

# Goose Creek Memorial High School Theatre Arts Department



Production Handbook

**“Semper ad excellentiam contende”**

“Always strive for excellence”

**The purpose of this handbook is two-fold:**

- 1) To introduce new theatre students to the department’s customs and traditions, and...
- 2) To serve as a ready reference text for returning students to review their duties each year. As your official guide for all activities concerning productions, it contains information of prime importance to those who hope to work effectively in the department. Complete familiarity with its contents is the first requisite for those students who are genuinely interested in learning the art of theatre.

**The last page of this handbook is an acknowledgment that has a place for the student’s signature and that of their parent(s). It is MANDATORY that every student and parent involved in any production or theatre class sign and return the acknowledgment sheet.**

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## **DIRECTORS LETTER TO STUDENTS**

Dear Students,

In order to achieve success in our endeavors at Goose Creek Memorial High School, it is of primary importance that we make a firm commitment to quality in every production. Excellence is habit. Intense pride should be manifested in our department and should burn brightly in our performances. Bear in mind that you, as an individual, can and will control your own destiny in this department. You are but one link in the chain of success, and if you fail to do your part then our chain will not hold strong. You will be pushed to do your best; we expect you to work consistently, try hard, obey the rules, and cooperate fully with your directors and fellow performers. This will be made easier if you remember the following:

### A Short Course in Human Relations

The six most important words: I admit that I was wrong.

The five most important words: You did a great job.

The four most important words: What do you think?

The three most important words: Could you please . . .?

The two most important words: Thank you.

The most important word: we.

The least important word: I.

It is a good philosophy, and you're encouraged to embrace it.

On a personal note, we want to thank you in advance for the hard work you give to this department, and to us. We love you dearly and consider ourselves lucky to be your teachers. Let's have a great year! ☺

Warmly,

Nina Saunders and Alicia Green  
GCM Theatre Directors

# **I. INTERNATIONAL THESPIAN SOCIETY-** The International Thespian Society (ITS) is the Educational Theatre Association's student honorary organization that recognizes students through a point system.

## **A. How Is Membership Granted?**

1. Thespian membership is granted for the demonstration of a commitment to excellence in theatre arts that meets the EDTA's general guidelines. Basically, students become members by earning points for their work.
2. The directors and officers will maintain records of students' activities, and Thespian membership will be conferred when qualifications have been met. When the required number of points has been earned, an apprentice should be given a Membership Notification card informing them that they may join the International Thespian Society. No hazing of student candidates is permitted.
3. One point represents approximately ten hours of excellent work. ☐
4. To become a Thespian, a student must earn ten points at the school where he or she is to be inducted. Students must participate in at least two full-length productions, or one full-length and two one-acts, or four one-acts. ☐

## **B. Active Membership Requirements**

1. This organization is an HONOR society and will require all members to maintain satisfactory standards of conduct both on and off campus. If an ITS member continues to violate the GCCISD Code of Conduct, the student will be suspended from the troupe. ☐
2. Thespian membership will be awarded to all students who qualify and pay their dues. No student can be elected into the troupe, and no student can be denied membership if he or she has fulfilled all membership requirements.
3. If a student is suspended from the troupe, he/she may reapply for an active membership at the end of the suspension time. ☐

## **C. Lettering in Theatre- Exceptional Thespians**

1. After Thespians have attained membership, further recognition for their outstanding work in theatre arts may be indicated by awarding stars for each additional ten points (or 100 hours) earned. When they have earned sixty points, Thespians can letter in theatre. This means that GCM Theatre will pay for your jacket, but any patches or personalization will be the financial responsibility of the student.

## II. ATTENDANCE AND PUNCTUALITY

A. It is a custom of this theatre department that you NEVER miss a rehearsal, a performance, a design meeting, or a strike. You should accept this rule without hesitation. Regular rehearsals are Mondays, Tuesdays, and Thursdays from 3:00-6:00pm (with some Friday rehearsals possible depending on the show). This schedule allows you to have two days off a week that you can schedule doctor's appointments and tutorial sessions. Tech rehearsals will be the entire week leading up to the show and we will rehearse everyday from 3:00-9:00. UIL One Act Play follows a different rehearsal schedule due to UIL rules, please refer to the calendar on our website for those times and dates. Two unexcused absences or three unexcused tardies may be considered cause for dismissal from the company. Unexcused absences from a dress rehearsal or performance will result in immediate dismissal from the program.

