

WRP POLICY STATEMENT

Last Updated April 27, 2015

Registration - Registration is not complete until all tuition and registration forms are complete, and must be received by the registration deadline of 10 days prior to the first rehearsal. You will receive written confirmation that your registration is complete. Students will NOT be allowed to attend rehearsals if their registration has not been completed. NO EXCEPTIONS

Auditions - Students will not be allowed to audition if their registration, including full payment, is not complete.

Casting - Casting decisions are at the sole discretion of the Directors and are final when the cast list is announced. Student requests to be re-cast cannot be honored. The WRP Board has no input regarding casting decisions.

Tuition Refunds – A full refund will be granted if the WRP Board is notified in writing at least 30 days prior to the first rehearsal date. Refunds minus a \$50 registration fee will be granted if the WRP Board is notified in writing after the 30 day deadline but prior to the registration deadline of 10 days before the first rehearsal. No refunds will be granted after the registration deadline. Withdrawals due to medical emergencies or relocation will be addressed by the WRP Board on an individual basis.

Student Withdrawals - WRP is an ensemble production and every role is essential. Withdrawals after casting are disruptive to the production, and students are encouraged to complete their commitment once they have been cast. Students leaving WRP after casting without a valid reason may be suspended from registration for the following season. Please refer to Tuition Refunds section for additional policy information.

Costumes - Specific requirements for costumes will be communicated with adequate notice. Costumes provided by WRP must be returned at the end of the season in the same condition as they were initially loaned. Students may be asked to provide some specific costume items (such as shoes, pants, shirts, blouses, etc.). Costs for these items will not be reimbursed by the WRP Board; however, items purchased by students are their property and do not have to be returned to WRP.

Reimbursements - Volunteers are entitled to be reimbursed for items that are purchased for the production; however, purchases must be approved by the WRP Board in advance and must be within the budget given (i.e. for props or sets).

Ticket Sales - Each family is entitled to purchase up to (6) show tickets on a pre-sale basis. The date of ticket pre-sales will be announced, and will be held during rehearsal. The order of ticket pre-sales will be based on a lottery drawing on the day of pre-sales. Families may purchase additional tickets after general ticket sales are opened.

Discipline - Students and Parents are expected to follow the Theater Code of Conduct distributed to them at the start of each workshop. While WRP wants to maintain a fun atmosphere for

students, it may be necessary to enforce the Code of Conduct for students not willing or able to comply. Students exhibiting poor judgment or lack of respect will be verbally corrected or asked to sit out of rehearsal for a brief time out. Continued problems, lack of interest, or poor rehearsal attendance may result in a suspension from rehearsals or reassignment of roles.

Volunteering - WRP is an all-volunteer organization, and producing shows of the quality we do would be impossible without the significant volunteer efforts of every family. Families are expected to assist in the following:

- One mandatory Parent Meetings to be held at the first rehearsal.
- Every family is required to help with Set Strike (after the last performance). Each family will be assigned a task to complete during Strike. The assigned task must be completed before leaving the theater to attend the Cast Party.
- Choose one other Volunteer Opportunity (props, sets, ticket sales, backstage, etc.). Descriptions of volunteer needs will be outlined at the first Parent Meeting. Sign-up sheets will be available at rehearsals.