the Advisor, designated Company members, and professional guests will give notes. Notes will only apply to performance and improvement. No personal attacks will be permitted.

Company members are expected to take the notes and apply their corrections immediately without argument.

Directors reserve the right to choose which notes to apply to their shows. Directors are **expected** to listen attentively and politely to all notes from advisors, professional guests, etc.

**Specific Class Procedure/Policies**

1. *No pen/pencil-* you may borrow a pen/pencil from the production table, but you are expected to return it.
2. *Late work*- you may turn in late work until the last day of the quarter, all late work will be deducted 10% from its final grade. All late work is due by 4 PM on the last day of the quarter. A zero marked “missing” will be put into ATLAS on or after the due date of all assignments. This is designed as a reminder for students to get the assignment turned in. The zero will remain in ATLAS until the assignment has been received.
3. *Absent work*- you are guaranteed the same number of days you were absent to turn in any work without penalty. However, if you do not turn in your work in the specified time, it becomes late and will be subject to the Late Work policy.
4. *Regrades*: All missed points will be provided to students in the form of feedback on all graded assignments. Students have the option of fixing all mistakes and turning in the work again for a regrade. This does **NOT** apply to quizzes or performances. This only applies to work in the same quarter it was graded/assigned.
5. *Written assignments*-You are expected to write in ink on all graded assignments. Acceptable ink colors are blue and black. Any assignment not written in the specified colors or pencil will receive a 2% deduction of its final grade. You also have the option of typing any assignment. Acceptable typed assignments: Times New Roman font, 12 point, double spaced. Any typed assignment not meeting these standards will receive a 10-point deduction of its final grade. Students should download and use the “Written Response Format” document for style and format of all written responses.
6. *Turning in assignments*- Your assignment will be considered “turned in” when you place it in the black filer near the classroom door or email it to **rachel.hibler@therhsriders.com** All assignments turned into the filer are due by 3 PM on the due date. You also have the option of sharing assignments with me via Google docs or emailing work. All shared assignments are due by 11:59 PM on the day it is due.

**Emails not shared with correct email and/or labeled correctly will be deleted.**

**Written Response Directions**

*Directions: All written responses must meet every Style, Format, Content and grammar/spelling requirements*

Style: (10 points)

* Responses can be typed or handwritten
	+ If typed:
		- Times New Roman
		- 12-point font
		- double spaced
	+ If handwritten:
		- blue or black ink
		- one side of the paper
		- legible

Page Format: (10 points)

* Responses must have a title
	+ Title in the **CENTER** of the page under student information
* Page numbers
* Indent first word of each paragraph
* Response format:
	+ All student information at the **TOP RIGHT** of the page
		- Your name (first and last)
		- Class period number
		- Date turned in

Content: (10 points)

* Responses must include a thesis and supporting evidence
* Defend all arguments or choices with the word “because”
* Cite your evidence by using page number, title and author
* Paragraphs are 7 sentences
* If discussing a designer or actor, use their name

Spelling/Grammar: (10 points)

* All punctuation is correct
* All words are spelled correctly
* Capitalization is correct
* All titles are cited correctly
	+ Plays: Underlined Wicked
	+ Articles: Quotes “Lin Manuel Miranda is On the Stage”

Page Format Example:

Page Number

1

First and last name
Theatre Period 1
9/9/2020

Text indented with correct spelling/grammar, font and size.

Student information

Title

Lin-Manuel Miranda on the Stage Response

Lin-Manuel Miranda started his career in Theatre in 6th grade. Text continues….

1. **Rehearsal Procedures/Expectations**

Theatre

*In theatre all casts must rehearse to be prepared for excellent performances.*

Rehearsal Responsibilities:

* Keep cast on task the entire time
* Begin and end on time
* Have a clear expectation of each cast member for the rehearsal
	+ What should the cast member have prepared at home?
	+ What should the cast member have with them?
	+ What homework does the cast member have to be ready for the next rehearsal?
* Give clear, honest feedback
* Praise only when earned
* Use your theatre knowledge to offer help and support for corrections
* Teach cast how to make corrections quickly
* Decide where to rehearse, communicate that information to the Advisor and then your cast
* Do what is asked the first time
* Stay on task
* Take corrections and apply them quickly
* Do not direct from stage
* Stay with your cast
1. **Course Descriptions**