B. If you have a valid reason for missing a call, you should notify both the director and the stage manager of that production immediately so that the rehearsal schedule can be changed without problems. You should not be in a production if you have a job that interferes with the rehearsal schedule. If you are actively involved in numerous after-school activities, you should notify the director IN ADVANCE concerning the days and times you will miss or be tardy to rehearsal. Be sure to write all rehearsal time conflicts on your audition application form. Misrepresenting yourself and your obligations is grounds for immediate expulsion from the company. ☒

C. Be on time, every time. In this department, there is no rule more sacred than this one. The later rehearsal begins, the later we will work. Keep in mind that 15 minutes early is on time, on time is late, and late is unacceptable.

## III. GRADES AND ELIGIBILITY

A. During the rehearsal period for a show, your obligations are to your grades and the show. If you do not pass all classes, you cannot perform. This is a state law!

B. Grades will be checked weekly, every Monday at the beginning of rehearsal. If you have a zero on any assignment or an average of seventy-five or below you will be required to attend tutorials before the next grade check on Monday, until the grade is made up.

C. If your teacher does not offer tutorials that week, theatre tutorials will be available on Wednesdays and Fridays in the Dressing Room from 2:45 to 3:30. If you attend a non-theatre tutorial you must bring back a signed note from your tutor for the next Monday grade check. Failure to comply or bring up your grade could result in dismissal from the show.

## IV. THEATRE COMMUNICATION CHANNELS ?

- A. Callboard- The callboard is located inside the dressing room. This is where all calls and announcements are posted for auditions, rehearsals, meetings, and other activities. You are responsible for checking the callboard DAILY during the course of production.
- B. Website- Our website is [www.gcmtheatre.com](http://www.gcmtheatre.com) and it is kept current and has valuable information for students, parents, and faculty members. The website has the theatre Calendar, which is updated weekly. There is also a link on the website to our photo page where we upload photos from all our productions and events. If you do not want your photo published on the website, or to our social media pages, be sure to indicate this on the Handbook Acknowledgement Form.
- C. Remind 101- Remind 101 text messages are our main form of communication. Students can sign up for these texts by simply texting @gcmtheatre to 81010. Parents can sign up for these texts by simply texting @gcmtparent to 81010. Standard text message rates do apply.
- D. Social Media- You can keep up to date by following us on Facebook, Twitter, or Instagram. The links for these sites are located at the top right of our website.

## V. REHEARSAL SCHEDULE ?

- A. Unless otherwise noted, rehearsals will be from 3:00pm until 6:00pm on Mondays, Tuesdays, and Thursdays. During tech week, the week leading up to the show, rehearsals will be Monday through Wednesday from 3:00pm to 9:00pm.
- B. ? Rehearsal is over when the director dismisses you, not when your parents arrive to pick you up. Every effort will be made to release you on time. If you need to leave rehearsal early, please tell both the director and stage manager immediately at least one day in advance.
- C. A production will undoubtedly necessitate some weekend tech rehearsals. They will be on Saturdays from 9am to 4pm, and they are posted on the calendar on our website at the beginning of the school year. Please visit [www.gcmtheatre.com](http://www.gcmtheatre.com) to plan for these important dates. ?
- D. A production officially begins with the Company Meeting, and ends with Strike. Attendance at both the Company Meeting and Strike is mandatory! If you choose to miss the Company Meeting and/or Strike, you will not work in this department again. Furthermore, students enrolled in Theatre Production class will have a 20-point reduction of their semester grade in the event they choose to be absent.



