



# LION PLAYERS THEATRE COMPANY 2016-2017 HANDBOOK

**Directors:**

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**RETURN BACK PAGE WITH SIGNATURES NOV 18**

# Spring High School

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## Visual and Performing Arts

Dear Student and Parent,

We are so excited to be starting another year with the Lion Players Theatre Company. Last year was extremely successful and we are all very excited about the new year. The Lion Players Theatre Company would like to welcome our newest director Kathy Gallas-Beyer.

In the following pages you will find that we have laid out our philosophies, expectations, rules, and procedures. Please take the time to read through this handbook with your student and sign the form in the back. Once you have completed that, please return the signature page and it will be current for the rest of the year – any productions your student may already be involved in and any future productions for the 2016-2017 school year.

We will be holding our students accountable for the expectations, rules, and procedures contained in the handbook effective immediately. If you have any questions or concerns, please do not hesitate to call or email us. We so appreciate all of our talented members new, old, and yet to come, and especially their amazing parents. We know that we would not be able to do what we love: teach the craft, create the moments, and share in the magic, if it were not for every single one of you. Thank you for all you do, we can't wait to see what the future will bring.

As always, "Play with Love!"

Mike Doggett, Kathy Gallas-Beyer, and Katie Butler

# Lion Players Theatre Company

All company members are required to read the entire handbook, sign and return it, bullet points below are intended to highlight the most important information along with items actors will need for the production.

## IMPORTANT ITEMS NEEDED TO BE TAKEN CARE OF BY EACH COMPANY MEMBER

1. **\$25 production fee, DUE two weeks after the first rehearsal or before – cash preferred.**
2. **Production t-shirts are not included in the production fees, order forms for each show will be available prior to each production.**
3. **A pencil and your script at every rehearsal.**
4. **Rehearsal clothes that will allow you to move or perform technical duties (building/painting.)**
5. **Make up kit – more information will be given on this later.**
6. **Meet the Lions – come up to the football stadium at 8 PM on August 12 to be introduced to the community along with many other school organizations. This is not required but your participation is appreciated. Meeting in the Black Box Theatre at 7:30. Cub Camp will be at 6 PM in the cafeteria right before Meet the Lions.**
7. **To get the information theatre information via text send a text to 81010 with the message [@lptc2](#)**
8. **There will also be a Remind for each show that members of that production should sign up for so that they can be informed of all important information pertaining to that production.**

## HIGHLIGHTED RULES AND PROCEDURES (read the entire handbook for many more rules)

### General Procedures:

1. All theatre participants must follow all directives and meet all deadlines of the Directors, Stage Managers, and Thespian officers AND RETURN PARENT/STUDENT SIGN OFF SHEET BY 8/28 (located at the end of this handbook).
2. All theatre students should check the callboard and LPTC website *daily*.
3. Students should be willing to help with *anything* in an effort to accomplish the goal at hand.
4. Students are not allowed in the Theatre/Speech/Debate office unless accompanied by a director or with permission from a director. The office is not a place for students to hang out.
5. Students are not allowed to be in the building without a director present.
6. **Students who quit a production (acting or technical), without a director approved reason, after the rehearsal process has begun will be removed from the department and not eligible to participate in any other theatre activities, plays, trips, or attend banquet.**

### NEW Fines and Punishments fo4 2016-17 (vote on by LPTC officers):

1. 5 pushups for each minute you are late to rehearsal or performance call time.
2. 25 pushups for each student who does not have a pencil at rehearsal. Pencil check will be done after warm ups.
3. \$1 fee to have a script returned that was left in any location. Scripts should be in the actor/technicians position at all times.
4. \$1 fee for each costume item that is not hung up or is found in any place other than its proper place. Costume items will not be returned until the fee is paid.

### Theatre Rules:

1. Food or drink may not be brought into the auditorium this also includes the dressing room.
2. The wall around the orchestra pit is not to be walked on, stood on, sat upon, or crossed except when blocked to do so in the action of the play.
3. Jumping on or off the stage is unacceptable.

4. The cyc (the white curtain hung at the back of the stage) and the fronts of the black curtains are not to be touched.

### **Dressing Room Rules:**

1. Sitting, standing, or lying on the dressing room counters is prohibited.
2. Personal items should be stored on the shelves on the back wall, in the lockers, with a lock, or left at home.
3. No food or drink allowed in the dressing room. Only bottled water is allowed in the dressing room.
4. Dressing rooms are to be clean and spotless after all rehearsals and performances.
5. Actors to remove all costumes, wigs and makeup before greeting audience members after a performance.
6. Only official production members are allowed in the dressing room before, during or after a performance.

