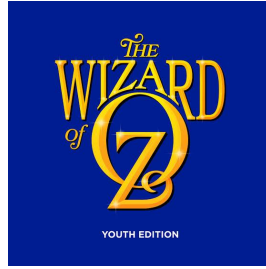


Inspiration Mountain Drama Club Presents



March 5 & 6, 2027
Sandra Day O'Connor High School Theatre Stage

Drama Club Handbook

Co-Director - Mr. Nick Helmick (nick.helmick@dvusd.org)

Co-Director - Miss Katelynn Magill (katelynn.magill@dvusd.org)

Tuesday & Thursday Afternoons 2:45 PM - 4:30 PM
Multi-Purpose Room Stage or Music Room

CONGRATULATIONS and welcome to our Drama Club Family. What an exciting year to have the opportunity to work with us on this year's musical, *The Wizard of Oz Youth Edition*.

You were cast in this show because YOU were the person who could play your role. Not anyone else. You. If we didn't need you, we wouldn't have cast you. Please keep that in mind over the next couple of months. You are the reason we have a complete cast, and we are very glad you are here.

REHEARSALS:

- **Conflicts & Attendance:** You should have already informed us of all rehearsal conflicts, and we have listed them and are aware of your absences.
 - If you have something that may cause a conflict, please inform Mr. Helmick and Miss Magill ASAP so we can accommodate it in the rehearsal schedule.
 - If you have an emergency, PLEASE IMMEDIATELY EMAIL your directors.
 - If your cast member is going to miss a rehearsal, the absence must be **excused**. Please email Mr. Helmick or Miss Magill before the absence or within 24 hours following the occurrence of the absence.
 - A cast member who acquires **three (3) unexcused absences** will be dismissed from the musical for the remainder of the year. A cast cannot be successful unless

it has consistent, timely attendance from all members, since what we do is team-centered and we depend on each other in many ways.

- If you are a **middle school student** (7th or 8th Grade) and wish to participate in any school sports, please remember that you are cast into this show and that you are needed at all rehearsals that you are called for. Your role in this cast is very important, and being absent is very difficult for all involved.

- **Club Costs:**

- The cost to participate in this year's musical is **\$50 per student, plus students will be responsible for purchasing their own costumes.**
 - This cost will help purchase the rights to perform the show from the producing company, scripts, and help purchase materials to build the set.
 - There may be other expenses around the show for props, but information will be released later.
 - If you are unable to afford this amount, please contact Mr. Helmick or Miss Magill.
 - **Dues must be paid by Friday, September 11, 2026**

- **Rehearsal Schedule:**

- We have created the rehearsal schedule based on the availability of all directors and those helping with the show. The rehearsal schedule will be shared with all cast families via Google Calendar and will be available for cast members through the Wizard of Oz Youth Edition Canvas Page. It is also available on the Inspiration Mountain Drama Club Website. **Please make sure you check the schedule daily to see if you are needed at rehearsal.**
- **All rehearsals and performances are mandatory.** Students must attend **all** rehearsals they are called for. Protocols for handling absences are listed in this handbook.

- **What To Bring To Rehearsal:**

- **ALWAYS bring your script, sharpened pencils, and an eraser to all rehearsals and performances.**
- Water bottle
- Homework, books, and other quiet activities to rehearsals and shows
- A positive attitude
- A note about **Cell Phones**. Cell Phones **MUST** be off and out of sight during rehearsals and performances. Actors are never allowed to have cell phones with them onstage or during notes. Please remember that the Inspiration Mountain School Cell Phone Policy is **OFF and AWAY ALL DAY**. If students are caught with their phones out during rehearsals and performances, they will be reminded to put them away, and if it is repeated, parents will be notified of this behavior. Students will also receive infractions on their Knights CReeD Card for repeated offenses.

- **What To Wear To Rehearsal:**
 - Wear your hair up and out of your face.
 - Wear comfortable clothing and shoes that allow you to move freely.
 - To ensure your and others' safety, shoes must be worn at all times during rehearsals and performances. **No flip flops or sandals are permitted. Do not walk barefoot onstage.**
- **Your Responsibility As An Actor:** Come to rehearsals prepared to work, learn, and improve.
 - **MEMORIZE** your lines and blocking quickly and accurately. It is your responsibility to “do the homework” required for your role.
 - Cast **MUST** sign in at the beginning of every rehearsal and performance.
- **Drop Off / Pick Up:**
 - Students will report to the Multi-Purpose Room Stage or Music Room for rehearsals right after school. **Cast members are NOT allowed in either area until the directors arrive to let them in.**
 - Please ensure that the directors have on file the arrangements for students to get home from rehearsals.
 - Please be **ON TIME** when picking up cast members from rehearsal. Rehearsals end at 4:30 PM each time. We understand that situations may arise that make it difficult for you to pick up your cast member on time. Please email the directors as soon as possible to inform them and provide an estimated time of arrival.
 - Students will call for a ride if they are not needed for the entire rehearsal. Cast members will be excused once their character is no longer needed.
- **Rehearsals are Closed:**
 - Rehearsals are closed. That means only the actors and production team are allowed to attend rehearsals. Parents are not allowed to attend rehearsals.
- **Food:**
 - Cast members may bring a snack to enjoy during rehearsals. We ask that any snacks be peanut-free to accommodate any peanut allergies other cast members might have.
 - Cast members are **NOT allowed** to share their snacks with others.
 - Cast members **MUST** clean up after themselves. No trash or crumbs will be left in our performance space.

ATTITUDE & BEHAVIOR

We expect you to treat our space, our staff, and our volunteers with the utmost care. Three words you want to remember as we embark on this production are **Caring, Responsible,** and **Determination.** Theatre is a team effort, and you are a vital part of the team. Remember, from this point forward, your attitudes and actions reflect this production. Please take these matters

seriously. Participants who demonstrate a lack of respect for our facilities, staff, and/or fellow cast members will face possible removal from the show.

- **Respect The Theatre And Spaces:**

- If you don't mess it up now, you won't have to clean it up later! Cast members are responsible for the condition and cleanliness of our performance spaces. Actors will not be dismissed from rehearsals until all the spaces are clean.
- Snacks must be cleaned up, and all trash must be thrown away.
- **NO GUM ALLOWED!**

- **Respect Your Fellow Cast Members:**

- Treat all cast members with respect, kindness, and inclusion at all times.
- Consider the ages of the other cast members before talking.
- Please do not take pictures or videos of anyone without their permission.
- If there is a conflict or an issue, **SPEAK UP IMMEDIATELY.**
 - You can talk to Mr. Helmick or Miss Magill, any Inspiration Mountain Staff Member, Administration, or your parents.
 - Talking to cast members about an issue usually just causes more conflict or drama. Talking to a parent or adult about an issue will give you support and help! Let the adults help you resolve an issue before telling others.

- **Respect Yourself:**

- In accepting a role in this show, you agree to take care of yourself, eat properly, and maintain your health.
- **ILLNESS:** There are no understudies for this show, so staying healthy is a #1 priority. Doing things that would cause you to become sick will negatively affect your castmates and the Inspiration Mountain School Community. Please consider that!
- **YOUR SCHOOLWORK SHOULD BE YOUR FIRST PRIORITY; THIS SHOW IS YOUR SECOND.** Bring homework to rehearsals and use your time wisely.

IT'S SHOWTIME:

- **Load-In:**

- The set load-in at Sandra Day O'Connor High School is scheduled for Monday, March 1, 2027, starting at 8:00 AM. We will be at the theatre all day!
 - If you are available to help with this task, please contact Mr. Helmick as soon as you can. We will need as many parents as possible to help so it runs smoothly.

- **Wish 'Em The Best!:** "Well Wishes" are special notes to your cast member written by you and placed in the program.

- If you would like to purchase a well-wish, please be on the lookout for more information.
- **Show Tickets:**
 - Tickets will be \$10 for adults and \$5 for students and children.
 - Tickets will go on sale Monday, February 1, 2027. Seating in the Sandra Day O'Connor Theatre is first-come, first-served.
 - Tickets will be available on GoFan, and the links will be sent to parents when they go on sale.
- **Recordings:**
 - Recording the rehearsals or the show is **NOT EVER PERMITTED**.
 - We may provide you with tracks or rehearsal videos to practice with at home. These will be placed on the Canvas Page for students to access.
 - We may record the show and send it to parents.
 - **THESE ARE NOT TO EVER GO ONLINE FOR PUBLIC VIEWING**
 - Posting of videos of a theatre performance goes against our licensing agreements and may jeopardize Inspiration Mountain' School's future to produce theatre!
 - Photos may be provided by Inspiration Mountain later in the run.
 - You may post these photos online, but please credit the photographer in the caption (e.g., Photo courtesy of ...).
 - Please be respectful of copyright laws and ask the directors if you are confused at all.
- **Strike:**
 - We are asking parents to stay at the end of the closing show to help tear down the set for move-out.
 - We will get the set from Sandra Day O'Connor High School on Sunday, March 7, 2027, starting at 9:00 AM. Everything needs to be moved back to Inspiration Mountain School this day. We are asking for as many parents as possible to help with this process. Please email Mr. Helmick if you can help with this.
- **Tax Credit:** Did you know that there is an Arizona State Tax Credit Program through the Deer Valley Unified School District? This tax credit money can be donated directly to the Inspiration Mountain Drama Club, and donors receive it back through a 100% tax deduction, dollar for dollar. Information on submitting the Tax Credit is included in this Handbook.
 - File Single? You can donate up to \$200 each year
 - File Married? You can donate up to \$400 each year
 - Follow this link and directions to submit your tax credit. You do not need to log into the site, but scroll to the bottom and click the blue "Click Here To Make A Tax Donation" Button. **<https://az-deervalley.intouchrecepting.com/>**

VOLUNTEERING FOR THE SHOW

The Inspiration Mountain Drama Club asks each cast member to pay a \$50 Club Fee to help offset the costs of putting on our musicals. We depend on the parents/caregivers of our cast members to function as a volunteer production staff.

View this show as an opportunity for a shared experience with your child. We need volunteer help in all aspects of the show - from set construction and painting to props and backstage supervision! Even if your child is not involved in a future production, we would love for you to come back and assist in future productions!

Please note that all adult volunteers must be DVUSD Volunteer Trained. If you are not volunteer-trained, please ask the directors for information.

VOLUNTEER OPPORTUNITIES

Before The Run Of Show:

- **Set Construction:** Most of the work consists of painting and building the set or generally assisting the Set Designer and Builder. We hope to have many parents assist in making the build as smooth and successful as possible during rehearsals. The directors will send out information when volunteers for Set Construction are needed. **Most workdays will be on Saturdays.**
- **Props:** Parents might be needed to search for props needed for the production. Please email Mr. Helmick if you're interested in helping to find or make props.

During Performances

- **Front Of House:** During performances, many volunteers are needed in front of house. Volunteers will be asked to help with tickets, concessions, and programs. Parents will be able to watch the show with a purchased ticket if you volunteer for this position.
- **Backstage Supervision:** We will need three parents to volunteer each night we are at Sandra Day O'Connor High School (March 1 - 6, 2027) to assist with backstage supervision. This includes making sure the cast and crew stay quiet, pay attention to the show, and follow the rules.

We ask that all parents help and volunteer in some capacity during the run of the show. We can not do this show alone! The directors will be sending out information on how to help and volunteer. Please check your email in the near future.

Things To Remember When Volunteering

- Only Volunteer Parents who have signed up to volunteer are allowed here or at the high school (unless they have purchased a ticket for the performance, in which case they may sit in the audience when the house is open). This includes backstage as well as front of house.

- If you are volunteering backstage, please take this position very seriously. You are not there to be the cool parent. We must encourage a very professional attitude at all times.
 - **Do not take pictures backstage when volunteering**
 - **Parents are never authorized to go into a dressing room**, even if it is their own child's dressing room. Please stay in the common area where actors congregate.
 - You are there to make sure the cast members are kind, quiet, and clean. Please give corrective reminders where needed and report any behavioral issues to the directors. Actors may need help cleaning up a mess, dealing with injuries or big emotions, and remembering the rules.
- Thank you for volunteering and helping Inspiration Mountain Drama Club be the professional-level club that it is!

DRAMA CLUB'S RULES OF RESPECT

- ★ NO GUM! That means NEVER!
- ★ WATER. That is what you drink while in rehearsal and during the shows!
- ★ NO PDA EVER!
- ★ KEEP THE PLACE CLEAN! Put litter in its place *now*, not *later*. Treat the facility as though it were your own!
- ★ NEVER LEAVE THE BUILDING during rehearsal, on break, or between shows!
- ★ NEVER talk about anything or use words that you could not talk about or say in front of the directors!
- ★ When Mr. Helmick says, "Please be quiet," BE QUIET!
- ★ When Miss Magill says, "Please be quiet," BE QUIET!
- ★ When the Stage Manager says, "Please be quiet," BE QUIET!
- ★ When we are talking to you as a group, pay attention! No talking! It is impossible to listen when you are talking! We may be giving notes to someone else, but you never know what you might learn in that process! When you are onstage, you must ALWAYS pay attention to directions; you never know when someone's question or direction will directly affect you.
- ★ Always tell the truth! The repercussions of the truth are always going to be far less than those of an untruth.
- ★ Be kind to each other, encourage each other, help each other, and include each other!

2026-2027 Behavior Contract

I understand that my cast member's participation in Drama Club and *Wizard of Oz: Youth Edition* is dependent upon their behavior and adherence to all Inspiration Mountain School and DVUSD behavior expectations as detailed in the Student's Rights and Responsibilities.

I understand that failure to meet these behavior expectations, as documented in the PBIS discipline steps, or any major violation of these policies, will result in the withdrawal of my cast member from the show and the club.

I also understand that if my cast member misses three or more rehearsals, they will be replaced in their role in the show.

If my cast member is asked to leave the program for any of the reasons above, I understand that I will NOT receive a refund for any payments. I understand that this policy is put in place for the safety of all cast members and that no cast member is exempt from this policy.

Student Name (printed): _____

Parent Name (printed): _____

Parent Signature: _____

Date: _____

2026-2027 Parent Permission

I, _____, give my cast member, _____, permission to participate in the 2026-2027 Inspiration Mountain Drama Club and *Wizard of Oz: Youth Edition*. I understand that my cast member must follow all school rules and adhere to the Knight's CReeD Matrix. I also understand that the cost to participate in this year's musical is \$50 and must be paid by Friday, September 11, 2026. I also understand the non-negotiable rehearsal dates **(February 22 - 25, 2026 & March 1 - 6, 2027)**.

I understand that my cast member will need to have a ride home at the end of rehearsals. Rehearsals will be on Tuesday and Thursday after school from 2:45 - 4:30. Cast members only need to attend the rehearsals that they are called for. Rehearsal schedules will be shared with cast families via Google Calendar, Drama Club Website, and the Canvas page.

Please check the box for how your cast member will be getting home.

- ☐ Walking
- ☐ Bike Rider
- ☐ Parent Pick-Up

Student Name

Parent Name

Parent Signature

Date

Phone Number