Theatre Program

* Theatre 1- Stanislavsky
	+ For all First-Year RSA students- Freshmen
	+ Must complete this class before advancing in the program
	+ Learn basics of on-stage performance
	+ Stanislavsky technique
	+ Must participate in 3 RTC projects
		- One must be a One Act
* Basics- Uta Hagen
	+ For all Second-Year RSA students- Sophomores
	+ Must pass Theatre 1 with a C or better
	+ Learn advanced characterization techniques
	+ Advisor reserves the right to admit sophomores into this class without Theatre 1 credit. On stage Company work preferred
	+ Uta Hagen technique
	+ Must participate in 3 RTC projects
		- One must be a One Act
* Styles- Meisner/Adler
	+ For all Third-Year RSA students- Juniors
	+ Must pass Basics with a C or better
	+ Learn advanced stage work/characterization
	+ Advisor reserves the right to admit juniors into this class without Theatre 1/Basics credit. On stage Company work preferred
	+ Meisner/Adler techniques
	+ Must participate in 3 RTC projects
		- One must be a One Act
* Showcase Directing
	+ For all Fourth-Year RSA students- Seniors
	+ Must pass Styles with C or better
	+ Must maintain good standing in RSA program
	+ Proper behavior and leadership required
	+ Learn how to produce and direct shows
	+ Must participate in 3 RTC projects
		- One must be a One Act
	+ Must perform a leadership role in a One Act
		- Director
		- Stage Manager
		- Designer
	+ The Company reserves the right to remove any student from the Director’s program if they are not meeting expectations. If removed, the student will join the Advanced Acting program.

Company Information

1. **Safe/Positive Environment**

Our Company is committed to providing a safe, positive, educational, and accepting experience to all students. Discrimination and harassment of any kind will not be tolerated and is grounds for removal from the Company. Our Company holds every member to a standard of conduct and treatment.

* Use correct names
* Use correct pronouns
* Say “Thank you” and “please” in all verbal exchanges
* Use names when addressing each other
* Actively learn and use every name and pronoun of every Company member
* Always give respect even if you are not receiving respect
* Every Company member will help in any capacity when they are asked
* Positively attempt everything you are asked
* Treat everyone in our space as a valued guest and Company member
1. **Company Pride**
* Company Title: The Roosevelt Theatre Company
* Company Motto: All the World’s a Stage
* Company Logo:
* Company Actors will be known as: Players
* Company Stagecraft students will be known as: Designers
* Company behind the scenes workers will be known as: Crew
* Company show leaders will be known as: Production Team
1. **Company Swag**
* Show shirts
	+ Fall and Spring shows will provide a show shirt as the show gift to all who participate in the show
	+ Shirt costs will be covered by the Company and given free
	+ Show shirt should be black
* Company Lanyards
	+ Every Company member will receive a RTC lanyard free
* Company shirt
	+ Every Company member can purchase a RTC shirt
1. **Company Trips**

Our Company takes various trips throughout the school year for student enrichment and competition opportunities.

* Trip requirements
	+ Valid, signed permission slip
	+ Grade eligible for optional, school day trips
		- C or better in all classes
* Disneyland workshops
	+ During the Spring semester, our Company along with the Music department can travel to Disneyland for training in various workshops.
	+ Trip is on a weekend, not a school day. Grade eligibility **not** required.
	+ **No refunds for the trip**
	+ Behavior expectations
* Festivals
	+ Our Company can attend Theatre Festivals
	+ During the school day, grade eligible required
	+ No refunds for trips
1. **Company Traditions**

Our Company has many traditions as we build the history of the program. Our traditions are meant to celebrate and encourage Company members.

