

## **SGVMT SPMS SPRING 2019 MUSICAL HANDBOOK for “Guys and Dolls” RULES AND REGULATIONS**

### **1.1 GENERAL RULES AND REGULATIONS**

1. Student participants understand that all rehearsals and shows are an on-campus extra-curricular activity; thus, all school policies will be strictly enforced. Student understands that he/she will be required to keep up his/her school work. Rehearsals will not be an excuse for unfinished homework or not being prepared for class and vice versa.
2. Each student must follow all requirements of the SPUSD and SPMS Code of Conduct laid out on the SPMS website and /or materials. You are responsible for familiarizing yourself with this code.
3. Participation in an SGVMT / South Pasadena Middle School production is a privilege, not a right, you are expected to conduct yourself in a respectful and kind manner. Bullying, negative talk, rumor-spreading and the like will not be tolerated. Your conduct in and out of school is expected to be of the highest caliber. You are expected to be cooperative and respectful with your peers and the adults with whom you work.
4. Any student that causes problems by disrupting the cast, crew, or the Director or Faculty during rehearsal, understand that they may lose their role or crew position in the show. Nothing is permitted to distract from rehearsing the musical. Rehearsal is a time for work.
5. List all schedule conflicts with rehearsals/performances prior to enrollment. It is your obligation to adhere to the rehearsal schedule once it is set. Actor’s conflict dates (only three conflicts are permitted) MUST be handed in as part of your enrollment application using the Calendar Conflict Form. These are the ONLY dates of rehearsal that may be missed. No CONFLICTS will be ACCEPTED after the actor has been CAST. No EXCEPTIONS!
6. No GUM, FOOD or DRINK (other than bottled water) is allowed inside the main theatre (this includes the house, lobby, backstage area, downstairs and upstairs). You may go outside the theatre to eat during break periods.
7. Attendance will be taken at all rehearsals and performances. Students must sign in upon arrival. Sign in ONLY for yourself. After sign-in, please take a seat in the front rows of the auditorium. Always sign out when you leave and do not leave without being dismissed by, or informing the program director, an instructor or director.
8. Students are not allowed to leave campus during program hours.
9. Keep the theater areas and campus clean! All students are required to clean up after themselves and throw their trash into proper garbage receptacles.
10. Safety is our first priority. If you encounter an unsafe situation, notify the nearest program director / instructor immediately and steps will be taken to fix the issue before continuing.
11. Pay attention to important emergency evacuation and other safety procedures as will be outlined by the stage manager or technical director or other program faculty.
12. SGVMT, its program directors and instructors have the discretion to dismiss students who are displaying inappropriate behavior. SGVMT reserve the right to dismiss anyone from the cast or crew from the program for reasons of insubordination, lack of cooperation with peers or adults, and any disrespect he/she may show to anyone involved in the production.
13. Please practice tolerance, patience, kindness, and respect for others at all times. Treat all cast, crew, pit, volunteers, directorial staff and faculty with respect and consideration.
14. Students agree to silence their cell phone and other electronic devices during rehearsal and performances. There is no cell phone use allowed at rehearsal or performances unless the use is directly related to rehearsal and authorized by one of the program instructors.
15. Your personal valuables are your responsibility and should be left at home or locked in a secure place during rehearsals/classes and performances. SGVMT and its staff are not responsible for lost or stolen items.
16. No unauthorized people are allowed backstage. Guests may not be in the green rooms, costume shop, or dressing rooms before, during or after a rehearsal, class or performance without prior approval from the Program Director and/or Show Director.

## **1.2 ATTENDANCE**

1. Student participants agree to attend all rehearsals for which they are scheduled. If the student misses more than three rehearsals for any reason, they understand that they may lose their role. Since casting decisions are based in part on the availability of the actor to attend rehearsal, absences due to sports games, vacations, medical appointments, tutoring, etc. will be considered only if they are listed on the actor's Calendar Conflict Form or given in advance and authorized by the Program Director.
2. Student participants will remain at rehearsals until the rehearsal is completed or they are excused.
3. If the student must miss a rehearsal for any reason including illness or emergencies, they or a parent/guardian will personally contact the Program Director prior to the beginning of the rehearsal.
4. If student misses a rehearsal and does not contact the Program Director, they understand that this lack of consideration is enough for them to be dismissed from the program entirely without refund.
5. Any participant who has more than 2 unexcused absences will be replaced. Coming to rehearsal late two times = one unexcused absence. If the warm-up has begun you are late.
6. If you are sick, please stay home and get better. We need you healthy and for the rest of the cast and crew to not get sick.
7. We will make every effort to give you ample notice of any schedule changes that may occur. There may be some evening rehearsals during the final week prior to the performance.
8. Perfect attendance is expected during the final two weeks for the rehearsals.