## VI. AUDITIONS AND CASTING

- A. Auditions may be prepared monologues, cold readings, improvisations, or any combination of these. There will usually be a day or two of invitation-only callbacks. Final casting will be posted on the theatre bulletin board on main street and outside the theatre classroom.
- B. Selection of the technical crew is based on the number of people needed for the crews, the abilities of the students selected and the variety of experience they have had in production.
- C. Selection of the cast is based on the particular acting demands made by the play being produced, the ability an actor reveals in auditions, the need of the individual in terms of growth, and his or her past record on stage. This is a subjective area, please realize that your directors do what they truly believe is best for the play.
- D. A student shows acceptance of the assignment by initialing next to his or her name. Once you initial beside your name, we expect you to honor your commitment by being a productive member of the team.
- E. Educational theatre is a process of proving your worth, and if you are not cast in a role that you wanted you need to realize that you were placed in that role for a reason, and that there are no small parts only small actors and a role will only be as good as you make it. Quitting because you didn't get cast or didn't get a large role is unprofessional, unacceptable, and will measure heavily on if you are cast in the future. However, if you are unwilling to accept the role you are given or cannot commit to the times required for a show, please do not waste the rest of the company's time by accepting the role and dropping out later. PLEASE CONSIDER CAREFULLY BEFORE SIGNING THE COMPANY LIST!



## VII. OFFICERS

A. Directors: Nina Saunders and Alicia Green- The theatre directors are in charge of the theatre department at all times. In cases where a student is directing a show, the theatre directors will act as the producers of a show and the student director must still report to them.

B. Administrative Officers- The administrative officers are the President, Vice President, Secretary, and Historian of the Thespian Club. These officers assist the director to facilitate the management of the theatre department.

1. President: Tyana Montgomery- The president manages the lights and properties technical theatre design areas and is also in charge of maintaining a system of communication with the students and maintaining the public bulletin boards to keep communication open and clear.
2. Vice President: Jacob Hillier- The vice president manages the costumes and make-up technical theatre design areas and is also in charge of for keeping the social media presence up to date through Facebook, Twitter, Instagram, and YouTube. As well as keeping photos and newspaper articles of the shows to be compiled in a photo book at the end of the school year and keeping up with the food needs for the organization by maintaining a food sign-up list and keeping people accountable for bringing their assigned foods.
3. Secretary: Abby Boyd- The secretary manages the graphics and sound technical theatre design areas and is also in charge of keeping minutes and notes of all meetings and official thespian club business; as well as maintaining the sign-in sheets on the callboard in the dressing room.

4. Historian/ITS Officer: Taylor Saenz- The historian manages the scenic technical theatre design area and is also in charge of and the thespian club points, and maintaining the website by posting photos, posters, and videos keeping parent communication open and clear by maintaining a newsletter and facilitating parent meetings.

## VIII. JOBS AND RESPONSIBILITIES

A. **Stage Manager-** (reports to the Director) The Director may fill this position prior to auditions. The Stage Manager's primary goal is to be on top of the production at all times. Of all the students connected to the show, the Stage Manager has the most complete picture of what is going on, as she or he is present at all meetings and rehearsals. The Stage Manager should seek to serve the Director and the production at all times. She or he NEVER betrays the confidence of the Director by telling others what has been said, etc. This position requires that the person develop a poised, calm demeanor that is professional and supportive of the artistic process.

1. Assists the Director in the conducting of auditions and calls by organizing scripts, keeping track of names, calling up the next actor, etc. He or she also prepares all necessary forms and collects these forms from the actors.
2. Distributes scripts to all cast and crew.
3. Prepares a Company Directory of cast and crewmembers' phone numbers.
4. Checks the callboard at every rehearsal and reports all tardies or absences to the Director.
5. Keeps track of time at rehearsal, politely reminding the director of the time. (This will help the Director promptly release students.).
6. Takes down all blocking notation.
7. Reads for cast members who are not present at rehearsals and provides all sound effects and stage directions during the read-throughs.
8. Maintains the spiked set's ground plans on the rehearsal floor and checks all rehearsal furniture and properties.
9. Prompt actors from the Production Script.
10. Takes notes for everyone not present and makes sure the missing person receives those notes at the first opportunity.
11. Is responsible for all light cues, sound cues and scene changes. He or she calls the technical show from Cue to Cue to all Dress Rehearsals and Performances.