Theatre Traditions

* Cast/Crew party
	+ Every show will host a Cast and Crew party to celebrate our hard work
	+ After Strike, the entire cast and crew are invited to the party
	+ If a member does not attend Strike, they cannot attend the party
	+ Party is held after school any day after Strike is completed
	+ Cast and Crew are encouraged to bring food and beverages
* Show gifts
	+ The Company will provide a show gift for every student involved in the production, free of charge
	+ Directors provide gifts to their Production Team and all Crew Leads
	+ Production Team provides a gift to Directors and all Crew Leads
	+ Crew Leads provide a gift for each Crew member
	+ Gifts will be presented at the Cast/Crew party
* Shoutouts
	+ During the Cast/Crew party, members are encouraged to “Shout Out” fun moments or inside jokes from the show
	+ No one is called on, it is spontaneous
* Show memes
	+ Company members are encouraged to provide memes about the show we are working on, students can create their own memes or use ones from the internet
	+ Memes will be posted in Little Theater for the duration of the show
	+ Memes will be given out at the Cast/Crew party for members to take
* Flowers and public thank you for directors on the last performance
	+ A public thank you will be included closing night of every show
	+ Flowers are provided
	+ Directors are called to the stage and given an opportunity to speak
* Pre-show encouragement
	+ Admin speaking- an Administrator is invited to speak to the cast and crew on Opening Night.
	+ We all sit/stand together in the House/Greenroom
	+ Directors speak
	+ Advisor speaks
	+ Dinner together- dinner is provided on show days and we eat together
		- Cast must wear aprons/robes if in costume
		- Crew eats first
* “All the World is a Stage” sign
	+ Our Motto is posted next to both doors in our rehearsal space
	+ To show our Company commitment to the motto, every member will hit the sign as they pass it and enter the world
	+ We are committed to upholding who we are and how we treat others as we represent our Company everywhere
* Pins
	+ 2 Shows Pin
		- If a Company member participates in two main stage productions in one year, they can earn this pin
	+ Tech Theatre pin
		- If a Company member participates in two main stage productions on any crew they can earn this pin
* Birthday tiara
	+ Every Company member who has a birthday during the school year will have the opportunity to wear a tiara for the duration of class
	+ Our Company believes a birthday is “a day anyone can wear a tiara, and no one can accuse you of being crazy.”
* Warmups
	+ We stand in a circle and warm up together prior to show
* Sit Together
	+ Each night of performance, for the 15 minutes prior to House opening, the cast and crew will sit together and listen to the speakers.
* Thank you
	+ After every call we will respond with “Thank you…” and repeat the time or direction we have been given
1. **Fundraising**

In addition to the funds provided to us by our school, our Company will fundraise to provide all the opportunities for our members. All funds raised will go directly into our FRSA account and be used only for student projects.

Fundraising options:

* Ticket sales
* One fundraiser a year for sponsorships
* Sell swag at the show
* Refreshment booth
* Donations
1. **Company Accounts**

All Company money will be kept in school approved accounts. Only approved personnel will have access to funds.

* Theatre Account: FRSA
	+ All purchases must be approved by the show directors
	+ All receipts for purchases will be given to the FRSA representative for accounting
	+ Purchases can be used for show or class needs
1. **Parent Involvement**

We believe parents are a vital part of our Company and we welcome them in a support capacity. Parents of active Company members can claim the title Honorary Company member. We welcome any kind of donations to support our students.

A Company parent can be involved by:

* Consumable donations
	+ The most needed and appreciated donations are in the form of consumables.
		- Water
		- Food/snacks
		- Meals for performance days or competition days
* Monetary donations
	+ Make checks payable to: FRSA
	+ Cash
* Stock donations
	+ Costumes
	+ Props
	+ Set pieces
	+ Paint
	+ Building/painting supplies
* Chaperones
	+ Disney trip
	+ Field trips

Production Information

Our Company has specific policies regarding how our public shows are produced. We value our audience as a vital part of our shows and each policy is designed to produce the most professional experience for audiences. We value the quality of our productions and strive to provide the most professional training for our students.

1. **Show Job Descriptions**

Our Company has many jobs needing to be performed for our program to succeed. Students who serve the Company in these capacities are expected to maintain a good standing in school, attendance and grades.

Production Team

* Director(s)
	+ One or two students who produce and lead the show
	+ Make final decisions for the show
	+ Application required
	+ Runs all rehearsals
	+ Delegates work to the Production Team
	+ Works with the Advisor to create the show
* Assistant Director
	+ One student to help the Director lead the show
	+ Makes decisions with the Director
	+ Runs rehearsal when Director is unavailable
* Stage Manager
	+ One student who calls every cue in the show
	+ Must write all cues and directions to create Prompt Book
	+ Takes over the show at least one week prior to Opening
* Assistant Stage Manager
	+ One student to help the SM call the show
	+ Always on book for line accuracy
	+ Takes and gives line notes to actors at every rehearsal
* Advisor
	+ Adult who gives support to the Director and Production Team
	+ Helps promote the show
	+ Handles management work for the show including royalties
	+ Reports to the Director
* Music Director
	+ Adult who leads the music for a Musical
	+ Runs music rehearsals
	+ Reports to the Director

Crew Designers/Leads

* House Lead
	+ Set up House for audience, includes chairs, refreshment booth and ticket booth
	+ Run refreshment booth and ticket booth
	+ Build and run a House crew
	+ Handles the money for each performance
* Costume Lead
	+ Design and build (or pull) costumes and makeup for show
	+ Get designs approved by Director
	+ Maintain the Costume Shop/Dressing Rooms
	+ Train crew in makeup application
	+ Build and run a Costume crew
* Tech Lead (Sound/Lights)
	+ Design sound and lights for show
	+ Get designs approved by Director
	+ Can divide this Lead into two Leads: Light Lead and Sound Lead
	+ Build and run a Tech crew
	+ Maintain all tech gear
* Set Lead/Technical Director
	+ Design and build set for show
	+ Get designs approved by Director
	+ Maintain set stock
	+ Build and run a Set crew
	+ Runs the calls during the show
* Props Lead
	+ Design and build props for show
	+ Get designs approved by Director
	+ Maintain Props Room
	+ Build and run a Props crew
* Makeup/Hair Lead
	+ Design makeup and hair for the show
	+ Keep the cabinet clean
	+ Keep all makeup clean
	+ Teach crew to apply makeup and do hair
	+ Apply all makeup and do hair for the cast
1. **Production Policies**
* Online presence
	+ We will use www.rachelhibler.com as our landing page for the Company. RTC Shows will be the main page for productions.
	+ Onthestage.com will run our online ticket sales
* Ticket prices
	+ General admission: $5 online, $7 in person
	+ Student admission: RSA students can get in for $3
	+ Walk-in privilege: Any Company member who is/has worked on the current show in production can walk-in
		- Must present their Walk-in Card
	+ We reserve the right to waive, increase or alter all ticket prices
	+ Children under 3: Free
	+ We accept cash and check as forms of payment
	+ We accept credit cards online
	+ We reserve the right to give complementary tickets
* Complementary tickets
	+ Comp tickets are given at the discretion of the Advisor and Directors
	+ Can be given for services rendered to the production
* Show Times
	+ Evening shows doors open at 6:30, curtain 7
	+ Matinee doors open at 1:30, curtain at 2
* Refreshments
	+ Sold at every show
	+ Booth is located either in the Lobby OR Folklorico room, we reserve the right to move the booth outside or anywhere convenient
	+ House Crew is responsible for setting up and operating
	+ Refreshments will be sold before show, during intermission and after show
	+ Every member of the cast and crew is allowed water bottles free of charge
* House Set up
	+ House Crew is responsible for setting up and tearing down
* Cast and Crew Show Attendance
	+ Mandatory for all shows
	+ Call time 5 PM on 7 PM show days
	+ Call time 12 PM on 2 PM show days
	+ Call time 7 AM on 9 AM show days
* Copyright
	+ No video or pictures during the show
	+ Social media posts must be pre-approved before posted
* Understudies
	+ Shows will have understudies
	+ No performance is guaranteed to understudies
	+ Understudies are expected to be off book and show ready
	+ Understudies can be cast in the show in addition to casting as an understudy
* Show Program
	+ Includes bios and pics of cast and crew
		- If a cast or crew member does not provide their bio by the due date, we reserve the right to write it for the Company member.
		- If a cast or crew member does not provide a picture by the due date, we reserve the right to use ATLAS photo.
	+ Includes autograph pages
	+ Includes director notes and Advisor notes
* Poster/tickets
	+ When possible, the design should feature Company members
	+ Every classroom is provided with a complimentary poster
		- Teachers have the right to choose to keep the poster or donate it back to the Company.
	+ Any Company member who appears on the poster is guaranteed a complimentary poster
	+ Extra posters and tickets will be available to cast and crew at the party to keep as souvenirs
* Strike
	+ Attendance is mandatory for all cast and crew
	+ Regular rehearsal following closing night
	+ A crew must be dismissed after their space has been inspected and approved by both the Advisor and Directors
	+ Includes Laundry strike
* “Thank you” Notes
	+ Anyone who provided support to our productions will receive a “Thank You” note written by our Director or Assistant Director.
	+ Potential recipients
		- Donors
		- Parents who provide dinner
		- Rental companies
		- Any adult who provides school coverage (administration, janitors, safety)
		- Any adult or program who provides support (Leadership, music, engineering)
1. **Show Rehearsal policies**
* Attendance
	+ Mandatory when called
	+ Communication is required for missing a call
	+ We reserve the right to dismiss any cast or crew member for lack of attendance
* Rehearsal Dress
	+ Closed toe shoes
	+ No layers
	+ Hair pulled back, off face
	+ Ease of movement
* Behavior
	+ Every cast and crew member will be silent during rehearsal
	+ Maintain a positive, professional environment
* Closed to public
	+ Only Company members or RSA staff are allowed in rehearsals
	+ Anyone not in the Company wishing to join a rehearsal must receive prior permission from the Advisor and Directors
* Rehearsal times and locations
	+ We will always start at the top of the hour once school has dismissed for the day.
	+ Little Theater
	+ Stage
	+ We reserve the right to extend rehearsal time. Company members will be given at least 24 hours’ notice if rehearsal is extended so they can make transportation arrangements. If proper notice is not given, a student is **not** required to stay after scheduled call
1. **Auditions**