### **Rehearsal and Performance Attendance:**

1. Students should sign in at the beginning of each rehearsal per the Stage Manager's procedure.
2. Students should always arrive at least 10 minutes before the rehearsal is scheduled to begin.
3. Students may not leave rehearsal or performances early without the Director's permission.
4. **If you are going to be more than 10 minutes late to a rehearsal or a performance call, you must notify the Stage Management in advance.**

### **Actor Rehearsal and Performance Procedures:**

1. Silence **MUST** be maintained backstage during rehearsals and performances at all times.
2. Actors should dress appropriately and modestly for rehearsal.
3. Actors are responsible for scripts (and scores if applicable) at all times and must have these and pencils with them at every rehearsal.
4. No actor should touch a prop that does not belong to them.
5. The actor must cooperate with the Director in the overall "look" of the character.
6. Notes are only given and should be received from a Director, Stage Manager, or other Director approved personnel.
7. No cell phones are permitted during ANY rehearsals or performances and are not allowed on stage or backstage.

### **Technical Personnel: Crew and Performance Procedures:**

1. The technical crew is responsible for the same rehearsal and performance procedures and expectations as the actors for all rehearsals and crew for which they are called.
2. Only technical personnel approved by a Director are permitted in the control booth, on the catwalk, or the scene shop.
3. Crew will not be dismissed until all tools and equipment have been accounted for and returned to their proper place, and the work area is clean with Technical Director approval.

### **General Rules:**

1. Trash left around the Theatre area will not be tolerated. Please clean up after yourself.
2. After a scene is blocked, actors have **one** rehearsal when they may use their script onstage.

### **Fees:**

1. A \$25 minimum show production fee will be charged for all non-musical productions and a fee of \$50 per musical production. Production fees do not include the purchase of makeup, shoes, or undergarments as needed.
2. T-shirt fee will not be included in the production fee.
3. Failure to pay fees may result in holds being placed on the student's account and/or the student being ineligible for participation in the next LPTC production.

**REMEMBER:** The highlighted rules above are only small portion of the rules in this handbook, read all of the handbook, these bullet points were created to save rehearsal time.

# **Lion Players Theatre Company**

## **Philosophies**

- We radiate ideals of humanity and stand as an example of leadership and citizenship for others to follow.
- We strive to create a legacy driven by expanding knowledge and enhancing preparation for life.
- Using our newly developed skills, we can build a stronger department based upon our love for our craft.
- We are an organization devoted to giving back as much or more as we receive.
- A Theatre is a Temple where Art is created—it should be treated with Reverence and Respect.
- A Theatre is where Plays are performed, not for play.
- Theatre is a place to escape the problems of life—not to let them interfere with the process of creation.
- Take care of your Theatre—it will take care of you.
- Taking good care of oneself is important for retaining one's good health while dealing with the vigorous stress of production.
- Having fun in Theatre comes from putting forth effort, being disciplined, and doing the job correctly. The rewards are tenfold compared to being adequate, sliding by, or just pulling it off.

## **General Procedures:**

1. All theatre participants must follow all directives and meet all deadlines of the Directors, Stage Managers, and Thespian officers.
2. Behavior and image are two important factors for theatre students because people in theatre are continuously on display. Students should not take part in any action or continuously engage in any activity that could be perceived as diminishing the integrity of the LPTC at school or in the public eye including representing themselves or LPTC in an unfavorable, questionable or illegal manner through electronic media (i.e. websites, social networks, personal home pages, blogs, text messages, chat rooms, or similar websites/files accessible through a server or internet). This also includes using electronic communication devices in such a way as to bring discredit, dishonor, or disgrace on their organization, its directors, or members including themselves (i.e. camera phones, digital photos, electronic descriptions). Doing so will result in disciplinary actions determined by directors and/or appropriate school officials, including probation or dismissal from the organization/cast.
3. It is an expectation that theatre students get the appropriate amount of rest on school nights, especially after a performance.
4. Due to the fear of cross contamination and the spreading of disease, the sharing of food, drink, or make-up is strictly prohibited.
5. All theatre students should check the callboard **daily** for crew, casting, or general departmental announcements. Negligence in reading the callboard is no excuse for missing an assignment or rehearsal. All information will also be posted on the LPTC website.
6. The fine arts office is designated for teachers and teacher appointed students who are performing their duties. No students should use these areas to congregate or “hang out”, nor should the microwave or refrigerator be used by students. The office door should remain locked at all times.
7. Equipment should only be used with permission from a Director. All equipment used in the course of a day’s work should be returned to its appropriate place when the work is completed.
8. If any student is waiting for a late rehearsal, then they need to be working on school or theatre work in one of the directors’ rooms, not loitering in the hallway.
9. Theatre students are expected to work collaboratively with each other. Never should the words, “That’s not my job,” be uttered from anyone’s mouth. All of it is your job. This is theatre and students should be willing to help with *anything* in an effort to accomplish the goal at hand.
10. The Library in the Black Box is reserved for those performing specific tasks and ***is not a hangout room***. Only LPTC Officers and those with Director approval are allowed in the Library and must be performing specific duties. The only exception of course is during the run of a Black Box production in which the Library is being used as a dressing room. Only 3 students are allowed in the Library at any given time (that includes Officers). The door is to remain open at all times when someone is in the Library. Absolutely NO FOOD or DRINK is allowed in the Library.
11. Each LPTC member shall sign up for the main LPTC Remind for text reminders for the year. Each company member shall sign up for each individual Remind for each performance. This is the best way to stay informed on important information. This is the main way directors will be communicating with LPTC members.