12. Runs the appropriate checklists prior to performances and manages the backstage pre-show scene, including actor and techie activities.
13. Takes roll at the Call time on performance nights and tracks down people who are missing and reports actors and techies who are late to the director.
14. Coordinates the start times of performances with the Director and House Manager.
15. Collects all cast and crew funds for gifts for directors or other special people, and takes charge of such purchases.
16. Plays a primary role in audience safety during every performance by being prepared to take immediate actions to protect the public's safety during an emergency.
17. Assists running crewmembers in their roles, especially by being a calming and supportive influence.
18. Keeps close control over headset conversations by cutting off inappropriate chatter and especially "blame-laying" for any technical errors made by anyone.
19. Goes over missed or flubbed technical cues with the techie in question immediately after the show. He/She reports these mistakes to the Director as well.
20. Keeps track of actors' deviations from the script during performances and reports this to the Director.
21. Supervises all stage crews.
22. Has complete charge backstage during rehearsals and performances.
23. Gives face-to-face permission for the Director or House Manager to open the house before a performance.
24. Checks doors at the end of the performance.
25. Helps supervise Strike.

B. **House Manager-** (reports to the Stage Manager) The House Manager is the person responsible for the seating and comfort of the audience members, the competence and training of the ushers, and the distribution of the programs.

1. Serves as Head Usher and is in charge of all Ushers. Thus, he or she distributes all Usher badges.
2. Makes the house and lobby areas ready for the production. This includes posting all interior and exterior signs.

3. Sees that the necessary number of flashlights is on hand, in working order, and distributed to the appropriate ushers.
4. Sees that the appropriate number of seats are reserved for any disabled patrons and the director's guests.
5. Is responsible for the seating of all audience members arriving late.
6. Is responsible for flashing the concession area's light on and off five minutes before the end of intermission. He or she should then announce, "The show will resume in five minutes. Five minutes. Thank you."
7. Is responsible for managing and making sure that the Ushers clean the auditorium AFTER a performance.
8. Is responsible for managing and maintaining concessions and stars for the show.

C. **Technical Crews-** The crews are the people without whom a production would truly be impossible. They do the dirty work, often receiving less credit than is deserved. They are to be revered! Each crew has a Crew Head, who acts as a supervisor, reporting to someone higher up on the command ladder. All technical crewmembers are required to watch one full rehearsal of the show prior to tech week. The crews are listed below. [Please note that crew members should not interfere with the actors backstage during a performance.]

1. **Moving Crew-** The moving crew assists the Technical Director and Scenic Head in managing the facilitation of scene changes or moving cues.
  - a) *Assist in building and painting the scenic elements.*
  - b) *Pull curtains, fly scenery, and open and close curtains as needed during the show.*
  - c) *Move scenery on and off stage as needed for rehearsals and performances.*
  - d) *Technical Crewmembers who work on the running crew for a show must dress in all black clothing during a performance. All members of the running crew must be present for every single technical rehearsal or performance that involves getting scenery or props onto or off of the set.*
  - e) *Sweep the stage each week and after every technical rehearsal and performance.*
  - f) *Clean the shop and tools as needed.*
  - g) *Making sure paintbrushes are washed, dried, returned back to their proper storage place, and all messes from paint or completely cleaned up after each use.*
  - h) *Maintain the safety in the shop at all times.*

2. **Costume & Make-up Crew-** The costume crew assists the Costume and Make-up Head, who is in charge of all aspects of actors' stage-wear. They:

- a) *Assist in measuring actors for costumes.*
- b) *Pull appropriate costumes from stock, including anything needed as rehearsal costumes. ☐*
- c) *Make minor repairs.*
- d) *Manage the care and organization of all rental costumes by keeping close track of In/Out and preparing all costumes for shipping back to the rental firm.*
- e) *Keep the costume room and all costumes clean and organized during rehearsal and the show's run.*
- f) *Assist in getting the costumes cleaned during the run and at the end of a show's run.*

3. **Sound Crew-** The sound crew assists the Sound Head with all equipment and matters regarding their technical areas equipment.

