

# Front Row Theatre

## Theatre Handbook

2017-2018 School Year



The Pearland ISD Fine Arts programs have had a proud history of accomplishments. It is our responsibility to build upon these successes and set higher standards for this year and for the future at Pearland High School. We are privileged to have parents, teachers, administration, and a school board who are committed toward having a quality theatre education program in the Pearland ISD.

This packet of information is designed to inform you about the goals, opportunities, and student/parent information which will result in a successful theatre program in the years to come.

As a member of the PHS Theatre, you are expected to take pride in its accomplishments and dedicate yourself to the theatres' current and future success.

Our educational goals are to develop competent theatre performers, promote theatre appreciation, train future high school theatre members, enhance the development of responsibility as a citizen, and foster good self-discipline in members of the PHS Theatre program.

Theatre provides a recreational goal by offering the opportunity for worthwhile use of leisure time, for an emotional outlet, and for social activity with a family of long lasting friends. You represent an outstanding school and community who are very proud and interested in your achievements. Your actions must be exemplary both in and out of the PHS Theatre.

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# ***THE HANDBOOK***

## **1.1 - COMPANY STANDARDS**

All members of PHS Theatre department are required to maintain the academic and disciplinary standards as outlined in the Student Handbook. Failure to maintain the outlined standards, regardless of whether or not those standards are directly applied to Theatre, may result in expulsion from the company. **Extra-curricular activities** as defined by the state, requires students to pass with a grade of a 70 or higher in all classes in the previous six weeks grading period. Extra-curricular activities include performances and rehearsals. This is the “No Pass No Play” Texas State Law.

### **Consequences for misbehavior include:**

1. Warning.
2. Conference with director and a parent contact.
3. Teacher Detention or Misbehavior Assignment.
4. Office Referral.
5. Exclusion from Theatre Events or Activities.
6. Serious offenses will be dealt with as outlined in the PISD Student Code of Conduct. Serious offenses warrant an immediate office referral.

Through membership in an organization, a PHS Theatre Member represents the theatre program in every action that he or she makes. **All theatre members are expected to behave with the utmost character and as leaders in every endeavor.**

## **1.2 – AUDITIONS**

Auditions for PHS Theatre productions are open to any PHS student who meets both the academic and disciplinary standards of Pearland High School.

## **1.3 - REHEARSALS**

### ***1.3.1 - Basic Rehearsals***

Rehearsals for any production are scheduled in advance by the Theatre staff. 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 permission will mean removal from the production. Breaks will be taken at the discretion of the Theatre staff.

Meals 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. Parents/volunteers may be asked to help prepare/provide meals for Tech Week.

### ***1.3.2 – Cell Phones During Rehearsals***

Students will not be allowed to have their cell phones on stage or back stage during rehearsals. If cast members are in the audience waiting for their scene, they may have their cell phones. Cell phones found on stage will be taken and returned after the rehearsal. **NO EXCEPTIONS.**

### ***1.3.3 - Production Week Rehearsals***

Rehearsals during Production Week are runs of the show and/or dress rehearsals.

### ***1.3.4 - 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.

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.

### ***1.3.4 - Breaks***

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

### ***1.3.5 – Production Fees***

Each cast member will be responsible for a \$50 production fee and a \$100 Costuming cost for each production they are cast in. The fee will be due at the director's discretion and will be used for all production expenses. Each tech crew member will be responsible for a \$25.00 production fee. These are non-negotiable (please speak to Mrs. Mashman privately if necessary.)

### ***1.3.6 – Cast T-Shirts***

Shows will generally have t-shirts available for all cast and crew members and family for a separate fee.

## **1.4 - PERFORMANCES**

### ***1.4.1 - 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 with the Stage Manager.

### ***1.4.2 - Make-Up***

Show by show basis. Each company member is required to have their own personal make up kit. Make up kits will be purchased by the department, and paid for by the student. Supplies for makeup kits will be provided by the director the first week of rehearsals.

### ***1.4.3 - Dinner Breaks***

Dinners during production week are the responsibility of the individual company member unless provided by the staff.

### ***1.4.4 - 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. Warm up and magic circle is not the time to be handing the SM watches, jewelry, wallets, etc.... Theatre accepts responsibility for only those items left in the direct care of the staff. Any valuables that disappear during a dress, preview, or performance, that were not left in the care of the staff are the responsibility of the owner.

#### ***1.4.5 - Dress, Preview and Performance Standards***

The staff of Front Row Theatre expects every member of the company to behave in a totally professional manner at all times:

- 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.
- No "playing" with the show is EVER 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.

#### ***1.4.6 - Previews & Special Performances***

Show by show basis

#### ***1.4.7 - Dismissals, Clean-Up & Strike***

Front Row Theatre 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. ANYTHING LEFT OUT OR NOT PROPERLY CARED FOR WILL BE TAKEN BY THE DIRECTOR. FIRST OFFENSES: students are required to clean and disinfect the dressing rooms. SECOND OFFENSES: There will not be second offenses.

Front Row Theatre students are required to participate in strike. Any company member that cannot attend strike, will not receive Thespian points for the production.

#### ***1.4.7-Cell Phones During Performances and Rehearsals***

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. 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.

### **1.5 – EMERGENCIES**

Contact Mrs. Mashman at 713-515-2775. Please have all students text me if they are to be late or absent for any reason. Feel free to program my number in your cell phone in case you need it for emergencies. I do send out group texts for reminders and that type of things

### **1.6 - LOST & FOUND**

The SM maintains a Lost & Found. Any company member looking for misplaced items should see him or her.