## **Theatre Rules:**

1. Food or drink may not be brought into the auditorium or anywhere in the Theatre areas unless otherwise specified by a Director. That includes the dressing room.
2. Only Director approved videotaping and photography can take place during the performance.
3. Sitting on or crossing over the back of seats, walking or sitting on the arm rests, placing feet on seats, or standing on the seats is not permitted.

4. Spectators and children from the audience are not allowed to be on the stage or backstage at any time before, during, or after the production unless given permission by a director.
5. Actors are not allowed to greet audience members after a performance until the actor is completely out of costume and makeup along with costumes being hung up and actors dressing space cleaned.
6. Audience members, including children, should remain in their seats at all times during the performance and are not permitted to hang on or ride the handrails, roll down the ramps, or run in the theatre.
7. The wall around the orchestra pit is not to be walked on, stood on, sat upon, or crossed except when blocked to do so in the action of the play.
8. Jumping on or off the stage is unacceptable except when blocked to do so in the action of the play.
9. The ramps at the sides of the stage in the auditorium are to be used for traveling on or off the stage.
10. The cyc (the white curtain hung at the back of the stage) and the fronts of the black curtains are not to be touched.

### **Dressing Room Rules:**

1. Actors are not allowed to greet audience members after a performance until the actor is completely out of costume and makeup along with costumes being hung up and actors dressing space cleaned.
2. Dressing rooms will be available after school before rehearsal, and for 10 minutes immediately following rehearsal.
3. Food or drink, with the exception of water bottles with sealed caps, is ***prohibited*** in the dressing rooms. You may use the hall outside the dressing room, director's classroom or the Black Box to eat before rehearsal and/or performances if needed. Plan ahead and make sure you have time to eat before rehearsal.
4. Only cast members or specified crew members are permitted in the dressing room two hours prior to every performance. No visitors are allowed in the dressing room at any time, for any reason.
5. Departmental make-up and hygienic supplies are to be used only by the performers.
6. Each actor is assigned his/her own make-up station and is responsible for cleaning it after each rehearsal and performance. Actors are expected to accept their station assignment without complaint.
7. Lids must be placed on their respective containers when finished.
8. Dressing room mirrors are to remain clean at all times. Any writing or obstructive decoration on or around them is not permitted.
9. Once prepared for a performance, all actors may wait only in the dressing room or shop until "places" is called.
10. Costumes WILL BE treated with care. Actors must hang up all costume pieces exactly as they found them. Items worn as costumes never leave the theatre building during the dress rehearsal and performance period, except when taken for cleaning and/or repairs, and only when approved by the Director.
11. There will be a \$1 fee for each costume item not hung up or place back in it proper place. Items will be taken up and not returned until the fee is paid.
12. The performer never takes any part of their costume home, even if it is their property, until strike, except when taken for cleaning and/or repairs, and only when approved by the Director.
13. Sitting, standing, or lying on the dressing room counters is prohibited.
14. Bathrooms in dressing rooms should be kept sanitary and hygienic. Any maintenance or sanitation issues should be brought to a Director's attention.
15. Light bulbs must be free and clear from any and all obstructive items.
16. Personal items should be stored on the shelves on the back wall, in the lockers, or left at home. There are lockers in the dressing rooms, bring a lock and secure your valuables because phones and other items because we do have thieves from time to time.
17. All personal items must be removed from dressing rooms, or placed in a ***locked locker***, by the end of strike. After one week, they will become departmental property.

