

Musical Contract 2021-22

AUDITIONS

Auditions for the PHS Musical are open to any PHS student who meets both the academic and disciplinary standards of Pearland High School. Auditions are highly competitive, so please prepare accordingly. The students are required to participate in all aspects of the audition process requested by the director to be cast in the show.

It is expected that if a student auditions for a PHS Theatre show, that this show will take priority. We encourage students to learn from other artists and companies, therefore we ask our students to seek out shows that perform in the summer or the end of the school year.

PRODUCTION FEES COMPANY (INCLUDING TECH)

Cast Fees

Total fee for each student who participates in musical is \$500. This can be paid in full on Oct. 26 at the parent meeting, or they can pay in installments. Dates and totals for these installments are: Oct. 26 (\$167), Nov. 16 (\$167), and Dec. 8 (\$167). If they have not paid the total by Dec. 8, they will be dropped from musical.

(*The \$500 includes the musical production fee, one cast t-shirt, one car magnet, musical meals, five car wash tickets, ten Community Event tickets, and a half-page ad in the program.)

Crew Fees

Each Tech Crew member will be responsible for a \$150 fee. This fee includes a show shirt that will be the shirt they wear backstage, magnet, meals during tech week, and a patch. Having a show shirt OR a Crew shirt is non-negotiable.

Students will have the opportunity to fundraise to lower the costs with selling car wash and community events tickets.

VOLUNTEER REQUIREMENTS

Each student is required to volunteer 20 hours in addition to rehearsals and performances. This may include but is not limited to set building, technology for the show, costume construction, props, obtaining sponsorships, working front of house for the show, etc. Please ask any of the directors if you have questions about volunteer hours.

REHEARSALS

Rehearsal Requirements

- Rehearsals for any production are scheduled in advance by the Theatre director. Each cast member will receive a calendar of scheduled rehearsals. Rehearsals may be on the weekends as needed and TBA rehearsals sometimes are required. All rehearsals are required for participation. **Missing 3 rehearsals without written permission will mean**

removal from the production. Being tardy to 3 rehearsals = 1 unexcused absence.

Breaks will be taken at the discretion of the directors.

- Meals and snacks are the responsibility of the student company member; not the Theatre staff and not the parents of any company member. As such, students should bring with them to rehearsals any and all nourishment they require during the rehearsal period. Students must bring water to rehearsals as water will not be provided for students. Parents/volunteers may be asked to help prepare/provide meals for Tech Week.

Cell Phones During Rehearsals

Students will not be allowed to have their cell phones on stage or back stage during rehearsals. Cell phones found on stage will be taken and returned after the rehearsal. **NO EXCEPTIONS.**

Production Week Rehearsals

Rehearsals during Production Week are runs of the show and/or dress rehearsals. These rehearsals often go beyond the time scheduled due to any number of reasons. Students are expected to stay for all notes and may not be allowed to leave until the entire space is clean and ready for class/performance the next day. Students are not allowed to miss tech rehearsals for any reason other than immediate family emergencies. **Students who miss tech week rehearsals for any reason may forfeit their part in the show.**

Rehearsal Standards

- Students must show up with a good attitude and must work well with others. All company members are required to be present at and prepared for any assigned rehearsals, techs, dresses, shows, cleanups, and strikes. Tardy members should check-in with the Production Stage Manager and then join the rehearsal, tech, dress, show, cleanups or strike in progress. The tardy member should not interrupt any other staff member or company member when arriving late. Company members who have not arrived on-time may be called at home.
- Students will be required to SIGN IN using a QR code that brings them to the attendance page. Every student is responsible and required to sign into every rehearsal, tech, and performance. Failure to sign in for rehearsal may result in absences and can mean removal from the show.
- Not every performer will be required to attend every rehearsal. Company members will receive a schedule at least one week in advance of assigned rehearsals and will receive a production schedule at the first cast meeting.

Tardy and Absence Policy

- Rehearsal time is sacred. For this reason, all absences not reported in writing to the Stage Manager 24 hours in advance will not be excused. Company members will make every effort to attend every rehearsal. The Directors always strive to work with other

organizations and conflicts. Conflicts listed on the audition form will always be excused, without prior writing. **Any other absences must be reported in writing to the Stage Manager 24 hours in advance.** Accumulation of 3 unexcused absences is an automatic dismissal from the production.

