***Martin Theatre***

***2018-2019***

***Department Handbook***

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***Trust. Excellence. Tradition.***

***Since 1982***

***Mission Statement***

**To enrich, to entertain, and to educate our students, patrons, and school community through exceptional theatrical arts. We aim for the highest standards in educational theatre and instill in our students a sense of respect: for themselves, for others and for the art form.**

***I. Attendance and Promptness***

1. **It is a custom of this department that one never misses a rehearsal, performance, a costume fitting or a strike. You should accept this rule without hesitation. Unexcused absences or too many excused absences could result in your dismissal from the cast or crew. There are no excuses for missing a dress rehearsal or performance!!  Frequent absences will more than likely keep you from working in future Martin productions!**

**B. A schedule of rehearsal days and times is provided to the cast and crew at auditions. You will be asked to fill out a conflict sheet that tells the Director/Stage Manager when you cannot be at a particular rehearsal. ONLY SCHOOL RELATED CONFLICTS WILL BE ACCEPTABLE. OTHER NON-SCHOOL RELATED CONFLICTS WILL BE DEALT WITH ON AN INDIVIDUAL BASIS. PARENTS: PLEASE SCHEDULE DOCTOR AND DENTIST APPOINTMENTS AROUND SCHEDULED REHEARSAL TIMES.** **Any conflicts that arise after the conflict sheet has been submitted will be dealt with on a case by case basis. You should talk to your directors in person or contact via email:**

**Mr. Chambers-** [**jchambe2@aisd.net**](mailto:jchambe2@aisd.net)

**Mr. Groves-** [**jgroves1@aisd.net**](mailto:jgroves1@aisd.net)

**(682) 867-8666 or (682) 867 - 8651**

**C. If you have a valid reason for missing a rehearsal or call, you should notify the Stage Manager AT LEAST THREE DAYS IN ADVANCE so that the rehearsal schedule can be adjusted accordingly. If you should have an emergency on the day of a rehearsal then you should contact your Stage Manager ASAP. DO NOT TELL SOMEONE ELSE TO TELL THE DIRECTOR THAT YOU WILL NOT BE AT REHEARSAL. NOT CALLING AND NOTIFYING US OF YOUR ABSENCE WILL COUNT AS AN UNEXCUSED ABSENCE AND COULD DISMISS YOU FROM THE CAST OR CREW.**

**D. BE ON TIME ALL THE TIME! No more important rule exists in the theatre. Frequent tardiness could dismiss you from the cast or crew. If you need to be tardy due to tutoring or other academic reasons then you will need to let the Stage Manager know in advance.**

**NOTE: IF A REHEARSAL IS SET TO START AT 3:15 THEN YOU NEED TO BE THERE AT LEAST 5 MINUTES EARLY TO GET YOURSELF READY SO THAT WE CAN BEGIN PROMPTLY.**

***II. Academic Responsibilities***

**A. During the six weeks rehearsal period for a show, your primary concern is to your grades. BY STATE LAW AND IN ACCORDANCE WITH THE “NO PASS-NO PLAY” RULING, IF YOU FAIL A CLASS THEN YOU ARE INELIGIBLE TO PARTICIPATE IN A PRODUCTION DURING THE FOLLOWING SIX WEEKS PERIOD. When you are involved in a Martin Theatre production either in the cast or crew, we faithfully monitor your academic progress. It is your responsibility to let us know if you are having problems in a particular class so that we can get you some tutoring assistance. We cannot provide the help that you need if we are unaware that a problem exists. REMEMBER THAT IF YOU FAIL OUT OF A SHOW IT WILL BE VERY DIFFICULT FOR YOU TO GAIN BACK THE TRUST IT WILL TAKE FOR US TO PUT YOU IN THE CAST OR CREW OF ANY OTHER SHOW HERE AT MARTIN.**

***III. Theatre Communication Channels***

**A. All announcements concerning the cast or crew of a Martin Theatre production including, but not limited to, cast postings, crew assignments, rehearsal schedules, AD or Stage Manager notes, important departmental notices, etc.  are posted on the Martin Theatre Callboard located on the wall near the entrance of the Little Theatre and are sent via GroupMe Texts from Stage Managers, Assistant Directors, Crew Heads, Department Officers, etc. Additionally, some information can be found on the Martin Theatre Website. Last minute or Emergency messages will be sent via official departmental text message.**

**B. The three major rules concerning communications are:**

**1. IT IS YOUR RESPONSIBILITY TO BE INFORMED.**

**2. DO NOT ASSUME ANYTHING! DO NOT RELY ON WORD OF MOUTH OR TEXT MESSAGES BETWEEN FRIENDS.**

**3. WHEN IN DOUBT: ASK YOUR STAGE MANAGER!**

**C. Please do not ask your directors for schedules or other details concerning rehearsals during the school day. All questions should be directed to the stage manager or assistant director.**