18. Proper undergarments need to be worn in the dressing room and during performances at all times.
19. Inappropriate language such as swearing and gossiping in the dressing rooms is prohibited and will not be tolerated.
20. Dressing rooms are to be clean and spotless after all rehearsals and performances. Should the dressing room be found unacceptable, consequences will follow, and could include the privilege to use the dressing room being revoked for a time deemed appropriate by a Director/Stage Manager.

### **Auditioning Procedures:**

1. Once a student has been cast in a role, they may not turn that part down. If this is done, without a valid reason (director approval) the student will be *ineligible* to be cast again.
2. All audition packets must be completed and signed by both student and parent before the audition. Incomplete audition packets may affect casting.
3. Students who have failed a Theatre course in the previous six weeks are ineligible for casting.
4. All schedule conflicts should be reported on the audition form, too many conflicts may result in not being cast.
5. A final list of schedule conflicts including specific dates and times must be reported **no later than the day of casting.**
6. Once the cast list is posted, it is considered inappropriate and unprofessional to inform others of their parts. It is also unprofessional to stand around the callboard once you have already read the cast list.
7. Students must initial next to their name, on the cast list, within 48 hours to show acceptance of the role or technical position.
8. If you do not get cast in a role that you desire, learn to accept the loss with grace. Verbal attacks (verbal or social media) or gossip serve no constructive purpose. Instead, ask for a critique from the director, and spend your energies on improving your auditioning skills for the next production. There is a one week time limit to receive an audition critique from a director.
9. Auditions will be run as the director chooses and those auditioning are expected to follow all logistical requests, no matter how different it may be from another director.

### **Rehearsal and Performance Attendance:**

1. NEW: There will be a 5 pushup per minute late punishment for any actor or technician late to rehearsal or call time.
2. Students must be eligible to perform in a production. If a student is deemed ineligible, they will be replaced, and returning to the production will be determined by eligibility rules and Director approval.
3. Students must report ALL conflicts as much *in advance* as possible and must include them on their audition sheet. Any missed rehearsals without prior approval from the show's Director (at least a week in advance) will be considered unexcused. **More than 3 unexcused absences will result in REMOVAL from the show.**
4. Students should sign in at the beginning of each rehearsal per the Stage Manager's procedure. If you are not signed in, we will consider you absent/late. Three unexcused tardies will be considered one unexcused absence.
5. Students should always arrive at least 10 minutes before the rehearsal is scheduled to begin in order to set props, dress in rehearsal attire, and warm-up vocally and physically, so that the rehearsal can begin on time.
6. Students should enter and exit the auditorium through the backstage door off the main hallway.
7. Students may not leave rehearsal or performances early without the Director's permission.
8. Students are expected to communicate any attendance issues to the Stage Managers **once approved by the Director. Director approval requires a written note, email or text.**
9. Actors must be present at all rehearsals for which they are called.



10. Attendance at all mandatory rehearsals is required. Only extremely serious matters that are approved by the Director are sufficient excuses to miss mandatory rehearsals, such as technical and dress rehearsals. If such an emergency arises, notification (written note, email or text) should be given to the Director for approval as soon as the student is aware that they cannot meet this commitment.
11. **If you are going to be more than 10 minutes late to a rehearsal or a performance call, you must notify the Stage Manager in advance. *This will not excuse the tardy. It is a procedure required as a courtesy and for your personal welfare.***

