



THEATRE HANDBOOK

(Revised 2016)

(Need a picture here)

It doesn't seem possible that the Lighthouse is beginning its 8th season. We've come so far and reached many important goals since opening our doors to the children of this and surrounding communities in March 2008.

From that first magical moment when the Lighthouse appeared in my mind's eye to today with updating this handbook, the time has been filled with one bright light after another. The brightest lights and the reason the Lighthouse exists is why we are here today, our precious children. They are the reason the Lighthouse was born and why we all continue to bring our light; talents, time and energy toward this common goal. Our mission for the Lighthouse is to be a beacon of light for our area youth, through the arts. We are about building bridges of light within and between communities and providing hope and vision toward a brighter future for our area. We seek to instill this knowledge in our kids: that our community values each of them, we believe in them and celebrate their vast potential to the world.

The purpose of this handbook is to provide you with LCT basic principles and background, highlight class policies and procedures, give you a basic calendar for production practices and lists general information which will be useful as the semester gets underway.

Maybe you attended today searching a venue so your child can shine on the stage. However, perhaps you will feel a tugging of your spirit during your time with us and feel you'd like to share your personal gifts with the children. Whatever the case, please know that you have found a very special place filled with those who say, "Welcome! Step into the Lighthouse and let your light shine!"

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Who we are:

The Lighthouse Children's Theatre is a non-profit organization that began as a dream in the heart and mind of our Executive Director, Lynne Hedrick. **The Mission** of the Lighthouse is to utilize stagecraft to liberate the unique creativity in the mind of every child. Through the performing arts we seek to unlock the confidence, charisma, and character needed to succeed on stage, in the community, and in life.

Safety

At the Lighthouse, our commitment is first and foremost to the safety of the youth. Every adult involved in our programs is held to the highest standard of integrity and is subjected to a Federal background check

Get involved

As a non-profit organization we depend heavily on the generosity of the community and the incalculable services offered by our volunteers. Our sets, costumes, light design, choreography, vocal coaching, and more are made possible by volunteers. If you have a heart for children, we can use you. If you feel this is a place to bring your talents, please fill out the volunteer form in this packet and return it to Carol Watkins. As a volunteer you will be permitted to attend the dress rehearsal and performances free of charge. You will also be provided with 2 additional free tickets for a show of your choice.

Registration

REGISTRATION/ENROLLMENT

Registration and open enrollment begins in March for our summer program and September for our winter program. Students wishing to be secured a spot **MUST** register by deadline. Enrollment may be completed online at lighthousechildrenstheatre.org, or on registration day. Important dates, such as registration and audition, will be found on the information form stapled to this book. Late enrollment may be offered at the discretion of the LCT board. A **\$50** registration fee for first child and **\$25** per additional members from same family will be expected at time of registration. Fees gathered at time of registration are used to offset the many expenses it costs an organization to stage a production. Student will not be permitted to audition if either the registration fee is not paid or they have not submitted their scholarship essay.

Angel Scholarships

(full and partial) are made available to students from qualifying families who apply for and are approved by LCT Board of Directors. Scholarships are made available by the many local and area businesses along with a few private individuals who believe in our youth, the arts and the mission of the Lighthouse Children's Theatre

Essay

Families wishing to apply for this scholarship are required to write a 1 page essay, to be turned in prior to auditioning. The topic of the essay will be provided on registration day.

Learning Theatre

The Lighthouse offers valuable learning tools beyond performing. A student may earn scholarships by participating in various roles offstage. These include stage-manager, light intern, house manager, and kitchen intern. Students who participate in these roles will be not be charged for registration, and will earn a full scholarship for our next show.

Practice Schedule

A schedule will be provided during registration. This schedule will include every practice we will have. Please look over it carefully and notify of us of any conflicts. After auditions you will receive a detailed schedule of when and what days your child should be at practice. If you wish to bring your child to practice on a day he/she will not be doing stage work, they will be expected to be working on their lines or assisting our volunteers.

Production T-Shirts



The production t-shirt is one of the most prized possessions to our actors! Our Art Department creates the design and our bookkeeping team creates the list of names that appear on the cast/crew printed on back of the shirt as well as taking extra orders from parents and others who wish to purchase a production t-shirt! The fabric is a 50/50 blend that does not shrink or fade. We are able to provide each child their own t-shirt memory to proudly display of their theatrical achievement for years to come.

Each shirt is valued at well over \$20 retail, but with our special friends helping us at Sugar Creek Design in Joplin, we are able to keep cost down to minimum and are only charged half that amount.

We encourage parents to purchase their own production shirt for the low price of \$10. Wear it proudly the week before to advertise the play and especially when helping your child-actor sell tickets.