### **1.7 - 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 and every one of their teachers PRIOR to the field trip and making arrangements for any missed work.

### **1.8 - ON-LINE ACCESS**

We post everything that is sent home with the students on the school web page. To access the web page go to **<http://www.pearlandisd.org/webpages/amashman>** The Front Row web site is the best place to find out what's happening in theatre! Therefore, it is wise for all members of Pearland Theatre to check this website weekly. Rehearsal schedules are now online and downloadable! Google Calendar information: Google "Google Calendar" put in the gmail address: [pearlandfrontrowtheatre@gmail.com](mailto:pearlandfrontrowtheatre@gmail.com) Password: @phstheatre you can access the rehearsal schedule from the web or by downloading the calendar onto your smart phone.

REMIND will also be used extensively. Please join by texting @phsthre to 81010. Specific reminds will be available for each show.

### **1.9 – SOCIAL MEDIA POLICY**

Pearland Front Row theatre strives to be fair and honest competitors, and become better people through the art of Theatre. We understand that Social Media is a big part of our daily life now, and we hope to help all of you become Socially aware of harmful things for both our program and your future. Violation of our social media policy can mean removal from productions should the directors and administration decide.

1. Any negative comments about yourself, the department OR ANY OTHER DEPARTMENT is not tolerated and when found will be dealt with by the directors and/or administration. This means negativity towards other students, directors or departments, whether at this school or other schools will be dealt with strictly and decidedly.
2. Debating or arguing about things such as politics, religion, or anything emotional is deeply frowned upon. Students (and parents) in the program should hold themselves up to such high esteem that our motives and character can not be questioned. EVER.
3. Cursing on Social Media is forbidden. Again- you are representing not only yourself but THIS DEPARTMENT.
4. Social Media bullying (pictures/comments/slander) is not tolerated. Negative comments about another individual will be seen and will be dealt with on a campus level (meaning official write up).
5. You should always remember that your social media status is directly linked to this department, your directors, your school and ultimately YOUR FUTURE.
6. If you mess up and say something inappropriate, fix it. Say “I’m Sorry” immediately online and to the people you may have hurt. Apologize in social media and in person.
7. Continual infraction of these rules can mean removal from the show or program. Colleges now employ people whose sole job is to research new applicants and their Social Media profile. Leave no cause for misinterpretation. ALWAYS strive to be better people and better artists.

### **1.10 - THE PHS THEATRE AND THESPIAN ORGANIZATION**

The Pearland Theatre Organization is a student run drama club that exists to support Pearland Theatre and to provide the students with both a social and artistic outlet. Drama Club dues are \$10 annually. This money is used to purchase refreshments and purchase meeting supplies throughout the year. Thespian Membership and Pledging costs \$28.00 this is a National Organizational Fee. If you pledge or are a Thespian you do not have to pay the \$10.00 drama club fee. Each Student will be given a folder which will have their name on it. Students will need to update their folders at every drama club meeting. Failure to update their folder will result in the student not qualifying for Thespian Banquet at the end of the year. You must have 10 points within the school year to be invited to banquet. **You must have 60 points** or **be an active member of the UIL One Act Play** to get your letter jacket from the theatre department. Please ensure that your child has an updated folder to keep them organized.

## Official Front Row Letterman Point System

**To receive your patch and jacket from the theatre department you need to have 60 points or be an active company of the UIL One Act Play which advances to the Region contest. . You may transfer up to 5 points from Junior High drama club.**

### Acting

Full length	8pts.
UIL One Act	8pts.
Musical	8pts.
Major Role	
Minor Role	
Walk-on	
Chorus	
Dancer	
Understudy	
Alternate	
Musician	
One Act	8 pts.
Major Role	
Minor Role	
Walk-on	
Chorus	
Dancer	
Understudy	
Student Directed	4 pts.
Any role	
Tech	
Class Production	4 pts.
Any role in a class	
Performance	
Theatre 2 or Theatre 1	

### Production

Full length/Crew	8pts.
UIL One Act/Crew	8pts.
Musical/Crew	8pts
Production Crew	8pts
Light	
Stage Manager	
Sound	
Building Crew	
Running Crew	
Prop Crew	
Make-Up	
Assistant Director	
Director	

### Miscellaneous

Officer	6pts
Attending a show	1\2 pt.
Front Row Community Service	3 pts.
Tech Crew for one night event	3 pts.
Full Production Crew	8 pts.
Broadway Nights	
Pop show	
Prancer spring show	

**Thespian Honor Rank Summary**  
(see the *Thespian Troupe Handbook* for details)

points earned	Thespian rank	Honor may be signified by...
10	Thespian	Thespian induction. Membership certificate and induction pin awarded.
20–50	1- to 4-star Thespian	I-guard and 1 to 4 stars are added to induction pin. 1 to 4 paper stars are added to membership certificate.
60	Honor Thespian (5-star Thespian)	All stars removed from guard chain. Honor Thespian guard replaces “I” guard. Paper honor bar added to membership certificate.
70–110	6- to 10-star Thespian	One point star added to guard chain for <i>each</i> additional 10 points earned.
120	National Honor Thespian (11-star Thespian)	All stars removed from guard chain. National Honor Thespian guard replaces Honor Thespian guard.
130–170	12- to 16-star Thespian	One point star added to guard chain for <i>each</i> additional 10 points earned.
180	International Honor Thespian (17-star Thespian)	All stars removed from guard chain. International Honor Thespian pin replaces National Honor Thespian guard.

