**PRODUCTION PACKET FOR CAST & CREW:**

***ARABIAN NIGHTS***

**Director** – Mrs. Stump lgoneil@carrollk12.org

**Booster Organization** – lhsdramaboosters@gmail.com

**Mission Statement:** The Liberty High School Drama Program seeks to educate the Liberty High School community about the theatre arts through theatrical productions, classes, and workshops.

**Core Objectives** ·

* To **Promote** interest in the Theatre Arts
* To **Provide** opportunities for students to participate in drama related activities annually.
* To **Foster** positive school and community relations.
* To **Produce** and **Create** dramatic productions each semester.
* To **Educate** students about the world of theatre.
* To **Inspire** Liberty High School and the greater community with different creative arts opportunities.

**Important Dates**

* January 16 -- Conflicts due
* January 30 – Deadline for $30 Production Fee for every student participating
* January 30 – Deadline for $10 Drama Cub Annual Dues **new members only**
* February 7 – Mandatory Parent Meeting #1 @ 7:00 p.m.
* February 25 – Deadline for Student Playbill Advertisements from parents
* February 25 – Deadline for Student Biographies Due (Online)
* February 25 – Deadline for Shout Outs Due (Online)
* February 25 – Tech Week Meal orders due (Online)
* March 13– Tickets go on sale in the Lobby and Online
* March 14– Mandatory Parent Meeting #2 @ 7:00 p.m. in media center
* March 20– Deadline for Concessions; can bring to Cue to Cue
* April 1 –CLOSING NIGHT SET STRIKE - Mandatory Student Attendance. Parent attendance is welcomed, much needed and strongly encouraged

**REHEARSALS:**

Please see the Drama Club Calendar located at [www.lhsdramaclub.com](http://www.lhsdramaclub.com) Specific calls will be by the Friday of the previous week.

**BUILD DAYS: (Attendance at two build days is mandatory, minimum 4 hour shift)**

Saturday, January 14 - 9:00 a.m.-3:00 p.m.

Saturday, January 28 – 2:00 p.m. – 6:00 p.m.

Saturday, February 4 – 9:00 a.m.- 3:00pm

Saturday, February 11 – 9:00 a.m.- 3:00pm

Saturday, February 18 – 9:00 a.m.-3:00pm

Saturday, February 25 – 2:00 p.m.-6:00pm

Saturday, March 4 – 9:00 a.m.- 3:00pm

**TECH “WEEK”: (These dates are mandatory)**

Saturday, March 11 – Cue-to-Cue 9:00 a.m. – 9:00 p.m.

Monday, March 20 through Thursday, March 23 2:30 p.m. - 9:00 p.m.

Wednesday March 29 2:30 p.m. – 6:00 p.m. pick up rehearsal

**Performances: (These dates are mandatory)**

March 24, 25, 31, & April 1 at 7:00pm

March 25 & April 1 at 2:00pm

**Look to our website, www.lhsdramaclub.com to complete the following forms and payments:**

* Drama Club Dues - $10
* Play Production Fee - $30
* Shout Out Forms - $5 for every 10 Words
* Biography Form
* Student Advertisement form for 2016 – 2017 Season

**Also utilize our website for information on the following:**

* The Drama Club Calendar
* International Thespian Society Information & Points Sheet

**STANDARDS OF CONDUCT**

Welcome to Liberty Drama. We are looking forward to another opportunity to work together and have fun!

In order to be safe while having fun putting up a full-length production, we must have standards of conduct for all members of the cast and crew during rehearsals. We will not tolerate violations of these, **Anyone who chooses to disregard them may be removed from the cast or crew**. Acceptance of a role in the production, whether in the cast or crew, constitutes agreement to these standards.

1. **Attendance**: Attendance is mandatory to all rehearsals for which the actor is called. Actors are allowed 2 excused absences OR 1 unexcused absence. An excused absence is any absence with 2 weeks’ notice. An unexcused absence is less than two weeks’ notice. Please plan doctor’s appointments on days that your student does not have rehearsal. If your student misses more than the allotted amount of rehearsals, then he/she may be excused from 1 or more performances.

2. **During rehearsals and shows, all members of the cast/crew are to remain in the designated area**. You may use the restrooms as needed. At no time are any cast/crew members to leave their designated area without permission.

3. **While in the space, all members of the cast/crew will conduct themselves with respect.** The property and its equipment, furniture and belongings should be used properly and with care to maintain its integrity.

4. **It is our responsibility as a team to keep the rehearsal space clean.**

5. **At no time are any cast/crew members to leave the space**, unless express permission is granted by one of the directors or production team leader. The exception, of course, will be any times when rehearsals are required to be moved. Cast/crew members must follow the express guidance on where they may/may not go.

6. **Be ready to begin rehearsal at the scheduled time and be picked up promptly.** If you must be late for a rehearsal, inform Mrs. Stump, the director.

7. **Personal behavior must exemplify respect to those in authority, to one another, and to the property**.

**Remember the 3 R’s:**

* **Respect for yourself:** Your work is a self-portrait so do your best.
* **Respect for others:** Do not speak disrespectfully to others or about others. Performing can be a daunting task; therefore, listen to others and be respectful at all times. Also, do not swear. Swearing during rehearsals may result in parent contact, penalties, and possible removal from performances.
* **Responsibility for ALL your actions:** Be in the auditorium and ready for rehearsal to begin. Be prepared for rehearsal, physically and mentally. Think before you act.

8. **Rehearsals and dress rehearsals are closed. This means they are for cast/crew members only.** Please do not invite your friends and significant others to rehearsals. Exceptions may be granted in advance only at the discretion of the director.