- Students need to be at rehearsal **READY TO BEGIN** at the called rehearsal time. This means in the rehearsal space, with any prior warm up already completed. **If a company member needs to be tardy, they must provide the reason to the stage manager in writing 12-24 hours in advance. Telling the stage manager an hour before will result in an unexcused tardy.** 3 unexcused tardies = 1 unexcused absence. Students will check in the beginning of every rehearsal. The check in station will be located with the Stage Manager and will be available for check in 15 minutes before call time.

Breaks/Downtime

Breaks are taken at the discretion of the staff and are not necessarily scheduled. Company members are required to return promptly from breaks.

At **NO TIME** during the rehearsal or performance process are students allowed to loiter or hang out in the Director's office. Students found attempting to use that space will be given one warning. After this time, the students will have to arrange a time to speak with the Directors with their parents present so they all understand the regulations of this rule. Likewise, students are not allowed to use the refrigerator and microwave in the Director's office. A microwave and small refrigerator as well as storage shelving is provided for students in the Black Box!

PERFORMANCES

Calls & Signing-In

All company members will have set calls during Production Week. Call information is located on the final Weekly Schedule. Calls will be different for the various types of company members: actors, crew, musicians, and staff. Upon arriving in the auditorium during Production Week, all company members need to sign-in as explained under rehearsal standards.

****Once a student is on campus for their designated call time, they are not allowed to leave the campus for any reason. Doing so will result in disciplinary action which can include being removed from the performance.**

Make-Up

Make up is always on a show by show basis. Each company member is required to have their own personal make up kit. Make up kits **MAY** be purchased by the Department, and paid for by the student, however, students may be required to purchase their own make up kit. The Directors **DO NOT** support students sharing make up due to contamination. Director will provide a link to where stage makeup can be purchased for each show.

Character Shoes & Undergarments

Students are responsible for their own undergarments and character/dance shoes. Please be prepared to purchase all the appropriate undergarments as needed for the show.

Hair

Students cast in shows will be required to comply with all hair needs for the show. Students may NOT cut, dye or change their hairstyle without SPECIFIC instructions from the Directors. Likewise, students may be asked to change or modify their current hair style to fit the needs of the character. The Directors understand changing hair is a big decision and always approach the decision with care and in collaboration with the student.

Cast Meals

For most productions, meals are provided by the parents of the Company. If parents are providing the meals, you are expected to eat with the company. Our parents typically feed the company the Saturday before Tech, and Tech Week for Theatre Shows. Company is fed for all Tech rehearsals, and before every show for Musical. If the Department is not providing meals, Company members are the responsibility of the Company or family members.

Dressing Rooms and Personal Valuables

Any company member who wished to have any personal items secured during dresses, previews, or performances, may do so by giving them to the Production Stage Manager or Director prior to the dress, preview or performance. Theatre accepts responsibility for only those items left in the direct care of the staff.

Dress, Preview and Performance Standards

The staff of Pearland Theatre always expects every member of the Company to behave in a totally professional manner:

- All lines are memorized by the line deadline. Any feeding of lines during a rehearsal, tech, dress, preview or performance to another performer is unprofessional and as such, strictly forbidden.
- Non scripted/non choreographed material during the run of the show is NEVER permitted. Performance should be identical, one from the other.
- No performer is permitted to exit the dressing room area during a preview or performance (or any time when an audience is present) while still wearing makeup and costumes, unless at the director's discretion.
- The only people allowed in dressing rooms before and after performances are company members and certain volunteer parents. Alumni are never permitted backstage or in the dressing rooms.
- Only same sex Company members allowed in dressing rooms when company members are changing. All company members should knock before entering a dressing room.
- If something happens to your costume during the run of the show, it is the actor's responsibility to address it immediately with the DIRECTOR or HEAD COSTUMER so the garment can be properly cared for.

Previews & Special Performances

Often, the performances will offer a preview for junior high students. Since students will pay for this preview, we are expected to run the performance like a “live show”.