4. They:

- a) *Make it possible for the actors to be heard on stage.*
- b) *Provide sound effects and music as dictated by the script.*
- c) *Establish a mood for the production with 30 minutes of music before the show, 15 minutes of music for the intermission, and a curtain call song.*
- d) *Write and record the pre-show announcement.*
- e) *Set out all clear coms for the booth, backstage, and director prior to tech week and test them daily.*
- f) *Keep all sound cables appropriately cabled or gaffed down to the floor to ensure no one trips over them.*
- g) *Makes sure all sound equipment is tested with pre-show checks and post-show checks every night of tech rehearsal and performance.*

5. **Lights Crew-** Light Crew assists the Light Head to create and execute the most effective lighting design possible for a production.

6. They:

- a) *Hang, gel, and focus lighting instruments for the show.*
- b) *Set up any special effect lighting for a show.*

c) *Keeps all lighting equipment appropriately cabled and gaffed down to the floor to ensure no one trips over them.*

d) *Makes sure all light equipment is tested with pre-show checks and post-show checks every night of tech rehearsal and performance.*

7. **Props Crew-** All actors in a production act as the props crew. They assist the props master and props head by providing props that are safe, functional and appropriate for the given circumstances of the play.

a) *Plan, locate, purchase, build and otherwise arrange for all the properties that will appear on the stage and be lifted by an actor.*

b) *The heads will catalogue all of these items, noting their cost, origin, whether borrowed or rented, and keep track of them throughout the production.*

c) *Practice and execute the changing of all properties on the stage.*

d) *Store, care for, set up, prepare, and repair all properties used in the show.*

e) *Provide the Stage Manager with appropriate rehearsal props from the first day of rehearsal.*

8. **Ushers-** (report to the House Manager) The three usher positions will be assigned. The ushers are at the service of the audience. Thus, they are expected to dress in nice clothes (black or dark colors, please) and wear an usher tag. They need to arrive one hour before the house officially opens. Ushers MUST watch the show from the back of the audience and MUST stay to clean the auditorium after the audience has left. In addition, they have these specific stations and duties:

a) **Usher #1-** *sells stars and/or flowers. Upon arrival he or she should set up the stars/flower table and all signs relating to the selling of stars/flowers. After selling stars/flowers before the show, he or she returns all the money to the house manager five minutes before Curtain. This usher's duty at intermission is to continue selling stars/flowers, and to hand-deliver the money to the director.*

b) **Usher #2-** *is stationed at each of the 4 entrances to the theatre. This usher's job is to take tickets from entering patrons. Upon arrival, he or she must help usher #3 prepare for intermission by posting signs, setting up tables and posting price lists. Fifteen minutes prior to the play's intermission, he or she should take the drink coolers and candy to the selling area. They then help sell refreshments during the break. He or she also returns the cash-box to the house manager after the intermission, as well as cleans up the concessions area. After the show, this usher must help Usher #3 store away the tables and supplies.*

c) **Usher #3-** is stationed just inside the 4 entrances to the theatre. His or her job is to hand out programs to entering patrons. Upon arrival, he or she helps Usher #2 set up for intermission by posting signs, setting up tables and posting price lists. Upon completion of those tasks, he or she gathers up the necessary programs for the show and places them in place. Fifteen minutes prior to the play's intermission, he or she should take the drink coolers and candy to the selling area, set up for intermission, and then sell refreshments during the break. He or she cleans up the concessions area after intermission, and helps Usher #2 store away the tables and supplies after the show.