**D. At the request of a director, the stage manager or assistant director could call you or send an official departmental text concerning a change in rehearsal schedule, weather-related cancellations, or any other pertinent information related to the production.  Cast and Crew are all added to group texts at the beginning of each show. Make sure the stage manager, assistant director and/or crew head have your phone number for official communications. If you are unable to receive messages for any reason, it is still your responsibility to be informed. Check the callboard and ask your stage manager.**

***IV. Rehearsal Schedule***

**A. Most rehearsals will take place from 3:00 pm until 5:00 pm or 6:00 pm. after school on Monday-Friday. YOU ARE REQUIRED TO BE AT THESE REHEARSALS EVERY DAY UNLESS YOU ARE NOT DESIGNATED ON THE SCHEDULE TO BE THERE. Please understand that these are general rehearsal times and can be altered on a show-by-show basis. Your directors and Crew Heads will make every effort to only call you when needed.**

**B. Frequently a production will necessitate a Saturday rehearsal and/or technical work call. This is especially true on the three weekends before opening night. Saturday rehearsals will usually start at either 9:00 am or 1:00 pm and run until either 5:00 or 6:00 pm.**

**C. According to AISD District policy, we cannot rehearse or have a crew call on Sundays.**

**D. During the five or six days prior to opening night, we will need to stay longer than the above mentioned rehearsal times, especially on dress rehearsals.  THE WEEKEND PRIOR TO OPENING NIGHT AND THE DRESS REHEARSAL NIGHTS BEFORE THE SHOW SHOULD BE RESERVED FOR THE SHOW.  YOU SHOULD NOT HAVE JOB CONFLICTS OR ANY OTHER CONFLICT DURING THESE VITAL REHEARSALS. BEING ABSENT FROM THESE REHEARSALS COULD DISMISS YOU FROM THE CAST OR CREW!!**

**E. All cast and crew members are required to stay for director’s/stage manager’s notes following dress rehearsals.  This usually means that rehearsals last until about 10:00 to 10:30 pm. PLEASE INFORM YOUR PARENTS THAT DRESS REHEARSALS MAY LAST UNTIL 10:30 PM.**

**F. It is the responsibility of the cast and crew to clean up your own make-up, hang-up your own costumes, and put the dressing areas back in order following the dress rehearsals and performances.  NO CAST OR CREW IS ALLOWED TO LEAVE THE BUILDING UNTIL DISMISSED BY THE STAGE MANAGER!**

***V. Strike***

**A.  Everyone in the cast/crew is expected to attend strike following the closing night of the show. Most strikes occur on the first school day (or days) following the last performance of the show.  ANYONE NOT ATTENDING STRIKE WILL LOSE ANY THESPIAN POINTS ACCUMULATED FOR THAT PARTICULAR SHOW AND YOUR ABSENCE WILL BE REMEMBERED WHEN YOU AUDITION OR DESIRE TO WORK FUTURE SHOWS!**

**B.  All cast/crew members must sign in with the stage manager at the beginning and end of strike.**

***VI. Hair and Costume Policy***

**A. It is customary in this department that actors NEVER do anything with their hair and/or beards during a particular production. It is the responsibility of the actor to check with the director as to what look the director wants. It is wise for actors not to get emotionally attached to a particular hairstyle or hair color.  Failure to abide by this rule could dismiss you from the cast.**

**B. BE READY TO DYE YOUR HAIR AND/OR CUT IF THE ROLE REQUIRES IT! All actors should keep hair away from face and eyes for rehearsal and auditions.**

**C. Depending on the show, there will be a $40 Costume Fee upon acceptance of a role in a play. This fee may be used for cleaning costumes, the purchase of fabric for construction, rentals, wigs, and accessories the actors need. In case of hardship with fees, see your director privately and we will make arrangements. (\*\*Note that the costume fee for the musical is normally $60.00\*\*)**

**D. Actors will be expected to wear close-toed shoes to all rehearsal.**

***VII. Cell Phone Policy***

**We have a strict policy on cell phones. CELL PHONES WILL BE DISABLED AND TURNED INTO THE ASSISTANT DIRECTOR OR STAGE MANAGER BEFORE REHEARSAL. YOU WILL GET THEM BACK FOLLOWING THE REHEARSAL OR ON BREAKS. Only the directors, assistant directors, the stage manager, and the assistant stage manager will have access to their phones during rehearsal.**

***VI. Basic Rules of the Stage***

**1. NEVER QUESTION A STAGE MANAGER, ASSISTANT DIRECTOR, or CREW HEAD. If you have an issue with a student leader, please speak with a director.**

**2. VISITORS (friends of cast/crew, siblings, school photographers, newspaper media, etc.) attending rehearsals for any reason will be allowed in rehearsals only through permission of the director. Parents of the cast or crew members and students enrolled in the theatre program at Martin are always welcome to view a rehearsal as long as they sit toward the rear of the Auditorium or Little Theatre and apart from the director.**

**3.  DO NOT EAT OR DRINK ANYTHING ON STAGE, IN THE AUDITORIUM, THE LITTLE THEATRE OR THE BLACK BOX! DO NOT EAT OR DRINK ANYTHING IN COSTUME, EXCEPT WATER. All cast and crew will make sure that the aisles of the Little Theatre and Auditorium are cleaned after every rehearsal.**

**4. When rehearsal breaks are taken, do not venture far from the performance space.**

**5. Avoid walking between the director and the stage while a rehearsal is in progress. Always go behind the director when crossing from one side of the auditorium or Little Theatre to the other.**

**6. BUDGET YOUR TIME WHILE YOU ARE IN A SHOW AND DOING YOUR ACADEMIC WORK! Do not use the show as an excuse for failing grades! REMEMBER THE NO PASS- NO PLAY POLICY!**

**7. TAKE CARE OF YOUR HEALTH! We need you at every rehearsal. Drink water and eat well.**

**8. UNDERSTUDIES/ALTERNATES ARE IMPORTANT! There have been times in the past where we have had to put understudies in a show due to a cast member’s grade problems, illness, or some other unexpected situation. BE AT EVERY REHEARSAL. If you cannot be at every rehearsal, then do not accept an understudy role.**

**9. Avoid the following questions usually aimed at the Director or the Stage Manager:**

* **How long will rehearsal last?**
* **Am I needed today?**
* **What are we going to do today?**
* **May I leave early?—I only have a small part.**

**Please realize that your directors are busy and are supervising a large number of actors and crew - in addition to teaching a full day of classes. Responsibilities have been delegated to stage managers, assistant directors and crew heads. Please go to these students first if at all possible. Do NOT interrupt classes to talk to your directors about a rehearsal or show.**

**10. LET THE DIRECTOR DIRECT! This does not mean that a director will not encourage creativity and/or input during the rehearsal process, but leave the vision of the play with the director. Under no circumstances should you direct or critique a fellow actor.**

**11. Actors are actors---Techies are Techies! You are all a major part of the whole production. However you should only be concerned with your own job!  Telling someone how to do his/her job is not welcome and will not be tolerated.**

**12. Actors should memorize and BE OFF BOOK immediately after a scene is blocked. If you are running a scene and do not know your line then just call out “Line!” and the prompter or assistant director will give you the line.**

**16. NEVER LEAVE A REHEARSAL UNTIL YOU ARE DISMISSED!**

***VII. Achieving Excellence***

**1. Students are expected to conduct themselves as exemplary members of the MHS community and as ambassadors of the theatre department wherever they are.  This also includes social media or any other online forum. Things you post online can reflect poorly not only on you but also the entire theatre department.**

**2. Acting assignments are presented with no excuses. If you are present, you are well enough to perform. Be Prepared. Volunteer. Your directors will love your confidence. Take pains. Be perfect.**

**3. Thank your director for critiques. Welcome the critique as an opportunity to learn. Remember the difference between discussion and argument.**

**4. Accept casting decisions in a professional manner. Gloating, pouting and slandering WILL come back to haunt you.**

**5. Be a mentor to the underclassmen. Help them with transportation. Encourage them to audition and to participate. The future of Martin Players depends on YOU.**

**6. It is customary for cast and crew to acknowledge orders from the directors, stage managers, assistant stage managers and crew heads by saying *“Thank You”*. This is a tradition of common courtesy and not a punitive hazing practice.**

***VIII. Parent Support Group***

**We need your help!**

**We would like parents of cast/and crew of each show to volunteer to help with productions if they so desire. These parent supporters may help the cast and crew in the following ways:**

1. **Provide snacks/supper for those long dress rehearsal nights.**
2. **Offer assistance in running errands.**
3. **Work box office at performances.**
4. **Sell concessions/merchandise.**
5. **Launder or sew costumes.**
6. **Chaperone field trips.**
7. **Help with technical needs - build sets, loan tools, find props, donate furniture, etc.**

***Acknowledgement Form***

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the Martin Theatre Department Handbook and fully understand the policies and procedures outlined in this document. I also fully understand that my failure to comply with any of these policies/guidelines/procedures could result in my being removed from the cast or crew of this production. Therefore it is my intention to abide by this handbook to the best of my abilities and to make a sincere effort to find the spirit of “ensemble” and to actively seek the essence of quality in this Martin Theatre production. I also realize that I am bound to honor the policies and guidelines set forth by the Arlington ISD Student Code of Conduct.**

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

**Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PARENTS: Please sign below indicating that you have gone over this information with your student. If you would like to receive updates about theatre department happenings and parent volunteer opportunities, please include phone #/email.**

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

**Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return this form to your Director or Stage Manager.**