Dismissal after shows

- Pearland Musical students are required to clean up after themselves following performances. All costumes must be hung APPROPRIATELY, shoes put in the correct place, and makeup and other supplies placed in the correct place. There will be a check out procedure to ensure every member of the company is responsible for their costumes, dressing room, etc.
- All company members will preset props and clean up the stage area prior to being dismissed by the Stage Manager.
- Company members are not allowed to leave after performances until the dressing rooms and stage area are completely clean, items put away, mirrors put away and all costumes and personal items taken care of. Members must be dismissed by the Director only. No exceptions.

Strike

Pearland Musical students are required to participate in strike. Any company member that cannot attend strike, will not receive Thespian points for the production. Not attending strike can also be detrimental for casting for the next production. **If you are required to miss strike you must speak with the Directors immediately. Excuses are on a need basis for emergencies only. You may send a family member to cover your strike IF NECESSARY.

Cell Phones During Performances

Students should not have cell phones on their personal selves during rehearsal ever. They are to be kept in their backpack or purse. Cell phones on stage will result in loss of that cell phone. Cell phones are to be turned off during performances. Students should not be texting, tweeting, or any other cell phone activities from Places call to Curtain or ANY TIME during the show. If the Directors find students on their phones during the run of a show, the phone will be taken and returned at the end of the performance. NO EXCEPTIONS.

Concessions for Shows

ALL Company members will be asked to donate concessions for our productions. Items accepted are: canned sodas, water, pre-packaged salty treats, and homemade baked items.

CONSEQUENCES FOR MISBEHAVIOR OR VIOLATION OF RULES OR EXPECTATIONS

Violations that occur will follow this method of discipline, however, serious infractions may be handled differently.

1. Warning.
2. Conference with Director and a parent contact.
3. Removal from performance until standards can be met.
4. Exclusion from Theatre Events or Activities.

5. Loss of Thespian points or status
6. Serious offenses will be dealt with as outlined in the PISD Student Code of Conduct. Serious offenses warrant an immediate office referral.
7. Removal from the department including and up to removal from ITS and all activities.

EMERGENCIES

Contact Mr. Barker @979-240-4567 or Mrs. Hopper @713-302-9383. Please have all students text if they are to be late or absent for any reason. Feel free to program our numbers in your cell phone in case you need it for emergencies. We do send out group texts for reminders and that type of things

LOST & FOUND

The Director maintains a Lost & Found. Any company member looking for misplaced items should look in the lost and found box in the Black Box. Items remaining longer than a week will be given to charity or thrown away.

FIELD TRIPS

Occasionally, in the interest of proper theatrical research and role preparation, field trips are deemed necessary by the staff of Pearland Theatre. No company member will be permitted to attend a field trip without

- 1) Appropriate permission, as approved by the school administration, from parent or guardians and
- 2) Having seen each one of their teachers PRIOR to the field trip and making arrangements for any missed work. Students are responsible for completing their make-up work in a timely manner.

COMPANY COMMUNICATIONS METHODS

- We make every effort to post everything that is sent home with the students on the school web page. You can find the webpage through the main PHS webpage.
- There will be a TEAM app group created for cast, crew, and parents in the musical. You must download this app and join the TEAM.
- All the Department communication, finances, emails, and volunteer information can be found on CHARMS.
- CHARMS is an internet-based program that organizes all Departmental materials in one place. ALL students must log on to CHARMS to set up their initial account.
 - SCHOOL ACCESS CODE: PearlandTheatre
 - INITIAL PIN NUMBER: Student ID
- Please log on and change your pin number so you can access the calendar, the finances, and all required documents. You will need to log on in order to obtain the parent signature form that is due for all students as a grade in theatre.

- YOU ALSO NEED TO UPDATE YOUR CONTACT INFORMATION SO I CAN BETTER COMMUNICATE WITH ALL OF YOU.

BY SIGNING & SUBMITTING THE AUDITION FORM ONLINE, YOU ARE INDICATING YOU HAVE READ AND UNDERSTAND ALL OF THE DETAILS OF THIS MUSICAL CONTRACT.