



Chisago Lakes High School Fall Musical Handbook

Chisago Lakes High School

www.clhstheater.weebly.com



@clhstheater



Mission Statement:

Engage our community in classical, modern, and quality drama. **Educate** students in a creative, collaborative learning environment. **Empower** students to become positive leaders and be themselves in a safe space.

Table of Contents

Overall Expectations	page 3
Audition Information	page 3
Audition Tips	Page 4
Casting	page 4
Rehearsal & Performance Discipline	page 5
General	page 5
Rehearsal Attendance	page 6
Scripts	page 6
Props	page 6
General Costumes	page 6
Tech/Dress Rehearsal	page 7
Performance Expectations	page 7
Fees & Eligibility	page 8
Attendance in School	page 8
Violations	page 8
Tech Crew Positions	page 8
Lettering/Fine Arts Points	page 9
Student Theater Leaders	page 10
Student Contract <i>(Due by second week of rehearsal)</i>	page 11

Overall Expectations:

There are certain expectations which we have of all participants. They are as follows:

- As a participant in this activity, you will be courteous toward each other and to the directors that are working with you.
- As a participant in this activity, you will live by the idea that everyone is welcome in theatre – therefore, you will be supportive of all the people who work on a production; regardless of what you may think of them personally. Respect.
- As a participant in this activity, we want you to know that a POSITIVE ATTITUDE means a lot to us!
- A **significant** amount of time is spent going over the individual cast members schedules and can affect casting decisions, so it is very important that you communicate **all** days needed off, at auditions, on your audition form. Please check with parents for any events they may have scheduled you for that you are unaware of.
 - We do know, however, that things come up in life that are beyond our control – family, religious obligations, and other personal issues that come up suddenly. Communicate with the assistant director or tech director ASAP. *DO NOT send the message with a fellow cast member!*
 - Unexcused absences or neglect to report conflicts could result in dismissal of the production.
- As per Chisago Lakes High School Activities Handbook: students must understand when they are involved in multiple activities that conflicts will arise where practices or rehearsals will be missed. Missing a practice or performance may directly affect the student's participation in those activities, to avoid this the student should coordinate their schedules between activities and note the conflicts that might exist **before** becoming involved or trying out in those activities.

Audition Information

- Productions are cast through an open audition process. A select group may be asked to attend “callbacks” if we need to hear them sing or read for a specific character. If you do not get invited to callbacks that does not mean you will not be cast in the show.
- Casting is based upon a combination of vocal pitch, confidence, dance ability, characterization, stage presence and schedule availability.
- A participation fee is required for all students cast in each show. Tech crew still needs to register, but the participation fee is waived.

→Audition Tips

- Arrive on time: it shows responsibility. If you are involved in another sport, email and let us know when you can stop by.
- Bring **ALL** your conflicts (work or fall sport (practice and games) related). If you are able to fill out the audition form before hand and handbook page signed.
- Thank the auditionees and staff. These are the people with whom you will be working if you are cast.
- Learn as much as you can about the show being cast. Read scenes or monologues if they are available (check www.clhstheater.weebly.com)
- Enter your audition with confidence. Think of yourself as pulling up the energy of the room. Your confidence can turn a good audition into a great audition.
- Make eye contact, when appropriate 90/10 rule, meaning you don't want to lead a staring contest, but don't bury your eyes in the floor.
- Don't offer excuses or apologize for your audition if it doesn't go as you planned- we are proud of you for coming to the audition, and you should be proud of yourself.
- When dancing/singing/acting show character, enthusiasm, and confidence.
- When waiting your turn to dance don't sit off to the side or cross your arms. This shows you are disinterested and don't care (take notice of your body language the whole time you are at auditions).



Casting

- Casting is based upon a combination of vocal pitch, confidence, dance ability, characterization, stage presence and schedule availability.
- The cast list will be posted on clhstheater.weebly.com, instagram (@clhstheater) and Facebook. Students are sometimes disappointed with their casting. Unfortunately, this is a part of the theatre process.
- Any student who drops out of a play because they are disappointed with their casting must understand that this attitude will be taken into consideration and may not be cast the following year.
- Please note that students should not post negative comments about casting on social media, nor make negative comments to other students or teachers. This will result in dismissal from the cast, and barring from further productions.