### **Actor Rehearsal and Performance Procedures:**

1. NEW: All actors and technicians must have a pencil at rehearsal. There will be a 25 pushup punishment for those that do not have a pencil. The stage manager will do a pencil check after warm ups
2. NEW: All company members of a production should always never leave their scripts behind in the rehearsal space or any other location. Found scripts will be taken by directors and it will cost \$1 to get a script returned.
3. Silence **MUST** be maintained backstage during rehearsals and performances at all times.
4. Actors must follow all instructions by the Directors and Stage Managers, and cooperate with other actors, technicians, and participants in the production.
5. The hour and a half prior to a dress rehearsal or performance should be set aside for focusing and **quiet** preparation. Loud music, dancing, singing loudly, and raucous behavior will not be tolerated on stage, backstage, or in the dressing rooms.
6. Actors should dress appropriately and modestly for rehearsal. Clothing and shoes should not impede movement. Appropriate shoes must be worn to every rehearsal. Rehearsal clothing may be neatly stored in the dressing rooms. Actors may be asked to leave rehearsal if not dressed appropriately, thus resulting in an unexcused absence.
7. Actors are responsible for scripts (and scores if applicable) at all times and must have these and pencils with them at every rehearsal. Failure to return a script or score when necessary may result in fines.
8. All company members must maintain a quiet, professional attitude at all times. Talking during rehearsal will not be tolerated and will result in removal from rehearsal, thus resulting in an unexcused absence. Excessive and ongoing talking is rude and inconsiderate and will be dealt with at the Director's discretion.
9. Props are to be used only in the given action of a play. Actors pick up all props from the assigned prop areas and return them as directed. No props are to be played with or removed from the stage area. No actor should touch a prop that does not belong to them.
10. Set pieces should not be moved, played with, touched, or sat upon except in the given action of the play.
11. The actor must cooperate with the Director in the overall "look" of the character. Hairstyles will be dictated by the character, period of the play, and design concept.
12. Personal issues should be dealt with outside of the performing and rehearsing times.
13. Actors should be in designated areas at all times at all rehearsals and performances.
14. All actors and technicians are required to take notes on a notepad, no cell phones are allowed.
15. Notes are only given and should be received from a Director, Stage Manager, or other Director approved personnel. Director or the only ones to give notes.
16. All actors and technicians are required to bring their own device for note taking.
17. Cell phones are not permitted during ANY rehearsals or performances and are not allowed on stage or backstage. Cell phones will be taken up for those breaking this policy, phones returned at the end of rehearsal or performance. Cell phones may be used in the dressing room so long as it does not interfere with the rehearsal or the performance (i.e. you must have ear buds, no phone calls, you may text).

## **Technical Personnel: Crew and Performance Procedures:**

1. Potential technical crew members must attend technical interviews before they may attend a technical crew.
2. The technical crew is responsible for the same rehearsal and performance procedures and expectations as the actors for all rehearsals and crew for which they are called.
3. Crew members must follow all orders by the Directors and Stage Managers and cooperate with the actors, other technicians, and participants in the production.
4. Assistant Technical Director, Stage Managers, Foreman, and Crew Heads should be treated with the same respect as a Director.
5. All schedule conflicts, including specific dates and times, should be reported on the technical contract.
6. Technical members selected for a technical crew are required to attend all appropriate crew calls.
7. Backstage behavior **MUST** be professional and silent at all times.
8. **Electric battens should never be operated by anyone except trained technical personnel with approval from a Director.**
9. The traveler lines are the curtains that open and close left and right across the stage by pulling of a rope. These curtains should only be operated after the curtain is clear of obstructions. They should be pulled at an even and consistent speed with a hand over hand method, and should not be jerked.
10. The walk-along curtain lines (black curtains on the sides and across the stage that are to be pulled into position by hand) should only be handled by the back of the curtain and must be checked for obstructions at the stage level and at the track level. These curtains can only be moved by technical personnel with approval from a Director.
11. Items may not be pinned or clamped to the front of the curtains.
12. All furniture and scenery must be carried or rolled on the painted stage floor; no dragging or sliding. All furniture must be put in the proper place at the end of rehearsal or performance.
13. Only technical personnel approved by a Director are permitted in the control booth, on the catwalk, or the scene shop.
14. Only trained and approved personnel are permitted to operate the light and sound boards.
15. Only technical personnel approved by a Director may be on headset. The conversation must be **professional** and **limited** to things directly pertaining to the technical aspects of the performance.
16. All microphones and headsets must be properly put up in the designated area at the end of each rehearsal and performance.
17. Any technicians in the dressing room during a rehearsal or performance, must be performing official technical duties during specific crew times as specified by a Director or crew foreman. Technicians may use the dressing room restroom at any time.
18. Student technicians are responsible for the proper use of all equipment.
19. Horseplay or improper use of tools is not permitted.
20. Only trained and approved personnel are permitted to use power tools.
21. Dismantling or playing with broomsticks or paint sticks is not permitted.
22. Wasting of supplies is not permitted.
23. Any tool/utensil used must be properly cleaned and put back in its proper place.
24. Crew will not be dismissed until all tools and equipment have been accounted for and returned to their proper place, and the work area is clean with Technical Director approval.

## **Expectations for Understudies/Alternates:**

1. Understudies/UIIL alternates are expected to be prepared to perform their roles at an equivalent level to those whom they are assigned to understudy. Understudies/UIIL alternates should be very familiar with the production and be ready and willing to step in at any time.