## **1.3 DAILY BEHAVIOR, CONDUCT, AND SAFETY:**

1. I understand that I am part of a team effort, so I must have a positive attitude, even on days when I have a million reasons to not be open-minded and willing to work.
2. Inspire the public to respect you and your craft through graciousness in accepting both praise and constructive criticism.
3. Direct your efforts in a manner that when you leave the theatre, it will stand as a greater institution for you having been there.
4. Participants agree to maintain good personal hygiene.
5. Always wear shoes in the theatre. No flip flops are allowed.
6. Do not alter lines, lights, properties, settings, costumes, or any other phase of production without consultation with and permission from the crew head, director, and/or stage manager.
7. Do not jump on or off the front edge of the Auditorium's stage.
8. Foul language is never appropriate.
9. Relationship to other company members: Do not offer a character suggestion, chastise, argue with, or agitate another actor or crew member under any circumstance. Inappropriate or Excessive physical affection to another cast or crew member is not allowed.
10. Never play tricks or jokes backstage or onstage.
11. Do not handle/use/sit upon any furniture, props, or costume pieces unless you are required to do so in the play and even then, only when necessary.
12. If an injury occurs you must let the a program director/instructor know IMMEDIATELY!
13. Make sure you know the safety rules and protocol of your crew and you follow them at all times.

### **1.3 REHEARSALS**

1. Do your production homework; research, blocking and line memorization ---outside rehearsal. Rehearsal is for trying things you have arrived at in this independent exploration.
2. DANCE/MOVEMENT Rehearsals / Classes. Wear comfortable clothes you can move in. If wearing skirts, wear shorts underneath. Athletic shoes or dance shoes are required to be worn for all dance calls.
3. Be prepared. Always bring your script to every rehearsal, a sharpened pencil and paper.
4. Write down ANY AND ALL notes, blocking and direction you are given. TIP: write blocking in pencil ONLY. DO NOT WRITE OR MARK ANYTHING IN YOUR SCRIPT IN PEN.
5. Rehearsal is a place to focus solely on the work at hand. Personal problems/socializing must be shelved in favor of this work.
6. Students agree to meet "off book" deadlines by having lines, songs, and blocking memorized. Professionally, it is customary once a scene is blocked to have it memorized by the next time it is rehearsed.
7. Students understand the Director will make all final choices pertaining to their role(s).
8. Students understand this show requires collaboration, and agree to contribute their ideas and energy at appropriate times.
9. Students understand that they are expected to give 100% of their talents and energy at every rehearsal so we can all reach our desired goal of the best production of which we are capable.
10. Be attentive in rehearsal. Not only will you be ready when you are needed but you will learn more quickly. Direction, suggestion, information given another actor may affect/inspire you.
11. Call for "line" in rehearsal by staying in character with a minimum of hesitation and loss of focus.
12. Refrain from disputing a director's note or engaging in lengthy explanations or excuses when you are given a direction. Accept all notes from the director graciously and say, "Thank you." Never disagree with the director in front of the cast. If you don't understand the note or disagree, ask the director for aside time to discuss.
13. Never miss an entrance. Even if you don't remember your lines, get your body on to the stage so your fellow actor or actors at least have someone to talk to.

### **1.4 COSTUMES AND PROPS**

1. Students may be personally responsible for parts of their costume. Students understand that they are not the costume designer and are not to give any feedback on costumes outside of fit or comfort issues. Acceptable: "My shoes are too tight." Unacceptable: "My character wouldn't wear these."
2. Actors assume the responsibility for care of all scripts, personal properties, and costumes assigned. Costumes, once issued to student, must be hung up and properly cared for by the actor.
3. No eating or drinking (aside from water) in costume at any time!
4. DO NOT touch props or costumes not assigned to you.
5. Treat your costumes and props with respect as they can be very expensive and are the only ones you have.
6. Be sure to hang up all costume pieces and return all props immediately after use.
7. If your costume/prop goes missing it is then your responsibility to find and/or replace it and notify the prop master or costume designer/assistants.

## **1.5 TECHNICAL REHEARSALS AND DRESS REHEARSALS**

1. Technical rehearsal cannot be missed. It is a long and tedious process, but essential to the quality of the show. Any absences must be cleared in advance by the Program Educational Director and/or Show Director.
2. Keep quiet backstage and keep backstage areas clear unless you are making an entrance.
3. Always be within earshot of the action onstage in technical rehearsal.
4. Maintain your focus, patience and positive attitude during technical rehearsals. Refrain from making suggestions or problem-solving unless you are included in the discussion.
5. Hang up or put away your costume, wigs, and props as instructed after use.
6. Keep your personal dressing/makeup station neat and orderly using only the space allotted to you.
7. Never borrow another actor's supplies such as makeup, cleaning items, without their permission.