Parents will be asked to edit the list of students' names prior to ordering. Once our t-shirt order is made there can be no adding/changing names. If we have enough orders following the production, we may put in an additional order after show has wrapped.

TICKET SALES

Tickets are sold by students, parents and staff for \$5 per ticket in advance and \$6 at the door/performance. Parents who help are not asked to pay for the performance they are attending as Staff Member.

Each actor receives 5 tickets to sell. The tickets are numbered so we can track the tickets as they are sold. Actors are asked NOT to trade tickets or “help” someone who needs extra tickets. Parents will be given the number of Miss Carol (Watkins) who will assist each student by providing tickets as they are requested. Keep track of the tickets you sell and each time we meet actors will receive 5 more tickets.

WILL CALL:

Sometimes friends and family are not available to purchase ticket prior to the show. Their names can be registered on the “Will Call” list and purchased for the advance ticket price at the door.

TICKET SELLING CONTEST:

Each student will be in competition with their fellow actors to see who can sell the MOST tickets over a two-week period of time. Don't wait until you get your tickets! Call early and mark friends and family down for a ticket. When they become available, call and ask when you can stop by to deliver their ticket!

PRODUCTION POSTERS:



LCT Posters are professionally designed and printed by LCN Graphics and downright... AWESOME! Students will each receive 2 posters along with their tickets that they can ask places of business, church, school, etc. to display along with student's phone number!

Code of Conduct

Our code of conduct can best be summed up in one word:

RESPECT

Respect of LCT Rules, Staff, Students, Church Building, LCT Property and the property of others will be observed at all times. The following steps will be taken to ensure the integrity of LCT classes and productions. Disrespectfulness of staff or toward one another with disregard for established rules by students or adults will be as follows:

- 1) First offense: Student will receive a warning after which time, if disrespectfulness continues, student will be removed from the group and will sit out of activity. Parent will receive report of incident.
- 2) Second offense: Parents will be called to come pick up their child and allowed to return to the following class with a letter written by child showing that he or she understands why behavior was inappropriate.
- 3) Third offense: If disrespectful and inappropriate behavior persists from child, they will be removed from the Lighthouse for the remainder of the semester or camp. Registration fees will not be returned.

Arrivals/ Departure

Parents MUST sign their children in upon arrival, and sign them out before leaving. Children may only be picked up by individuals authorized for pick-up. It is the Parents' responsibility to provide a list of authorized drivers to Carol Watkins. With exception for volunteers, parents are not permitted to stay during rehearsal. The presence of a parent can be incredibly distracting for kids. Parents of kids age (4-7) may remain within sight of their child for the first session so the child may build confidence with the staff.

Absences

If a student is unable to attend practice due to illness or other necessary reason, please contact Mrs. H on her cell, (417)733-4335 prior to Rehearsal. Students who consistently fail to meet attendance may have their roles retracted at the discretion of the LCT directors board.

Script and CD policy

Scripts and CDs are necessary expenses for a production. Students will be issued an individual script and one CD per family. Loss of script will carry with it a \$10 replacement fee. Loss or destruction of CD will cost student \$5 replacement charge.

Student Responsibilities

- Students are expected to know their schedules and be on time for rehearsal.
- Students are responsible for their scripts, clothing, water bottles, or anything other materials brought in to, or assigned, at practice.
- Students are responsible for their own props. These should be placed on the prop table while not being used for rehearsal purposes.
- Students are responsible for keeping the facilities clean. They designated areas should be clean every day before leaving rehearsal.
- Students should wear comfortable loose fitting clothing during rehearsal
- Students should have socks on at all times.
- Students are expected to follow instructions given by directors

Rules

- Students are only permitted in designated areas
- There is no-running permitted during rehearsals.
- Students may not chew gum
- Students may not eat or drink anything other than water in costume
- Students may not touch any prop that they do not use on stage
- Students may not touch the lighting or set pieces with direct permission from appropriate staff.
- Students may not enter the dressing room of the opposite gender
- Students may not use cellular devices without express permission from staff
- Students may not enter the kitchen area without express permission of kitchen staff
- Stage and backstage are to be used by the instruction of, and under the supervision of, directors only. (Drama, Musical, or dance)
- Students are expected to respect their directors, their fellow students, and the volunteers.
- STUDENTS SHOULD HAVE FUN AND ENJOY THE EXPERIENCE!!!!!!!!!!

Important contact information

Lynne Hedrick (Drama Director)

Phone: (417)733-4335

Email:lynne.lighthouse.hedrick@gmail.com

Carrie Estelle Shane (Vocal Director, Choreographer)

Phone: (620)481-0272

Email:carrie.estelle85@gmail.com

Carol Watkins (Ticket Master, Registrar)

Email:cwatkins1947@gmail.com

Leanna Johnston (Concession manager)

Email: leana.johnston@usbank.com