## IX. THE REHEARSAL PROCESS

A. **The Company Meeting-** This is the first meeting of the rehearsal process. The director will call an initial meeting of ALL company members. Attendance is MANDATORY. The following procedure will usually be followed at company meetings:

1. Roll call by Director or Stage Manager
2. Filling out of bio forms and phone list information
3. Discussion of approach to play and to assignments
4. Announcements of rehearsal schedule and general rules for this production
5. Scheduling separate meetings (as needed) between Directors and Crew Heads, crews and casts. As well as an initial read through of the script.

### B. Rehearsals

1. Sign in to the callboard as soon as you arrive at rehearsal. The callboard is located inside the make-up room immediately on the right hand side. Signing not only helps rehearsal run more smoothly, it also is how you get your Thespian Club points for induction or honors into the Thespian Club.
2. Be punctual to every rehearsal. Tardiness or absences will not be tolerated. Three unexcused absences or five unexcused tardies means dismissal-from the cast. If you are to be absent or tardy, let the Directors and the Stage Manager know two days in advance.
3. A specific call time will be posted on the callboard, and you are expected to arrive on or before that time. The call time means you are in the building, readying for the rehearsal or performance. On days of a show, you are not allowed to check in and then leave campus to eat.
4. You must always have your script, a pencil, and paper to take notes with you at every single rehearsal.



5. A visitor to rehearsal will only be allowed via permission from the director. Any visitor without permission will be politely asked to leave. Parents and teachers, however, are always welcome to come watch our rehearsal process.
6. There will be no smoking anywhere by anyone:
7. Drinking alcoholic beverages during a rehearsal period or coming to a rehearsal, performance, or departmental party intoxicated or under the influence of illegal drugs will result in immediate expulsion from the company as well as be referred to school administration for disciplinary consequences.
8. It is totally unprofessional and inappropriate for an actor to give another actor unsolicited acting advice. Avoid this kind of behavior.
9. At rehearsals, you should either be on stage, watching intently from the house, or backstage studying.
10. At all times in rehearsal, actors are to remain as quiet as possible backstage.
11. At the beginning of rehearsal and performance, cell phones will be collected by the stage manager and held until the end of rehearsal. All cell phones must be turned on silent.
12. Understudies play an extremely important role in the theatre. If you are cast as such, please make certain you can take over a role with confidence should the need arise.
13. Food, drinks, candy and gum are NOT allowed on the stage, in the house, or in the booth! THERE WILL BE NO EXCEPTIONS FOR STUDENTS. All food must be kept either in the classroom, in the shop, or in the backstage dressing room areas.
14. LET THE DIRECTORS DIRECT. There are only two directors and they probably are not you.
15. The stage manager is an extension of the director. If he/she requests that you do something, you must respond in the same way you would to your directors. This is non-negotiable; it can be cause for dismissal from the company.

### **C. Performances**

1. Actors are NEVER to leave the theatre during a performance or rehearsal. Actors are required to be at the theatre at their call time until they are dismissed by the directors.
2. Photography and video recording are not allowed during performance! Please make sure your parents and friends are aware of this. A photo-shoot will be scheduled before opening night and photos are available through <https://gcmtheatre.shutterfly.com>
3. All crewmembers must remain on duty at their station during the entire length of a performance.
4. Under no circumstances should actors or visitors be in the booth during performances.

5. Unless on stage, actors should be out of the sightline of all audience members and should remain absolutely quiet. NEVER peak out from behind the curtain.
6. Please inform your loved ones that flowers are not to be presented during a curtain call. However, they may be given to the house manager to be delivered backstage prior to the show or during intermission.
7. On Performance days, only company members will be allowed into the theatre prior to the official time for the house to open. No exceptions will be made for students in the department who are not in that particular show.
8. Unless invited by the director, the only people allowed backstage during a show are cast and crewmembers: no parents, siblings or friends. This is especially true for UIL events as it can lead to disqualification for the entire company.
9. Except for disabled patrons and guest of the director(s), no seats will be roped off as "saved."
10. Please inform your parents and friends that shows will begin on time, and latecomers will be seated by the ushers -- and only at an appropriate point in the show.