## **1.6 PERFORMANCES**

1. Call is 1 hour 30 minutes before curtain unless otherwise noted by the show director.
2. Sign in when you arrive in the theatre on the Production Call Sheet.
3. Follow this route...sign in, check your props, get into costume, get your makeup done. In that order.
4. Once you sign in, you're in the theatre for good until the performance is over. If you have to leave you must notify the director.
5. Warm-up before the show. Get yourself mentally and physically ready. Think through your entrances and exits, and your props. Read your script to get inspired. You will always find something new about the show when you read the script again.
6. Check ALL props you use in the show prior to EVERY performance before curtain. Make sure all are in working order and follow any safety protocol.
7. After use of props, return properties to their point of origin (usually a prop table backstage).
8. Company call happens 45 minutes prior to opening. Stop what you are doing at that time and assemble in the front row center of the audience seats.
9. Once the technical people say "house is open!" the show has, in effect, started. Do not peek into the audience, etc.
10. The Stage Manager calls "1 hour," "30 minutes," "15 minutes," "5 minutes" and "Places" to the cast. Each time that is called, respond with "Thank You" to let the Stage Manager know you have heard him/her.
11. When "places" is called, you are ready to start the show at any moment. It does not mean "we are starting five minutes later". It means you are on the starting block ready to run. As with all calls, report promptly to "PLACES".
12. To the best of your ability, play every performance respecting your audience regardless of its number or composition. Play the play as directed with no practical jokes or alterations for your own gain or because of the advice of critics, family or friends.
13. Keep quiet backstage during "house conditions" (when the audience is in the theatre/front of house), No vocal warm-ups in common areas -green room, dressing room—after half hour call.
14. Please DO NOT TALK BACKSTAGE WHILE PERFORMANCE IS IN PROGRESS. If you must communicate, please whisper.
15. Remain backstage while in makeup and costume (unless otherwise directed to do so).
16. Keep offstage after the play until the audience is completely cleared from the house.
17. Do not wander from the stage/dressing/lounge area during performance.
18. Instruct visitors to meet you at the stage door or in lobby following the performance.

## **1.7 POST PRODUCTION / MAY 5, 2019**

1. On the final night all cast and crew participate in striking the set. All students are to stay until the end of the strike unless allowed to leave by the director. Strike can take anywhere from 30 minutes to 3 hours, plan ahead. Students who asked to leave strike early without prior permission may not be casted in the next show.
2. Thank the people who have helped you through this. We often take each other for granted. It is because we are an ensemble that theatre works. Allow yourself to cherish moments that you will remember the rest of your life.
3. Return any rented script material (sides, music, etc.) properly erased of your markings and in good order to the stage manager on closing night.
4. Remove all personal items from theatre promptly after closing performance.

### **TECHNICAL THEATRE: ADDITIONAL STAGE CREW ETIQUETTE**

1. All rules and regulations listed in this handbook apply to all crew members and performers.
2. Wear appropriate clothing for your production call.
3. Do not eat or drink on or backstage.
4. Do not talk backstage except for show related business.
5. Do not talk to actors while working except for show related business – It may break their concentration.
6. Do not chat while on headset and turn off your mic when not talking.
7. Do not perform tasks not assigned to you.
8. Do not move, borrow or play with props.
9. Report broken props or scenic elements to the stage manager.
10. Acknowledge the stage manager's calls with a polite "Thank You."
11. If you make a mess, clean it up.
12. Keep your workspace tidy – even if it is not your mess.
13. Practical jokes have no place in performance – EVER!
14. Be courteous to performers and other crew members.
15. Crew Members should not be allowed to use personal cell phones and computers while on duty backstage, onstage or in the dressing room.
16. Horseplay is not appropriate in the shop or onstage.
17. If you don't know what you are doing – ASK!
18. If you don't know how to use a tool – ASK!
19. Warn others of hazards.
20. Call out when moving overhead rigging or stage elevators.
21. Acknowledge warnings with a polite "thank you."
22. If you drop something overhead yell "HEADS" immediately and loudly.
23. Empty a full trashcan before adding to it. If it is full, take it to the dumpster and bring an empty one back to replace it.
24. Dress:
  - No loose, long or baggy clothing. It can get caught in moving parts and machinery or snagged on splinters etc.
  - Wear shoes with good, non-slippery soles that cover the whole foot; no sandals, flip-flops or dress shoes.
  - No skirts, shorts are fine but jeans are best. If you wear shorts expect to get scrapes.
  - No long or large jewelry. It can get caught on things and at best may get ruined. No rings.
  - Wear clothes that will protect you from dust, etc.
  - You will get dirty and stained. Wear work clothes.
  - Long hair must be put up or tied back and put down your shirt. A cap is a good way to keep your hair up also.

## Rules and Regulations Acknowledgment Form

We have read, understand, and agree to abide by the rules and procedures outlined in the San Gabriel Valley Music Theatre's SPMS Spring 2019 Musical Handbook for "GUYS AND DOLLS". We have added the key dates to our calendar, and fully commit to being present for the mandatory rehearsals and performances. We will list any and all scheduling conflicts in the Calendar Conflict Form.

Student Print:

\_\_\_\_\_ SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

Parent or Guardian Print:

\_\_\_\_\_ SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_