2. In the event of a re-casting situation, an understudy would be considered for but not guaranteed a role; however, that role will be defined by the Director.
3. All understudies/UIIL alternates are called for every rehearsal/performance for which that part is called.
4. Every person in the production needs to be aware of the script and be able to step into another part.
5. Understudies/Alternates must sit in the first three rows of the audience during rehearsal to observe and learn blocking and lines, unless given other directions by a director.
6. The understudy's focus should be onstage at all times, especially when their character is performing.

### **Performance Etiquette:**

1. "Breaking Curtain" (peeking out) before the show, during the show, or at intermission is considered extremely bad etiquette and is not permitted.
2. Being seen in the theatre or in the school building in costume before the performance is not permitted. Actors need to change out of costume before greeting friends and family.
3. Leaving school campus during a performance is not permitted.
5. In **American** theatre, the presentation of gifts and flowers in front of the audience at curtain call is considered very bad etiquette and is not permitted unless there has been prior approval by a Director. Do not accept them from audience members at this time.

### **General Rules:**

3. The pursuit of interpersonal relationships with romantic intentions (PDA) will not be permitted *during* rehearsals or performances.
4. Any form of graffiti in and around the Fine Arts Department will not be tolerated.
5. Eating and/or drinking in costume is ***strictly*** forbidden.
6. All production participants should be prepared to perform assigned role/duties at rehearsals, crews, and performances.
7. Trash left around the Theatre area will not be tolerated. Please clean up after yourself.
8. Students are to be responsible for designated dressing room areas, and must keep these clean and neat.
9. Costumes, clothing articles, accessories, make-up and props are not to be used unless designated/assigned to you by a director or designer. Students are required to wear assigned costumes.
10. After a scene is blocked, actors have ***one*** rehearsal when they may use their script onstage. During the two subsequent rehearsals, actors are permitted to call for a line when needed. Lines must be memorized as written at the following rehearsals or the actor is subject to disciplinary actions.
11. With the exception of cast, crew, Directors, and Director approved parents fulfilling their duties, absolutely no one should be backstage (dressing rooms, scene shop, etc.) during Dress Rehearsals and Performances.
12. All students involved in a production must participate in strike after a production closes with the exception of House Staff, who are still encouraged to attend.
13. Students who miss strike will be required to make up triple the time of strike they missed, by performing director approved tasks. If a student misses strike due to a pre-approved school sponsored event, they are only required to make up the time of strike missed. Any student who misses strike without making up time or an approved reason Thespian points will not be awarded for that production.
14. Any outstanding debts (fees, fines, scripts, strike hours) will render students unable to participate in any subsequent performances.
15. LPTC offers opportunities for the students to leave the campus during rehearsals or other activities for scheduled breaks, in which case LPTC will not be held responsible. Each student should get permission from their parents to ride/drive other students if that is their choice. Also, it is against the rules for directors to drive any student in their car at any time.

16. Inappropriate public displays of affection are not allowed and will not be tolerated at rehearsals, back stage, or at any LPTC sponsored events.
17. EC (Extension Center) - A student who is sent to EC more than one time and/or is suspended will be removed from the current production and will be placed on probationary status with the LPTC for a length of time determined by the Directors.

### **Procedures and Expectations of Ushers and House Staff:**

1. All House Staff and ushers are to obey the House Manager at all times (as they would the Director).
2. The House staff and house crew must help set up the lobby and prepare programs before the opening of the house. When not fulfilling an Usher duty, all Ushers should stay in the auditorium until the opening of the House.
3. Ushers are to hand out programs, solve problems, handle emergencies, and answer any questions that may be asked by the audience.
4. At the end of each performance, the House Staff must clean up the house and lobby and return all equipment, including signs, tables, chairs, t-shirts, and programs to their appropriate places before they are dismissed.
5. All ushers and House Staff should be familiar with the seating arrangement in the auditorium so they can assist the audience members in locating their seats.
6. All House staff must be dressed professionally and in compliance with the SISD dress code. You are the first impression of the department and must dress the part.
7. During the course of the show, the ushers and House Staff are to remain in the auditorium in their designated areas. They are not to leave or go backstage (unless otherwise told to do so by the House Manager or a Director).
8. Ushers and House Staff are not allowed in the dressing rooms during the performance process.
9. Ushers are to enforce all rules stated in the Theatre Rules section of this document.
10. In the event of a disrespectful, unruly, or inappropriate audience member, the Usher is expected to remain respectful at all times. If the problem cannot be solved, alert a House Manager, Director, or School Administrator (in that order) if additional help is necessary.
11. All House Staff members must be professional, respectful, courteous, and helpful to all audience members at all times. Any disrespect to a patron or the House Manager can result in disciplinary consequences.