9. **Dress Code: Please follow the student handbook for appropriate dress code rules and regulations. Students should come to rehearsal ready to move and in footwear specified by the director.**

10. **Costumes** – Several of our Costumes will be specially made. If your costume is destroyed or stolen while in your possession, then you must pay for the price of the costume. If your costume needs to be altered please see one of our costuming crew. Do not make any alterations on any costumes yourself. If you do not like your costume, please do not tell your designer. They have worked very hard to provide a cohesive and inventive costume for you. Only inform the designers if the costume does not fit or if it is damaged.

11. **GRADING POLICY:** The Drama Club is an extension of the classroom. School work and academics is a priority for all Drama Club members and extracurricular drama activities. Producing and participating in a play is a lot of work. Students will be called to rehearsals, tech meetings, and long Saturday tech rehearsals. Under no circumstances, is any student to use Drama Club or any extra-curricular activity as an excuse for not having work completed or a poor grade. Should any student need time to complete homework or an assigned activity, they should speak with the Drama Teacher to establish a study hall prior to or during rehearsals. If they are studying during rehearsal, then they will not be marked absent, as long as they are in the auditorium.

**PHOTO VIDEO CONSENT FORM**

During the course of the production there may be several circumstances where the members of the cast and crew are photographed or videotaped. We would like your permission to use these photographs or video for publicity and/or historical purposes.

**I’M A PARENT. WHAT’S MY ROLE?**

Parents have the *most important roles* in a LHS production. When we tell our production’s parents, “We couldn’t have done it without you!” we literally mean it. Our heartfelt thanks go out to all of the family members who have supported us in the past.

It is our goal at Liberty High School to produce theatre with high production values while providing every student with a fun and safe experience as they learn how to produce successful plays and musicals for the community. To that end, we rely heavily on your support as the parent of a cast or crew member. A student’s commitment to a LHS production is really a family’s commitment. We have developed the following list of expectations for parents to guide you as you consider committing your time and your student’s time in this production.

***The Eleven Steps Parents Should Take to Ensure a Successful and Fun Production***

*We* ***respectfully expect*** *the parents of cast & crew members to:*

1. **Attend BOTH mandatory Parent Meetings.**

a. Tuesday, February 7 @ 7:00 p.m.

b. Tuesday, March 14 @ 7:00 p.m.

2. **Attend Drama Booster Meetings** in order to understand what is happening in your student’s afterschool drama program.

3. **Parents of cast members** **encourage your student** by helping them learn their lines in the script (but do not teach them their lines or make suggestions on how to deliver their lines).

4**. Bring your student** to any Saturday rehearsals or Build Days **on time** and pick them up **promptly** at the end of each rehearsal.

5. **Review the entire packet and sign** the final Contract Page with your student.

6. **Gather Advertising Leads:** Parents are encouraged to obtain sponsorships and *advertisement leads* for the play’s printed program. These sponsorships will help us fund the set, costumes, make-up, program printing, advertising and more! You can pursue the lead or provide the lead information to us and the advertising chair will follow up with them. All leads can be sent to libertydramabooster@gmail.com

7. **Sign up for a committee**. A lot of work is done by the families and friends of former and current cast members or by the cast and crew members themselves. (We operate under the “many hands make light work” theory!) Please thoughtfully consider the opportunities where you may be of help. For example, hanging flyers, selling ads, building sets after rehearsals, sewing costumes, selling tickets etc.

8. **Volunteer:**  Each parent per family is respectfully asked to volunteer twice during the shows. Volunteer opportunities to fulfill this requirement can be selling tickets, selling concessions, handing out programs etc…. It takes over 20 volunteers to work each show totaling over 120 volunteers to work all 6 shows. We require each family to participate to fill this need. Volunteer sign-ups will be emailed to parents via Sign Up Genius.

9. **Bring in at least 3 items for concessions**. Bring in all concession by Saturday October 22. When dropping off concessions please have students drop them off in Mrs. Stump’s office. If bringing them in on Oct. 22 please drop off in back of auditorium. Concession sales are given to the Drama Boosters Scholarship committee and sold during the shows. One day your student, might receive one of these scholarships, so make sure you help out and do your part!

10. **Every student is expected to help out with strike.** ***Strike will be the night of the final performance***. Strike is the taking apart of the entire set and usually lasts until midnight. Sounds like hard work but it actually is a fun time. If parents could help with strike too, that would be wonderful and we also appreciate parents who bring their own power tools!. We will have a large set that needs to be taken down before the next group can use the stage. It is not all heavy duty work. We need parents to carry props to the storage areas and things like that. No student will be excused from Strike unless he/she is given special permission by the director. By not participating in strike, your student may not be assigned as cast or crew in the following production that he/she auditions for at LHS.

11. **Oh yeah, relax, have fun and we’ll take care of the rest!!!!**

**By signing the next and last page of the Liberty High School Drama Production Packet or the online acknowledgement form, I acknowledge that I have read, understand and agree to the terms above.**

**PACKET ACKNOWLEDGEMENT FORM**

I (Parent’s Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and (Student’s Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have acknowledged that I have received the Production Packet of information in regards to the Liberty Drama production of *Arabian Nights*. I have read and understand **the entire packet** as described to me. In the event that I do not comply with any rules within the packet, then my student or I may be removed from the production. I can also sign this form electronically at www.lhsdramaclub.com

I have read and hereby agree to the terms & requirements set forth in the Production Packet:

Dates and Dues

Standards of Conduct

Photo Consent Form

My Role as a Parent

In the event I do not comply with the rules outlined in Liberty High School Drama Production Packet or I do not return this form before January 16, 2017, I may not be eligible to participate in the Fall Production and therefore may forfeit my role within the Company.

*Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Cast/Crew Member’s Signature:­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Contact Information:

Parent(s) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cast/Crew Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cast/Crew Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cast/Crew member’s E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anything else the director should know: