

# FALCON



# THEATRE

**PRODUCTION HANDBOOK  
2019-2020**

The purpose of this handbook is twofold: (1) to introduce new theatre students to the department's customs and traditions, and (2) to serve as a ready reference text for returning students to review their duties each year. As your official guide for all activities concerning productions, it contains information of prime importance to those who hope to work effectively in the department. Complete familiarity with its contents is the first requisite for those students who are genuine about learning the art of theatre.

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# - DIRECTOR'S LETTER TO STUDENTS -

Dear Students -

In order to achieve success in our endeavors at North Forney High School, it is of primary importance that we make a firm commitment to quality in every production. Intense pride should be exhibited in our department and should burn brightly in our performances.

Bear in mind that you as an individual can, and will, control your own path in this department. You are but one link in the chain of success, and if you fail to do your part that chain cannot be strong. You will be pushed to do your best; we expect you to do work consistently, try hard, obey rules, and cooperate fully with your directors and fellow performers. This will be made easier if you remember the following:

## **A Short Course in Human Relations**

*The most important six words: "I admit I made a mistake,"*

*The most important five words: "You did a good job,"*

*The most important four words: "What is your opinion?"*

*The most important three words: "Would you please..."*

*The most important two words: "Thank you,"*

*The most important word: "We,"*

*The least important word: "I."*

On a personal note, we want to thank you in advance for the hard work you give to this department and to us. We care for you immensely and consider ourselves lucky to be your teachers and directors. Let's have an amazing year!

Sincerely -

Mrs. Cole, Theatre Director

# - DIRECTORS -

## **Susannah Cole - Theatre Director**

Mrs. Cole graduated from the University of Texas at Austin with her Bachelor of Fine Arts in Theatre Studies. During her time at UT, she was very involved in her theatre department -- directing, acting, and designing. Mrs. Cole spent time teaching all levels of theatre at UT Elementary, KIPP Comunidad Elementary, Fulmore Middle School, and Anderson High School. She was Camp Coordinator and Director of a Children's theatre camp in Northeast Texas for two summers. This will be her third year teaching theatre at North Forney High School. Mrs. Cole grew up in a very theatrical family. Both of her parents are theatre educators in the East Texas area. She competed at the state level all four years of her high school career in One Act Play. Ms. Cole's experiences in the theatre have shaped her life completely, and she hopes to impart that to the students she encounters in her classroom. Mrs. Cole also enjoys playing sand volleyball on the weekends and making quick trips back to Austin to paddle board and eat as much as possible!

# - THEATRE CLASS SCHEDULES -

## **Mrs. Cole**

1st Period - Conference

2nd Period - Theatre I

3rd Period - Theatre I

Advisory

4th Period - Theatre I (A Lunch)

5th Period - Theatre II

6th Period - Theatre III/IV

7th Period - Theatre Production

## - COMMUNICATION CHANNELS -

**CALLBOARD** The callboard is located by room 405. This is where all calls and announcements are posted for auditions, rehearsals, crew meetings and other departmental and general theatre activities and news.

**ANNOUNCEMENTS** Besides watching for messages on the callboard or website, you are responsible for listening to all announcements made on the school intercom system.

**WEBSITE** [www.falcontheatreNF.weebly.com](http://www.falcontheatreNF.weebly.com)

**FACEBOOK** [www.facebook.com/FalconTheatreNF/](http://www.facebook.com/FalconTheatreNF/)

**TWITTER** @falcontheatreNF

**INSTAGRAM** falcontheatreNF

## - ELIGIBILITY -

According to University Interscholastic League (UIL) rules and House Bill 72 (No Pass/No Play), a student must stay academically eligible in order to participate in an extracurricular activity.

Eligibility does not affect classroom work and rehearsal conducted during the school day. Extra-curricular activities are directly affected. Academic standing will be taken into consideration in casting productions, and may be cause for dismissal if a member is unable to maintain passing grades.

In this department, we put academics above all else and push our students to maintain at least a B in all classes.

## - ATTENDANCE & PUNCTUALITY -

- A. It is expected that you never miss a rehearsal, performance, meetings or strike. You should accept this rule without hesitation. Unexcused absences from a dress rehearsal or performance will likely prevent you from being cast in a future production at North Forney High School. Two unexcused absences or three unexcused tardies may be considered grounds for dismissal from the company.
- B. If you have a valid reason for missing a call, you should notify the director **at least two days in advance** so that the rehearsal schedule can be modified as needed. If you should have an emergency absence the day of the rehearsal, you should **first contact your director**. As an insurance measure, you should then contact the production's Stage Manager. An emergency is defined as a serious illness, a death in the family, or a serious injury. You should not be in a production if you have a job that consistently interferes with the rehearsal schedule. If you are actively involved in numerous after-school activities, you need to notify the director **IN ADVANCE** concerning the days and times you will miss or be tardy to rehearsal. **Be sure to write all rehearsal time conflicts on your audition form. Misrepresenting yourself or your obligation is grounds for immediate removal from the company.**
- C. During the rehearsal period for a show, **your first obligation is to your grades and then to the show. If you do not pass all classes, you cannot perform.** This is state law! Grades will be checked before casting and during the rehearsal period.

## - REHEARSAL SCHEDULE -

- A. Rehearsal is over when the director dismisses you, not when you parents arrive to pick you up! Every effort will be made to release you on time. **If you need to leave rehearsal early, please advise the director at least one day in advance.**
- B. A Production will undoubtedly necessitate some weekend rehearsals. These dates will be posted in advance and not be called last minute.
- C. During the week leading up to opening night, we will likely stay later due to technical and dress rehearsals. **Be prepared to stay the length of these important rehearsals. No one will be allowed to leave until notes are given at the end of the night.**



- D. You are required to be present for the beginning of every rehearsal, unless otherwise told by the director. A complete rehearsal schedule for the production will be given out at the Company Meeting, so you will know exact dates and times you will be needed. **If you are unsure whether or not you are needed be sure to ask the Stage Manager or Director. Please remember to keep up with your rehearsal schedule.**
- E. A production officially begins with the Company Meeting and ends with Strike following the final performance. Strike is the general clean-up of the theatre space and restoration to its original form, including returning props and costumes, removing and breaking down the scenery, and repositioning lights if needed. **Attendance at both the Company Meeting and Strike is mandatory! Missing the Company Meeting and/or Strike will affect your casting in future productions.**

## - THE COMPANY -

### A. Auditions and Casting

- a. Auditions for main stage productions are open to ALL North Forney High School students. Students do not have to be enrolled in a Theatre Arts class in order to audition for these productions.
- b. Auditions for standard main stage theatre productions will typically span two days. The first day is usually a monologue performance or cold readings from the script. The second day will be used for *callbacks* if the directors would like to see any students again. This list is posted on the call board and website after the first day of auditions.
- c. Auditions for the Musical will typically span two days. The first day is a singing and acting audition. Students will prepare a song of approximately 30 seconds and perform a prepared monologue or reading from the script. The second day will be used as *callbacks* for the students the directors would like to sing or read for specific parts using the script and score.
- d. Students interested in participating on the Technical Crew will apply by completing an application and possibly interview for available positions with the Technical Director. Crew positions *typically* available are: Scenery, Lights, Sounds, Costumes, Hair & Makeup, House and Props.

### B. Selection of the Company

- a. Selection of the production staff is based on the number of people needed for the crew, the abilities of the students selected, and the variety of experience they have had in previous productions.

- b. Selection of the cast is based on the particular acting demands of the production, the ability an actor reveals in auditions, the need of the individual in terms of growth, and his or her past experience on stage. This is a subjective area; please realize that your directors are doing what they believe to be truly best for the production.
- c. The names of the entire company will be posted following callbacks.
- d. **A student shows acceptance of the assignment by initialing next to their name on the posted cast list.** Once you initial beside your name, you are expected to honor your commitment by being a productive member of the company. Quitting because you didn't get cast or didn't get a large role is unprofessional, unacceptable, short-sighted and - quite simply - wrong. **PLEASE CONSIDER CAREFULLY BEFORE INITIALING THE COMPANY LIST!**
  - 1. Regardless of the job, everyone is of equal importance
  - 2. All company assignments are tentative. Any member of the company may be reassigned or dismissed at any time by the director if it is deemed to be in the best interest of the production.

### **C. Responsibilities**

The performance organization is made up of production staff that is arranged in a hierarchy. Each position has certain requirements and certain people to whom they must answer. The hierarchy in our department includes the following positions: Director, Technical Director, Stage Manager, Tech Assistant, House Manager, Crew Heads, Crew and Actors. Please understand that when something goes wrong, nine times out of ten it is because someone failed to follow the proper chain of command. Know your job. Do it well.

**Stage Manager** (*Report to the Director*) **The director may fill this position prior to auditions.**

- 1. Assists the Director in the coordinating of auditions by organizing scripts, keeping track of names, calling up the next actor, etc. They also prepare all necessary forms and collect these forms from the actors.
- 2. Distributes scripts to all cast and crew.
- 3. Prepares a Company Directory of cast and crew member's phone numbers for the directors.
- 4. Takes roll at every rehearsal and reports all tardies and absences to the Director.

5. Keeps track of time at rehearsal, politely reminding the Director of the hour. *(This will help the Director promptly release students.)*
6. Takes down all blocking notation.
7. Reads for cast members who are not present at rehearsals and provides all sound effects and stage directions during read-throughs.
8. Spikes the set's groundplan on the rehearsal floor and checks all rehearsal furniture and props at the beginning and end of rehearsals.
9. Prompts actors from the Production Script.
10. Takes notes for everyone not present and makes sure the missing person receives those notes at the first opportunity.
11. Is responsible for all light cues and sound cues. Calls the technical show from Cue to Cue and Tech-throughs to all Dress Rehearsals and Performance.
12. Runs the appropriate checklists prior to performances and manages the backstage pre-show scene for all actor activities. (Collaborates with Tech Assistant)
13. Takes roll at the Call time on performance nights and tracks down people who are missing and reports actors who are late to the Director.
14. Coordinates the start time of performances with the House Manager and Director.
15. Helps Tech Assistant sweep stage pre-show.
16. Keeps close control over headset conversations by cutting off inappropriate chatter and especially "blame-laying" for any errors made by anyone.
17. Goes over missed or flubbed lighting and sound cues with the techie in question immediately after the show. Also reports these mistakes to the Director or Tech Director.
18. Keeps track of actor's deviations from the script during performances and reports this to the Director.

19. Has complete charge backstage during rehearsals and performances.
20. Checks doors at the end of rehearsals and performances to ensure all doors are locked.

**Assistant Stage Manager** *(Report to the Stage Manager and Director)*

Assists in the responsibilities of the Stage Manager, also stands in for them if they are absent from rehearsal or performance.

**Technical Assistant** *(Report to the Technical Director)* **The Technical Director may fill this position prior to auditions.**

Serves a similar role as stage manager for the technical side of the company.

1. Takes rolls at every rehearsal and reports all absences to the Tech Director.
2. Keeps track of time at rehearsal, politely reminding the Tech Director of the hour. *(This will help the Tech Director promptly release students.)*
3. Check all furniture and props with the Stage Manager during the course of the rehearsal process and production days.
4. Takes notes for crew members not present and makes sure the missing person receives those notes at the first opportunity.
5. Is responsible for all scene changes in coordination with the Stage Manager calling light or sound cues during the course of rehearsals and performances.
6. Runs the appropriate checklists prior to performances and manages the backstage pre-show scene for all techie activities. (Collaborates with Stage Manager)
7. Takes roll at the Call time on performance nights and tracks down people who are missing and reports techies who are late to the Tech Director.
8. Helps Stage Manager sweep stage pre-show.
9. Assists running crew members in their roles, especially by being a calming and supportive influence.

10. Goes over flubbed or missed technical cues outside of lighting or sound with the techie in question immediately after the show. Also reports these mistakes to the Director or Tech Director.
11. Supervises all stage crews.

**House Manager** (*reports to the Stage Manager*)

The House Manager is the person responsible for the seating and comfort of the audience members, the competence and training of the ushers and the distribution of the programs. He or she:

1. Makes the house and lobby areas ready for production. This includes posting all interior and exterior signage.
2. Is responsible for the seating of all audience members arriving late.
3. Is responsible for flashing the lobby lights on and off five minutes before the end of intermission. They should then announce, "The show will resume in five minutes. Five minutes. Thank you."
4. Is responsible for making sure the theatre is cleaned up AFTER the performance once the audience have cleared the house.
5. Is responsible to ensure the Director has secured the ticket money.

**Ushers** (Report to the House Manager)

The three usher positions will be assigned. The ushers are at the service of the audience. Thus, they are expected to dress in nice clothes (black or dark colors please) and wear a tag identifying themselves as an usher. **They need to arrive one hour before the house officially opens. Ushers MUST stay to assist the House Manager in cleaning up after the audience has left.** In the days prior to the show, this group is responsible for preparing programs. In addition, they have these specific stations and duties:

1. **Usher #1**

**Good Show Wishes:** Upon arrival, this usher's first duty is to set up the Good Show Wishes table, GSW Wall (ideally, only for the 1st performance) and all signage relating to the selling of Good Show Wishes. Next, they will need to get the GSW cash box from the box office (**this box is never to be out of your site when not lock up or in the hands of a**

**Director).** After selling Good Show Wishes, before the show they will return all the money to the box office five minutes before curtain. **This usher's duty at intermission is to continue selling Good Show Wishes, and hand-deliver the cash box to a Director.** After the final performance they will need to take down the GSW Wall, by removing sticky tack and placing each company member's photo and Wishes into a gallon size baggie to be distributed at the end of Strike.

## 2. Usher #2

**Box Office & Concessions:** This usher's job is to sell tickets to patrons utilizing the Box Office. Upon arrival this usher assists in the setup of the Good Show Wish Wall. ten minutes after Curtain the Box Office will close. In the event there are concessions to be sold at the performance, the usher will begin setting up a concession area next to the Good Show Wish table fifteen minutes prior to intermission. **THIS USHER IS RESPONSIBLE FOR THE CASH BOX.** They also return the cash box to the Box Office after intermission, as well as clean up the concession area at the conclusion of intermission. This usher must help the House Manager make sure the theatre is cleaned up AFTER the performance.

## 3. Usher #3

**Programs & Concessions:** This usher's job is to take tickets and hand out programs to entering patrons. Upon arrival this usher makes sure all programs are in place and ready for the house to open. In the event there are concessions to be sold at the performance, the usher will begin setting up a concession area next to the Good Show Wish table fifteen minutes prior to intermission. After the final performance the usher will help Usher #1 take down the GSW Wall, by removing sticky tack and placing each company member's photo and Wishes into a gallon size baggie to be distributed at the end of Strike.

## Crew

The crew are the people without whom a production would truly be impossible. They do the dirty work, often receiving less credit than is deserved. They are to be revered! Each crew has a Crew Head, who acts as a leader, reporting to someone higher up on the command ladder. The crews are listed below.

**[Please note that crew members should not interfere with the actors backstage during a performance.]**

**Costume Crew** (Crew Head reports to Customer/Director)

The costume crew is in charge of all aspects of actor's costumes. They:

- a. Assist in measuring actors for costumes.
- b. Pull appropriate costumes from stock, including anything needed as rehearsal costumes.
- c. Make minor repairs.
- d. Keep the costume storage and all costumes clean and organized during rehearsal and the production's run.

**Light Crew** (The Light Board Operator serves as Crew Head and reports to the Stage Manager and Technical Director)

The light crew's goal is to create and execute the most effective lighting design possible for a production. They:

1. Hang and focus lighting instruments as needed.
2. Operate the light board, spot lights and special lighting equipment during rehearsals and performances.

**Sound Crew** (The Sound Board Operator serves as Crew Head and reports to the Stage Manager and Technical Director)

The sound crew's goal is to prepare the sound equipment to serve the production in three ways:

1. Provide sound effects as needed by the production.
2. Establish a mood for the production
3. Make it possible for the actors to be heard on stage when utilizing microphones.

**Scenery Crew** (The Crew Head reports to the Tech Assistant and Technical Director)

1. The scenery crew constructs the set from the initial concept to the finished product.
2. Make sure the set is safe for actors to perform on.
3. Responsible for repairing and the maintenance of all set pieces.

**Running Crew** (The Crew Head reports to the Tech Assistant and Technical Director)

The running crew shifts all scenery during scene changes. They must dress in dark clothing (*preferably all black*) during a performance. **All members of the running crew must be present for every rehearsal or performance that involves getting scenery or props onto or off of the set.**

**Props Crew** (The Crew Head reports to the Tech Assistant, Technical Director and Director)

Props crew members assist the director and actors by providing props that are safe, functional and appropriate for the given circumstances of the play. They:

1. Design, plan, envision, locate, build and otherwise arrange for all the properties that will appear on the stage and be lifted by an actor per the Director's guidelines.
2. Catalogue all of these items, noting their origin, whether pulled, borrowed, rented or bought, and keep track of them throughout the production.
3. Practice and execute the changing of all properties on the stage during the course of a production, as needed.
4. Store, care for, set-up, prepare and repair all properties used in the production.
5. Provide the Director with appropriate rehearsal props to be used at the conclusion of blocking rehearsals.



## - THE COMPANY MEETING -

The Director and Technical Director will call an initial meeting of ALL company members. **Attendance is MANDATORY and takes precedence over all other activities.** The following procedure will usually be followed at company meetings:

1. Roll call by the Director or Stage Manager
2. Filling out bio forms and phone list information
3. Discussion of approach to the production and to assignments
4. Announcements of rehearsal schedule and general rules for the production
5. If time allows, a full read-through of the script.
6. Separate meetings, as needed, between Directors and Crew Heads, crew or cast.

## - BASIC RULES OF THE STAGE -

### A. Rehearsals

1. **Be punctual to every rehearsal.** Tardiness or absences will not be tolerated. Two unexcused absences or three unexcused tardies means potential dismissal from the company. If you are to be absent or tardy, let the director **two days** in advance, **in writing**, otherwise it will be constituted as unexcused.
2. A specific call time will be posted on the Callboard, rehearsal schedule or website. You are expected to arrive on or before that time. The call time means you are in the building, readying for rehearsal or performance. **On days of a show, you are not allowed to check in and then leave campus to eat. Once checked in you need to stay in the facility.**
3. A visitor to rehearsal will only be allowed via permission from the Director. Any visitor without permission will be asked to leave.

4. Do not do anything that could otherwise disrupt rehearsal.
5. It is completely unprofessional and inappropriate for an actor to tell another actor how to act.
6. At rehearsals, you should either be onstage, watching intently from the house or studying/working on homework.
7. At all times in rehearsal, actors are to remain as quiet as possible to allow others to focus on their work onstage.
8. At the beginning of rehearsal and performance, cell phones will need to be stored on silent until the end of rehearsal with the stage manager.
9. Understudies/Alternates play an extremely important role in the theatre. If you are cast as such, please make certain you can take over a role with confidence should the need arise by closely following rehearsals.
- 10. Food, drinks, candy, and gum are NOT allowed on the stage, in the house, the booth or in the dressing room areas! THERE WILL BE NO EXCEPTIONS FOR STUDENTS.**
- 11. LET THE DIRECTOR DIRECT.**

## - PERFORMANCE INFORMATION -

1. Company members (actors or crew) should never leave the theater during a performance.
- 2. Photography and video recordings are NOT allowed during the performance!** Please make sure your family and friends are aware of this. Photos of the production will be taken prior to opening night during a dress rehearsal and will be posted on our website after the production closes. [www.falcontheatrenf.weebly.com](http://www.falcontheatrenf.weebly.com)
3. All crew members must remain on duty at their station during the entire length of the production. You may take a restroom break, assuming your duties allow it.
- 4. Under no circumstances should actors be in the booth during performances.**

5. Unless on stage, actors should be out of sightline of all audience members and should remain absolutely quiet.
6. On Performance days, only company members will be allowed into the theater prior to the official time for the house to open. **No exceptions will be made for students in the department who are NOT in that particular production. Further, only people allowed backstage during a production are cast and crew members: NO parents, siblings or friends.**

## - AUDIENCE ETIQUETTE -

Whether attending a Falcon Theatre production, attending another school's production or a professional production, you are expected to serve as an example and an ambassador for the Falcon Theatre Department. Going to a play is a special experience, one that you may remember for a long time. Everyone in the audience has been looking forward to seeing the production. A production team puts in many long hours and a lot of hard work to mount a performance for an audience. If you keep in mind common courtesy for the performers as well as your fellow audience members, everyone's theatre experience will be optimized.

- Plan to arrive at least thirty minutes before the performance begins.
- Respect posting on gum, food, drinks or candy policies in the theater.
- Please go to the restroom before seating for performance or at intermission.
- **TURN OFF ALL** cell phones or anything that could disturb the production, actors or audience members during the performance. It is impolite to have it go off or be playing on it during the production.
- Lights will dim just before a performance and then go dark. Show your knowledge by sitting quietly and calmly.
- Refrain from talking or whispering loudly during the performance.
- No taking of pictures or video recording is allowed during the performance. Copyright laws prohibit this.
- Refrain from leaving your seat until the company has taken their curtain call at the end of the performance.
- Show your appreciation by clapping, and if so moved, stand and clap. The actors love to hear applause. This demonstrates how much you enjoyed their performance.
- Yelling, screaming, standing on chairs and noisemakers are **NOT** appropriate for the theater.

# - INTERNATIONAL THESPIAN SOCIETY -

## A. What is it?

The International Thespian Society is the world's largest honor society for theatre students. The designation "Thespian" includes student members who excel in technical and production fields as well as performance in their high school theatre program.

## B. How Membership is Granted

1. Thespian membership is granted for the demonstration of a commitment to excellence in theatre arts that meets the Educational Theatre Association (EdTA) general guidelines. Specifically, students become members by earning points for their work and for maintaining a required GPA.
2. Directors maintain records of Student activities and Thespian membership will be conferred when qualifications have been met. When the required number of points has been earned an apprentice should be given a Membership Notification informing them that they have been invited to join the International Thespian Society. No hazing of student candidates is permitted.
3. One point represents approximately two hours of excellent work.
4. To be eligible for invitation to join, a student must earn ten points, five of which must be acquired at the school where he or she is to be inducted. Students must participate in at least two full-length productions; one full-length production and two one-act plays; or three one-act plays. Participation should be in at least two of the listed categories (ie. acting and business.)

## C. Active Membership Requirements

Thespian membership will be awarded to all students who qualify and fulfill requirements. No student can be elected into the troupe and no student can be denied membership if he or she has fulfilled all membership requirements. A student **MUST** maintain satisfactory standards of membership as set forth by the constitution of the troupe and by the EdTA governing board. **A student may be suspended or expelled from the troupe by the sponsor, based on independent circumstances. A suspended student may not participate in the activities**

**of any Thespian troupe nor attend Thespian events during the period of his or her suspension.**

1. This organization is an **HONOR** society and will require all members to maintain satisfactory standards of conduct both on and off campus. Use of inappropriate language, skipping class or causing a class disruption are examples of behavior that will not be tolerated. If an ITS member violates the NFHS Code of Conduct, the student will receive a demerit for each incident. After five demerits, the student will be suspended from the troupe for a minimum of six weeks.
2. If a student is suspended from the troupe, he or she may reapply for an active membership at the end of the suspension time.
3. To be considered an active member of the troupe students must:
  - a. Remain active in NFHS theatrical productions each year, whether as a company member or audience member. It is expected for you to be in attendance of all Falcon Theatre productions and events.
  - b. Attend a minimum of 75% of all ITS meetings. These meetings will be held primarily during the homeroom time designated for club meetings and on occasion after school.

#### **D. Exceptional Thespians**

After Thespians have attained membership, further recognition for their outstanding work in theatre can be attained. The distinctions a student may earn through their work include:

- a. Honor Thespian (60-119 points)
- b. National Honor Thespian (120-179 points)
- c. International Honor Thespian (180+ points)

#### **E. Officers**

**PRESIDENT:** The President is responsible for co-leading departmental meetings. They will be charged with running our Falcon Theatre twitter page in order to keep our community in the loop with events and productions. The President will be the right-hand-(wo)man to the director for the year. They are responsible for helping set up and strike any events held by the department throughout the year.

**VICE PRESIDENT:** The Vice President will assist the President with any events planned throughout the year. They will be in charge of maintaining our Facebook page and keeping our community in the loop with events and productions. They are responsible for helping set up and strike any events held by the department throughout the year.

**SECRETARY:** The Secretary will be our scribe and keep a document of all points discussed at departmental meetings. They will be responsible for planning meeting times and places and ensuring that every person involved has been notified through our remind.

**HISTORIAN:** The Historian collects all news articles pertaining to the NFHS Theatre Department and ITS, as well as photographs from social events. They will maintain Falcon Theatre's Instagram account with this year's activities.

**TREASURER:** The Treasurer keeps track of departmental expenses and assists the director in tracking the activities account budget. Oversees all fundraising activities.

**CLASS OFFICERS:** A student from each class will be selected as a representative within the officers. They will bring forward any ideas from their grade level to be discussed at departmental meetings.

## **F. Demerits**

The consequence of certain unacceptable behavior is removal from the production. Most importantly, such a lack of artistic discipline may result in not being involved in future productions. The charges are as follows:

### **INFRACTION**

- Use of cell phone (talking, texting, games, etc.) **during** rehearsal or production.
- Tardy to call
- Absent from a call without notification
- Leaving out a costume
- Eating (including candy), chewing gum while onstage.
- Eating while in costume
- Losing academic eligibility

## - AWARDS NIGHT -

In the spring we will hold an evening to recognize our seniors, and especially, to applaud the outstanding work throughout the season. We relax in the company of our peers, review the year, and distribute awards to outstanding achievers. All students who participate in a Falcon Theatre Department productions are extended an invitation to attend. Invited students are welcome to bring a guest.

1. Be in good standing with North Forney High School. This means no discipline issues throughout the year.
2. All students accepting their invitation **MUST** R.S.V.P. by the announced deadline indicating the number of people attending.
3. Each R.S.V.P. must include the proper amount of money to cover the cost of the event.

## - LETTERING -

In order to receive a letter jacket for the Falcon Theatre Department you must meet certain criteria. Mrs. Cole are still working on setting those standards and will update the handbook as soon as they are approved with Mr. Luna. We should be able to complete this process by December

## - MISCELLANEOUS INFORMATION -

### **Performance Information**

1. There will be several rows blocked off for reservation prior to opening night. To reserve tickets please contact Mrs. Cole at [susannah.cole@edu.forneyisd.net](mailto:susannah.cole@edu.forneyisd.net)
2. Please inform your family and friends that performances will begin on time, so early arrival is encouraged.
3. Company members will be encouraged to pre-sell tickets. Please note, however, that you are responsible for their value. **Treat them as they are cash!**

## - SURVIVAL SUGGESTIONS -

1. Make friends right away.
2. Say NO once in awhile.
3. Don't take on more than you can handle, but take on as much as you can possibly handle.
4. Stay sober. And don't smoke; it's the single worst and most preventable teenage habit. (And Mrs. Cole WILL find out.)
5. Though, at times, it may seem impossible, try to get some sleep.
6. Bring your homework to rehearsal. Those students that can motivate themselves to study in any environment tend to be more successful. Use your time wisely!
7. Don't be afraid to ask a friend for a ride! But also be willing to cough up some gas money...
8. Don't be afraid to ask for help, from both teachers and students.

### **What do I do if I have a question or concern that is not addressed in this Handbook?**

ASK THE QUESTION! Do not assume that your teachers/directors can read minds. If there is something that you do not understand, ask about it. The only stupid question is the one that remains unasked.



## Student Contract

**Once you have read the handbook please sign below if you agree to abide by the rules and regulations set in place. Below is a brief overview of expectations.**

The following guidelines apply to all rehearsal and performance times. Adhering to the rules is part of our theatre discipline and is mandatory. These rules are for the safety, well-being, and protection of both actor and director. Dismissal from the production team will result if these rules are not followed.

Play production is not possible without rehearsal. It is a necessity. Absence from rehearsals impacts the company. **The director has the discretion of altering the company as needed to insure the well-being of the company. This would include reassignment or dismissal.**

1. Promptness is imperative. Be on time for rehearsal. If late, present your excuse to the director upon arrival. If you know you are going to be absent, tell the director 48 hours beforehand.
2. **Courtesy** and **respect** to the ensemble and to the directors are mandatory.
3. Commitment to assigned tasks is essential: line memorization, blocking, scene construction, wardrobe, and makeup use. Ask: “do you need me to do anything else?”
4. Actors must remain in the rehearsal space. Clear with the stage manager or director if leaving the space for any reason.
5. Boy-girl relationships outside of the characterizations of the play have no place in rehearsal. Be discrete and appropriate when travelling with this company and this director.
6. Be supportive, positive, energized, committed to the given tasks, to each other, to directors.
7. Be **WHERE** you should be **WHEN** you should be.
8. The process is an enriching and rewarding one. Develop a **work ethic** within the bounds of the directorial guidelines.
9. More than 2 rehearsals missed—**excused or unexcused**—is basis for reassignment or dismissal from the production simply because absences are an infringement upon the progress of the production and of the company members who are present.
10. Listening is imperative. A positive response to directives is a necessity.
11. No gum, no food, no drink (except water) in the rehearsal and performance spaces unless employed for characterization.
12. You will be expected to go the extra mile; be a **positive** influence to others.
13. Choices you make at school and out of school on your own time can have an influence on whether or not you are a part of this company. **THINK: RIGHT CHOICES!**
14. Be at school. You may not attend a rehearsal if you are absent from school. Pass all subjects. Be exemplary in the classroom. Failure equals dismissal. ISS or DAEP equals immediate dismissal from the company.
15. Cell phones **NEVER** out from the beginning of rehearsal to end of rehearsal. Check them in with the stage manager.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_