

Student/Parent/Guardian Permission Form Poudre High School Theatre Production Policies

Eligibility and School Attendance: Students participating in the show are subject to attendance and eligibility requirements set by the director as well as the PHS handbook policies. Students involved in productions are held to high expectations for academics and attendance and may be dismissed from the production if attendance and/or academics start to slip.

Casting: Auditions at PHS are competitive. We cast students that do the best on the day of the audition. Not every show has roles that fit every student. A student who was the lead in one show may not be cast in the next. While we try to make the audition process as comfortable and transparent as possible, we know that there will be students who are disappointed. Learning how to endure rejection, continuing to work on your craft, and coming back to audition are the ways to succeed in theatre.

Rehearsals: Not every cast member will be required at every rehearsal. Additional rehearsals may be required and will be called at the discretion of the director. Rehearsal time may be extended during tech/dress/show weeks. When not on stage, performers are expected to be working on lines, songs, dances, scenes, crew tasks, or their homework for the next day. Technical crews and costumers follow separate schedules: read the calendar carefully.

Production Calendar: The production calendar is posted at www.poudretheatre.org/cast-crew. This is a fluid document, and while we try not to make changes to the calendar once the production begins, sometimes we need to make adjustments. Students and parents should check the calendar often.

Communication – The director will communicate scheduling and assignments via Google Classroom. Last-minute changes (for weather, etc.) will be messaged to parents and students on the website and through the messaging app. It is the sole responsibility of the student to know if they are to attend a rehearsal, meeting, call, or event. Participants and parents/guardians are welcome to follow the department on www.poudretheatre.org and social media.

Theatre Production Class: All students in the cast and crew will be enrolled in Theatre Production. In addition to their required work crew and rehearsal times, they will need to complete a weekly online reflection assignment on Google Classroom. This class is a full credit-bearing PHS course: failure in this class will affect student GPA's. Students may also have the opportunity to enroll in the concurrent enrollment option for this class through FRCC. This is optional, but a great way to earn free college credit as well as PHS credit.

Show Week: Rehearsals the weeks of the show run longer and require full attendance. The cast and crew are free to leave as soon as they have finished their post-show responsibilities (i.e. clean the dressing room, put away the microphones, reset the stage for the next night) except on photo night. **No conflicts will be honored during show weeks (October 24th – November 5th).**

Closing & Strike: All cast and crew are expected to stay to help with strike. Strike is the term for tearing down the set and cleaning up after a show. Strike can sometimes last several hours, depending on the set, lighting, costumes, and size of the cast. If a student does not stay for strike, they may not be eligible to participate in the next show.

Conflicts: We ask all students to list conflicts on their audition and crew forms. If more conflicts are added after the student has been cast or placed on crew, students may be moved to other roles/jobs in the production, or removed from the production. Students cannot miss any tech rehearsals, dress rehearsals, or performances. If a student is absent from school due to illness, they need to email or chat with the Stage Manager at least 24 hours in advance, if possible. Students who are ill should NOT attend rehearsal or tech calls. **If a student misses a rehearsal or crew call without informing the stage manager, they may lose their role in the show.**

Social Events: Poudre Theatre does not sponsor cast parties or other activities beyond the scheduled rehearsal and performance times.

Expectations for Students in Theatre:

Be Prompt – All students need to be in the theatre prior to the start of rehearsal and the posted call times for performances.

Be Prepared – Students need to bring their script and a pencil to every rehearsal. All cast members must have their lines, blocking, vocal parts, and choreography memorized by the designated due dates.

Follow School Rules – All school rules as found in your Student Handbook will be followed.

Be Respectful – Students who choose to participate in Poudre Theatre are expected to follow the Educational Theatre Association Core Values. <https://www.schooltheatre.org/about/mission/corevalues>

- People Matter
- Strive for Excellence
- Work Together
- Be the Person you Want to Work With

Parent Responsibilities: Parents are expected to get students to and from all rehearsals, crew calls, and other meetings. We also expect all parents to attend the production parent meeting and sign up to volunteer for at least one meal, concessions, or publicity sessions. We ask all students and parents to commit to completing the production successfully and working to ensure that this is a positive and powerful educational experience. Students whose parents do not volunteer, ensure student attendance, or remove their student from the production may be ineligible for future productions.

Parent Help – Producing a show is a huge undertaking. The directors are greatly appreciative of parents who can help by donating time and resources. The drama department is always in need of parents to help sew costumes, build sets, provide meals during production week, locate props, run errands, assist with advertising, donate materials or funds, and meet any other needs that arise. There will be an informational meeting for parents during the second week of rehearsal. Whether or not a parent or guardian chooses to assist with the play has no bearing on present or future casting or crew placement decisions.

Financial Obligations – The directors endeavor to keep the cost of participation in a show minimal. All students in plays and musicals are assessed a \$15 production fee and a \$45 snack/meal fee. These fees subsidize snacks and meals provided during rehearsals, consumable theatrical supplies, costume and technical materials and other production expenses. Cast members must purchase an individual makeup kit (approximately \$25 at Life of the Party). Cast members who do not already own dance shoes will be asked to purchase one pair of “character shoes”. Students are also asked to provide personal items such as hose, tights, undergarments, and hairstyling products. Crew members will need to provide an all-black outfit with closed-toed shoes, long pants, and long sleeves to wear during the run of the show.

Students may purchase an optional show shirt. Shirts usually cost between \$15 and \$35. All fees should be paid by check (make this out to PHS) and are due by the production parent meeting.

Dismissal: The director reserves the right to dismiss cast or crew members who engage in any behavior that is detrimental to the show. This includes but is not limited to: absences or tardies, not learning lines, extreme negative attitude, tearing down or disrespecting other cast and crew members or any of the directors, or behavior that violates the rules of PHS as stated in the handbook. Students who are dismissed from the show will not be eligible for inclusion in the cast or crew of the next main stage production, will not be eligible to letter in theatre, and will not be eligible to receive any awards at the end of the year.

Tickets: Tickets for plays and musicals can be purchased at the door, but they can also be purchased online through the Poudre Theatre website. Ticket sales are our PRIMARY source of revenue and determine the budgets for the subsequent shows and years. We appreciate your support of Poudre Theatre.

Students who do not adhere to the above expectations may be removed from a production.

Student’s Name: _____

Student ID: _____

Show(s): _____

Date: _____

“I agree to all of the policies stated above, and understand that I may be removed from the show if I have an unexcused absence.”

Student Signature: _____

“I give my child permission to audition and/or interview for crew. I understand that if my child has a conflict not listed on the audition crew form, they may be replaced in the cast/crew. I agree to the Poudre High School Theatre Production Policies. And commit to working with my child to complete this production successfully.”

Parent/Guardian Name: _____

Parent Email (required): _____

Parent/Guardian Signature(s): _____