For all public productions, auditions are required for casting. We reserve the right to pre-cast any show. All auditions are General Open Call

* Open Call Auditions
	+ If a person can make it to rehearsal times, they can be considered for casting.
	+ Anyone from the community, other schools, etc can be considered for casting.
* Audition Panel
	+ Every show will be cast using an Audition Panel of Casting Directors
	+ Casting Directors can include (but not limited to):
		- Show Directors
		- Show Advisor
		- Production Team
		- Theatre professionals
		- School administration
		- Community members
	+ Every Audition Panel member must commit to the entire casting process including all audition days and Casting meeting.
	+ Casting Directors agrees that all casting choices and discussions are kept private and commit to protect the process
* Audition/Crew forms
	+ All actors must complete an Audition Form in order to audition
	+ All crew must complete a Crew Form in order to be put on a crew
* Types of auditions
	+ Cold read
		- Actors are provided with Audition Sides at least one week prior to auditions
		- Actors will be put in small groups to read sides at the audition
	+ Monologues
		- Actors must come prepared to perform with a 1-2 minute monologue
	+ Unless otherwise determined:
		- Fall and Spring show auditions will be a cold read audition.
		- One show audition will be a monologues audition.
* Musical auditions
	+ Actor must be prepared to sing up to 1 minute of any song, acapella
	+ Possible dancing component, audition choreography will be taught
* Cast and Crew List
	+ Posted on the Company website on a Friday after 7 PM
	+ We reserve the right to post cast and crew lists later than Friday
	+ We always post lists on a weekend
	+ We will never post a first cast and crew list outside the classroom

Company Contract Agreement

Our Company holds each member to an expectation of behavior and respect both on and off campus. We require members to read and sign our Company Contract. This document holds the signer responsible for everything in the Handbook and in each specific contract. A copy of the contract will be provided to each student the first week of school.

By signing the contracts, the Company member understands and agrees to all expectations.

Any non-compliance of these agreements will result in a consequence up to and including removal from the program.

RTC Theatre Contract

*Read each agreement carefully and initial next to each one. Finally sign the contract, signifying your understanding and agreement to its contents and consequences.*

1. \_\_\_\_\_\_\_\_\_ I will not steal from Roosevelt School of the Arts or RTC
2. \_\_\_\_\_\_\_\_\_ I will not insult or degrade any member of The Company, including their performance and production choices, this includes digital and social media insults
3. \_\_\_\_\_\_\_\_\_ I will perform the job I have been given in every show
4. \_\_\_\_\_\_\_\_\_ I will respect the stage, the costume room, props room, set room, and the school in every choice I make
5. \_\_\_\_\_\_\_\_\_ I will not touch any prop, costume, or item that does not belong to me or my crew at any time
6. \_\_\_\_\_\_\_\_\_ I will respect and listen to my Manager, Director, Lead, Advisor; doing what they ask the *first* time
7. \_\_\_\_\_\_\_\_\_ I understand I will be on my own without eyes on me much of the time, therefore I will honor the trust I have been given by staying on task and honest. This includes not engaging in any form of physical contact with others.
8. \_\_\_\_\_\_\_\_\_ I will not record, post or share any image or video from this class or rehearsal unless otherwise directed by Mrs. Hibler
9. \_\_\_\_\_\_\_\_\_ I will not enter any area owned by the Theatre program without permission from Mrs. Hibler, and I will not allow anyone else to enter Theatre spaces
10. \_\_\_\_\_\_\_\_\_ I understand I am called every day and if I am unable to attend any rehearsal or performance, I will contact Mrs. Hibler and my director one day **before** my absence
11. \_\_\_\_\_\_\_\_\_ If I do not contact Mrs. Hibler before my absence, I understand I will **not** be exempted and will not receive an alternate assignment
12. \_\_\_\_\_\_\_\_\_ I understand RTC will use my likeness for promotions such as show posters and social media.
13. \_\_\_\_\_\_\_\_\_ If I see anyone not honoring these rules I will immediately either stop them and/or tell my director and Mrs. Hibler

*I understand any non-compliance of these rules will result in a consequence up to and including removal from the program. If I violate these rules even once I understand I can be removed from the production and receive a zero for the quarter.*

Signature below

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_