Rehearsal and Performance Discipline

→General

- Arrive at each rehearsal five minutes early so that work can begin at the scheduled time and sign in immediately upon arrival with the directing assistant.
- Do not leave the rehearsal space, crew area, or theatre until you have been released by the director. Please arrange to be picked up promptly at rehearsals end, as specified on the schedule.
- Rehearsals are closed to all visitors. Only people called or invited by the production staff will be allowed to attend rehearsals.
- **There is a difference between “Rehearsal” and “Practice”.** Practice is what you do **on your own**. Rehearsal is what you do **with a director**. Practice and review your part between rehearsals so that you bring something new to build upon each time.
- It is your responsibility to bring to each rehearsal the following items: *your script and/or vocal score; pencils; and water, dance shoes (if needed) and wear comfortable clothes and appropriate shoes (no flip flops).*
- Be quiet in the rehearsal space out of courtesy to the director and actors working onstage. Use your off stage time to study and work on homework.
- Treat every cast/crew member with the respect and courtesy with which you would like to be treated.
- This is educational theatre. If you have other questions, ask. That is the best way to learn.
- Cell phone usage while on stage, during music rehearsal and performances is prohibited. There will be no texting or calling backstage or in the dressing rooms or green room during performances. This will help you stay focused. We will be complying with the CLHS policy for cell phone usage, found in the student handbook.

→Rehearsal Attendance

- Please consider the rehearsal dates before you commit to other activities (i.e. driver's ed, family vacations, other school extra-curricular activities) to make sure you are able to participate to the commitment you made.
- Rehearsal schedules will be posted on www.clhstheater.weebly.com, as well as printed and handed out at the first rehearsal.
- Without prior permission, anyone scheduled who is missing is considered UNEXCUSED. **Two UNEXCUSED-absences means you will have a conference with a director and may be asked to leave the production.**

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- If you are absent from rehearsal, without prior permission from the director you may be cut from the scene being rehearsed. You are also in charge of getting blocking or dance notes from the assistant director; do so as soon as possible so you are ready the next time we run that scene. Per school policy, you must attend school to be eligible for rehearsal or performance.

→Scripts

- A \$125 deposit is required to rent out a script and will be returned when it is returned at the end of the production. If your script is damaged or lost you will lose your \$125 deposit to help pay for the damaged material. Make checks out to CLHS Activities
- Use pencil **only** to write direction or blocking in your script. Do not highlight or use pen, this will result in losing your deposit.
- Cast members are responsible for erasing all markings from rented scripts/scores before they are returned.

→Props

- Props are only to be handled by the person it is assigned to, don't touch a prop that is not yours.
- Return props to the prop table as soon as you leave the stage.
- If you suspect another actor's prop is in an incorrect location, alert the assistant director or actor. Please do not move the prop yourself.
- It is your job to check that your props are set and in place where they need to be before the production starts.

→General Costume

- Your "look" is an important part of your costume. Please do not alter your personal look without a discussion with the director. **Altering includes, but not limited to: piercing, tattooing, shaving, cutting or dyeing your hair.**
- Hang up your costumes when you are not using them. Notify the customer if your costume needs repair, there will be a sign hung up in the dressing room to record the issue.
- No eating in your costume.
- All costume pieces will be handed in at the end strike.
- Once assigned, using the costume for personal use, outside of the production, is prohibited.
- Any missing costume pieces that are not turned in or paid for can result in holding of grades.

→Tech/Dress Rehearsal

- Dress Rehearsal/Tech Week is a **required** week, and except for emergencies, absences will be considered unexcused and may jeopardize involvement in future productions. We are a "team" just like sports and we need all our "players" for this important week.
- When waiting in the wings, remember that if you can see the audience they can see you.
- Conversation backstage during rehearsal or performance should be restricted to production concerns. Use nonverbal communication when possible.
- All cast and crew members must assist with strike at the conclusion of the run, which follows the closing show.
- During tech builds you need to wear appropriate clothes and wear close-toed shoes.

→Performance Expectations.

- Cast and crew are required to report on time for all calls, rehearsals, performances, make-up calls, fight call (if pertains to the production) and cast warm-ups.
- Cast and crew are to be on site and available for work at the time posted and are to stay throughout the entire performance and dress/tech rehearsals (unless special permission has been given by the director).
- Students need to stay in backstage areas of the theater or booth once the House is open.
- Only cast members and crew are allowed backstage, in the booth and upstairs.



Fees & Eligibility

→Registration

- Every participant must register online through <http://chisago.registryinsight.com/>. Any student who is not eligible and not cleared through the AD office will not be able to rehearse on stage, but will be required to attend rehearsal.
- A participation fee is charged by the district for all sports programs. **High School Fine Arts: Musical Cast: \$150 and Musical Crew: \$75**, Limit of three (3) fees per student per year, fourth activity free. Fees must be paid before student practices. *No student will be excluded due to inability to pay, fee assistance can be sought by contacting Valerie Rogers vrogers@isd2144.org or call 651-213-2528.*

→ Academic Progress

- Grades will be checked at the end of each term, which unfortunately is the first week of November, two weeks before we open. If a student has not earned at least 1.5 credits during the previous term he/she becomes ineligible. A student may have one grade of incomplete and still participate.
 - *A student who has more than one incomplete is ineligible and will not be able to perform in the musical.*
- A student who has incompletes as a result of extenuating circumstances may request that teachers "sign off" on those incompletes if a plan for completion of the required work has been made.