### **Travel Guidelines:**

1. Students must maintain eligibility during the school year in order to travel with LPTC. If eligibility is lost, refunds are not given.
2. All SISD, sponsoring organization, Travel Company, hotel, and transportation rules are enforced on trips. Any serious infraction will result in immediate dismissal with the parents logistically and financially responsible for the student's immediate return.

### **Transportation:**

1. The student shall be on time in arriving to the designated meeting point for the trip.
2. Students shall pack appropriately for the length of the trip.
3. Officers or Management shall check equipment to be packed in order to ensure the security of LPTC property.
4. Travelers should respect the rules of the vehicle driver and be courteous at all times.
5. Voices should be kept at an appropriate level for the vehicle.
6. All trash should be deposited in the appropriate receptacles.

7. When the vehicle arrives at the designated destination, students should become quiet in order to receive instructions or information.
8. If you are ever away from a chaperone or director when we are traveling, you must be with at least 2 other people from our troupe.
9. Any student leaving the designated campus we are visiting must be accompanied by a director or a chaperone.
10. No standing in a moving vehicle.
11. Upon returning from a trip, be sure you've made proper arrangements for a ride home in time that directors are not left waiting long periods of time.

### **Hotels (Overnight Accommodations):**

1. Students shall respect the curfew given by sponsors and/or hotel policy.
2. Rooms shall be kept clean and neat for the duration of the trip.
3. Be respectful of roommates and fellow guests of the hotel.
4. Students should not fraternize with other guests of the hotel.
5. Students will not enter the rooms of the opposite sex nor enter rooms of any other guest of the hotel.
6. Any practical jokes, hazing, or inappropriate conduct directed toward another person may result in serious, if not legal consequences.
7. Voices should be kept at an appropriately low level in common areas of the hotel.
8. Students should be prepared to be flexible and plan ahead for showers, dressing, etc. as permitted.
9. Students are charged for any bills credited to their room.
10. After lights out, electronic communication must cease (including phone calls, texting, video chatting, video games, etc.).

### **Personal Driving Guidelines:**

1. When student's are driving to and from an LPTC activity or driving other students to or from activities involving LPTC, they must abide by the restrictions provided by the State of Texas.
2. Teachers are not permitted to have students in their personal vehicles.
3. Students should never have or be asked to have teachers in their personal vehicles.
4. Students must have a ride arranged when crews, rehearsals, and performances end.
5. Students are not permitted to park in the parking lot behind the scene shop without permission from a Director.

### **Thespian Membership and Point Policy:**

1. To be eligible to become an Official Thespian, ten points (in at least two categories i.e.; business, acting, or technical) are required. If the points are strictly in one category, 12 points are needed. To become an Official Thespian, you must pay dues for International Thespian Society, and be initiated at the Drama Banquet.
2. Points are assigned in a manner based on the intention of the International Thespian Society Points Policy, which states that one point is equivalent to ten hours of work. However, they will be adjusted and fairly distributed on a case-by-case basis.
3. All hours for strike must be completed before any points will be awarded for that show.
4. Any outstanding fees will result in no points being awarded until fees are paid.
5. Attending any theatrical production is 1 point. These points are miscellaneous. Ticket stub or program must be turned in to receive points.
6. No points are awarded for any class assignment or when financial compensation is received.
7. Students transferring from a different school must have a letter from their previous director stating all work done and all points earned.

- In order to attend a Thespian Convention, a student must be eligible to be a Thespian (see requirements), unless cast in a production that is being taken.

**Fees:**

- A \$25 minimum show production fee will be charged for all non-musical productions and a fee of \$35 per musical production. Production fees do not include the purchase of makeup, production t-shirt, shoes, or undergarments as needed; this will be the responsibility of the individual student.
- T-shirt fee will be included in the production fee.
- Stage managers will be responsible for purchasing toast items (apple juice and cups) at their own expense.
- Failure to pay fees may result in holds being placed on the student’s account and/or the student being ineligible for participation in the next LPTC production. (Please see #12 under General Rules)

**Letter jackets** are EARNED by students who meet the following criteria:

- Students must participate in half of the productions produced by LPTC within a 2 year period.
- Students may not have lost eligibility excessively - more than twice in a school year.
- Students are responsible for turning in order packets at either the designated days on campus, or to the letter jacket company itself.

## Infractions and Consequences

The goal of the LPTC is to provide a quality experience in all areas of theatre education. All students involved are expected to follow all rules and procedures outlined by the Handbook, without exception. In the event of a violation of the rules, the Directors will use the following guide to determine the appropriate measures of discipline. These rules are in place to ensure the safety and success of all students involved in the program.