## X. TICKETS

- A. Company members will be allowed to pre-sell tickets. Please note, however, that you are responsible for their value. Treat them as though they are cash!!
- B. We will sell VIP Passes to family members. A VIP Pass admits the bearer to every performance in the run of the show. Prices vary depending on the number of performances, and passes may not be transferred to non-family members.

## XI. EVENTS

- A. **Field Trips-** At least once a year we will offer the opportunity for students to see a professional theatre production in the Houston area. Students who can attend must either be enrolled in a theatre class or working on the current theatre production.
  1. Unless otherwise announced students are responsible for paying for their ticket to the performance. Students must submit their field trip money by the required deadline or they will not be able to attend.
- B. **Theatre Banquet-** Each spring, we hold our annual GCM Theatre Banquet. It is a time to recognize the outstanding work of the year and especially, to applaud our Honored Graduating Seniors. We induct new thespian club members, relax in the company of our families and friends, review the year through slides and music, and distribute awards to outstanding achievers. It has proven to be a highlight of the year -- a sort of culmination of what we do and who we are.

1. All students planning to attend MUST R.S.V.P by the announced deadline. Each R.S.V.P. must include the proper amount of money to cover the cost of catering.

2. To be a Distinguished Graduating Senior, a student must meet all GCCISD requirements for graduation, be in good standing with the directors, and must have worked on four shows during their career (two of them their senior year) at GCM.

C. Lock-Ins- We typically do one lock-in for our fall production and one lock-in for our UIL OAP production. Lock-ins are an affordable way for students to have a teambuilding event after-school. We play games, work on the show, and we usually do get some sleep too. Be sure to bring comfy clothes, pillow, sleeping bag, an item that inspires you, personal snacks for you, a snack to share, and \$5 for dinner. This years lock-ins are:

1. Little Shop of Horrors- Friday, Sept. 2<sup>nd</sup>, 2016 at 7pm until Saturday, Sept. 3<sup>rd</sup> at 8am.

2. UIL One Act Play- Friday, March 10<sup>th</sup>, 2017 at 7pm until Saturday, March 11<sup>th</sup> at 8am.

## XII. RISING STAR PROGRAM

A. The Rising Star Program is our peer-to-peer assistance program that helps support incoming theatre students as they learn the rules and ways of our theatre program.

1. Incoming theatre students are labeled as Rising Stars and they will be paired with a veteran theatre student who will be a Shining Star.

2. On the first Friday of the month will be have our Rising Star/Shining Star socials. On these days we will eat and exchange supporting gifts with your peer partner.

3. Students interested in participating in the program must notify the directors on or prior to the first thespian club meeting and they will be paired with their Shining Star at the first theatre lock-in.

## XIII. THEATRE CLASSES

A. All Classes:

1. Every student in a Theatre Class at Goose Creek Memorial High School is expected to:

a) You are expected to follow all school rules at all times, in addition to this, we expect you to be following the rules of RESPECT, in the classroom to encourage a classroom atmosphere conducive for exploration of the theatrical art form.

b) **Attend at lease 1 production a semester, for a total of 2 productions a year.** Then it is required to write **a 100-word critique** on each production seen. This can be either a GCM Theatrical Production or another pre-approved production in the area.

(1) The purpose of this assignment to fulfill the requirement of Texas TEKS 5D: Evaluate live theatre in written and oral form with precise and specific observations using appropriate evaluative theatre vocabulary such as intent, structure, effectiveness, and value.

c) Download the Schoology App on their iPad, Computer, or Phone as a method of turning in all technology based assignments.

d) Food and Drink are NOT allowed in the Auditorium, Shop, or backstage areas with the exception of bottled water. Food and Drink are allowed in the classroom as long as the class cleans up any mess before the end of class, failure to do so will result in the removal of this privilege

e) Are not allowed onstage or in any of the backstage areas without supervision or direct permission from Mrs. Saunders or Mrs. Green. It is also expected that if you observe a student going into these areas without permission that you should notify Mrs. Saunders or Mrs. Green.