→ Penalties

- **First violation-** the student shall lose eligibility for the next two (2) consecutive weeks and lose any highlighted role/solos they are a part in. They may still be part of the ensemble and return to practice after the two weeks are up. No exception is permitted for a student who becomes a participant in a treatment program.
- **Second violation-** the student loses any fine arts points earned and their letter for the season.
- **Third violation-** the student is then released from the production entirely.

→ Attendance at school

- To participate in rehearsal, students must be in school by the beginning of 3rd block. Exceptions must be approved by the Activities Director.
- Students with an unexcused absence on the day prior to a weekend or vacation day event will not be allowed to participate on that team or activity, including practices. Any exceptions must be approved through the administration before the absence occurs.
- **SCHOOL SUSPENSION** Students on suspension cannot be involved in any team activity occurring during the time of the suspension. Further suspension could result in dropping from the team.



Tech Crew Positions

Students wishing to join the Tech Crew (stage manager, scenic/lighting/sound/costume design, board ops, etc.) should contact Rachel or Ian, by filling out the form on www.clhstheater.weebly.com. We are looking for students who have:

- the ability to communicate and coordinate with peers and directors.
- Ability to remain on task and complete projects
- Ability to attend tech days, rehearsals and performances.



Lettering/Fine Art Points

→Fine Arts Points

- To letter in Fine Arts, as per the Chisago Lakes High School Activity Handbook, points are accumulated throughout the student's high school career. A student must have a total of 200 points in at least two different activities in order to receive a Fine Arts letter.
 - **Fine Art Points for Fall Musical**
 - Leading role - 75 points
 - Supporting Role- 50 points
 - Ensemble - 30 points
 - Technical crew work - 20 points
 - Stage Manager- 50 points

→Lettering

The following requirements must all be met to earn a varsity letter:

- Attendance:
 - **A cast member must not have more than 2 unexcused absences, they are scheduled for.** (Extended illness will be taken into account with a physician's note.) Please email the director or assistant if you are sick. *A combination of two unexcused late arrivals and/or three early releases equals one absence.*
 - **Technical crew must not miss more than 1 practice they are scheduled for.**
- Complete the entire production (tech rehearsals, performances & strike).
- **Put in tech hours, that equals 8 hours. (tech build, painting, postering, costuming ect)**
- Coaches also reserve the right to withhold letters from individuals who display conduct and attitudes detrimental to the success of the team, regardless of meeting the above criteria.



Theater Leaders (Captains)

To select our theater leader captains the students will vote on our student “theater leaders”. Juniors (upcoming Seniors) have the opportunity to write a letter as to why they would like and deserve the role of “Theater Leader/Captain” for our fall musical for their senior year. Once all letters are received (deadline will be posted), finalists will be selected by the production team then voted on by the cast. The captains will be announced at our Award ceremony. The captains will split responsibility for things like, but not limited to: encouraging the cast, being Spotlight student reps, helping recruit for the next year show and if available attend the transition day, help plan the show reveal and act as the link between students and production staff. The responsibilities split between the captains are:

Communicator- they are responsible for posting things sent by a production staff member to a location in a prompt matter where the cast can stay up to date. They will also be a part of posting positive messages on Social Media.

Organizer- they are responsible for keeping track of forms/permission slips, t-shirt orders, and any meals we take part in. They will be administrators on some of the GoogleDrive documents to help track information.

The following is required for a student to apply for leadership:

- Senior status:
 - We are looking for leaders in our theater who have been involved
 - No more than one unexcused absence (practice or meets) is acceptable.
- Write a letter of interest pertaining to which theater leader position you are interested in and submit by email two weeks after strike.
 - Student leaders will need excellent communication and organization skills as well as the ability to have fun and serve as a role model for the entire cast & crew.
 - High School Leaders should possess strong time management skills, creative skills, and a positive attitude.
- Behavior & attendance will be taken into consideration from the past year.

Chisago Lakes High School

Fall Musical Contract



This form is due by the second week of rehearsal! It is also a part of the online audition form too.

The entire handbook may be viewed online at anytime via the CLHS Theater website. www.clhs.weebly.com

By signing this form, you are indicating that you have read and understand the handbook and the contents (script fee, attendance policies ect)

I have read and understand the responsibilities as described in the theater student handbook for cast & crew members in the Chisago Lakes High School Fall Musical. I agree to do my part for the good of the entire program in accordance with the policies outlined in the handbook. I understand that not following the guidelines and expectations may result in the removal from the production. My parents and/or guardians have also read this information and they understand and support my role in the program.

Student name (printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parents/Guardians:

To be sure that we have the most up-to-date information, please include your email address below.

Parent/Guardian Name: _____

Email: _____