	<b><u>Infractions such as, but not limited to:</u></b>	<b><u>Examples of Consequences for each level can include, but are not limited to:</u></b>
<b><u>Level A</u></b>	<ul style="list-style-type: none"> <li>• Tardiness</li> <li>• Jumping off stage / walking on wall around pit</li> <li>• Food in unauthorized areas</li> <li>• Leaving trash out</li> <li>• Leaving tools out</li> <li>• Inappropriate attire at rehearsals</li> <li>• Dressing room infractions</li> <li>• Being in an unauthorized area</li> <li>• Inappropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Physical activities (i.e. laps around auditorium)</li> <li>• Cleaning duty of drama area</li> <li>• Cleaning duty of paint buckets and brushes</li> <li>• Sweeping stage</li> <li>• General theatre tasks</li> <li>• Fines</li> <li>• Loss or reduction of Thespian points for activity during which infraction occurs</li> </ul>
<b><u>Level B</u></b>	<ul style="list-style-type: none"> <li>• Breaking curtain</li> <li>• Failure to fulfill commitments</li> <li>• Being seen by public in costume and make-up</li> <li>• Inappropriate public displays of affection</li> <li>• Eating in costume</li> <li>• Not obeying the 1½ hour of mandatory</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple Level A consequences</li> <li>• Further loss or reduction of Thespian points for activity during which the infraction occurs</li> <li>• One-on-one conference with student</li> <li>• Parent contact</li> </ul>

	<ul style="list-style-type: none"> <li>focus time prior to a performance</li> <li>• Unprepared to perform assigned role in rehearsal/performance</li> <li>• Cell phones at rehearsal/performance</li> <li>• Lack of professionalism</li> <li>• Graffiti</li> <li>• Engaging in any activity that could be perceived as diminishing to the integrity of the LPTC</li> <li>• Sharing of food, drinks, or make-up</li> <li>• Multiple or severe infractions of Level A</li> </ul>	
<b><u>Level C</u></b>	<ul style="list-style-type: none"> <li>• Disrespect to the LPTC, its members, Directors, or audience</li> <li>• Being unprepared for assigned role or duty at rehearsal or performance</li> <li>• Multiple or severe infractions of Levels A and/or B</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple consequences of Levels A and/or B</li> <li>• Conference with parents and/or students.</li> <li>• Probation from the LPTC</li> <li>• Notification to SHS administration</li> <li>• Greater loss or reduction of Thespian points for activity during which infraction occurs.</li> <li>• Possible ineligibility to be cast in future productions</li> </ul>
<b><u>Level D</u></b>	<ul style="list-style-type: none"> <li>• Unexcused absence from rehearsal or performance</li> <li>• Ineligibility</li> <li>• Theft of departmental property</li> <li>• Extreme disrespect to the LPTC, its members, Directors, or audience</li> <li>• Physical aggression</li> <li>• Multiple or severe infractions of Levels A, B, and/or C</li> <li>• Indecent exposure</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple consequences of Levels A, B, and/or C</li> <li>• Removal from production</li> <li>• District action</li> <li>• Police action</li> <li>• Greater or total loss of Thespian points for activity during which infraction occurs</li> <li>• Ineligibility to be cast in future productions</li> </ul>

In addition, all Spring High School Student Code of Conduct Rules and Regulations are in effect for all students involved in a Lion Players Theatre Company (LPTC) Activity or Production. Any infraction may receive the consequences deemed appropriate by the student's principal or local authority. Failure to fulfill the consequences given for an infraction will result in an additional, higher level consequence.





**Student's Name: (print)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The 2016-2017 Lion Players Theatre Company Student/Parent Commitment**

I understand the rules and expectations set forth by the Lion Players Theatre Company (LPTC) Handbook are vital to the safety and success of all students involved in the LPTC.

I also understand that the directors reserve the right to amend or revise this document in order to ensure the safety of each student and the standards and practices of the department.

I have read and reviewed the Handbook in its entirety. By signing this document, I understand violation of these rules may result in disciplinary action or removal from the company.

**Student Signature:** \_\_\_\_\_

Student cell phone: \_\_\_\_\_

Student email: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

Parent cell phone: \_\_\_\_\_

Parent email : \_\_\_\_\_

**PLEASE sign and return by Friday, Nov 18 or before, along with \$35 production fee. (cash preferred) Working 5 shop hours (not during regular rehearsal time will replace the \$35 fee. See Mr. Doggett if additional time is needed.**