B. Theatre Production- both Varsity and JV

a) *Prerequisite: Teacher Approval*

b) *Students must audition in order to be placed in the class. Students interested in auditioning must inform their theatre teacher so that we can arrange for a time for you to audition.*

c) *Fee: \$25*

C. Theatre 1: Intro to Acting

a) *Prerequisite: None*

b) *Class for students who want to act onstage. They will be expected to perform in front of each other every week with a public performance at the end of each semester. They are also expected to audition for and see one show a semester.*

c) *Fee: None*

D. Theatre 2, 3, 4: Advanced Theatre

a) *Prerequisite: Theatre 1 and/or Teacher Approval*

b) *Students who have not taken Theatre 1, but have participated in a show after show can take Advanced Theatre with Teacher Approval*

c) *Fee: \$25*

E. Technical Theatre 1: Intro to Tech

a) *Prerequisite: None*

b) *Class for students who want to build and design sets, lights, sound, costumes, make-up, and graphics for Theatre. Students will be in the shop working with tools and paint. Students will be expected to see a show each semester.*

c) *Fee: None*

F. Technical Theatre 2, 3, 4: Advanced Technical Theatre

a) *Prerequisite: Technical Theatre 1 and/or Teacher Approval*

b) *Students who have not taken Technical Theatre 1, but have participated in a show after show can take Advanced Technical Theatre with Teacher Approval*

c) *Fee: \$25*

#### **XIV. THEATRE SURVIVAL SUGGESTIONS**

A. Respect is not given, it's earned. No one in the department is more or less important than anyone else, work hard to be the first to know your lines, cues, etc. and you will be successful in our program. There are no small parts, only small actors.

B. Make friends right away. GCM Theatre students are the friendliest around.

C. Technicians and Actors are equally important. Actors be nice to the technicians, they are the ones that make you look good onstage. Nobody likes a diva.

D. Keep the drama on the stage! Do not engage in gossip backstage. Most problems between people are caused by poor communication; do not make the problem bigger than it needs to be by communicating misinformation to others.

E. If you're 15 minutes early you are on time, if you are on time you are late, and late is

F. unacceptable. This is a rule of theatre and it will serve you well in your career.

G. Don't take on more than you can handle, but take on as much as you can possibly handle. Staying busy and active in the department will not only help you learn and grow, it will provide a home away from home in high school.

H. Though it may sound impossible, try to get some sleep.

I. Bring your homework to rehearsal. Those students that can motivate themselves to study in any environment tend to be more successful. Use your time wisely.

- J. Leave your issues at the door. One of the great joys of theatre is you get to let go of all the problems that are going on in real life, and relax into a role of someone else. You will learn so much about yourself by playing another person.
- K. Don't be afraid to ask for a ride! But also be willing to cough up some gas money.
- L. Don't be afraid to ask for help, from both students and teachers.
- M. ASK QUESTIONS! Do not assume that your instructors/directors can read minds. If there is something that you do not understand, ask about it.

## **Goose Creek Memorial Theatre Department's Handbook Acknowledgement Form**

### **STUDENTS**

I have read the Goose Creek Memorial Theatre Production Handbook, and I agree to abide by its rules and regulations. I understand that failing to follow these guidelines may be cause for dismissal from a production company and may affect future casting.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **PARENTS**

I have read the Goose Creek Memorial Theatre Production Handbook, and I agree that my son/daughter will abide by its rules and regulations. I understand that failing to follow these guidelines may be cause for his/her dismissal from a production company and may affect his/her future casting.

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

### **Image Release**

In order to promote our department and future GCM Theatre events, your child may be photographed or videotaped in the production. However, we need your permission to post these photos and videos on our website ([www.gcmtheatre.com](http://www.gcmtheatre.com)) and also the school's website. Please indicate here if you grant permission for us to use your child's image/voice for these purposes.

\_\_\_\_\_ I give permission for my child's image/voice to be used on the website and for the purposes *(Initial)* described above.

\_\_\_\_\_ I **DO NOT** give permission for my child's image/voice to be used on the website and for the *(Initial)* purposes described above.

_____	_____	_____
Parent Name (Please Print)	Parent Signature	Date