

PRODUCTION PACKET: *Dirty Rotten Scoundrels*



Director – Mrs. Hughes: cnhughe@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 and the greater community with different creative art modalities.

Important Dates

- February 10 – Mandatory Parent Meeting #1 @ 7:00 p.m.
- February 10 - \$25 Production Fee for every student participating
- February 10 - \$10 Dues for *NEW* students only who did not pay dues in the fall
- March 9 – Mandatory Parent Meeting #2 @ 7:00 p.m.
- March 21 – Advertisements Due
- March 21 – Biographies Due (Online)
- March 21 – Shout Outs Due (Online)
- March 28 – Tech Week Meal orders due
- April 4 – Tickets go On Sale in the Lobby and Online
- April 6 – Concessions Due
- April 23 – Strike – CLOSING NIGHT

REHEARSALS:

Please see the Drama Club Calendar located at www.lhsdramaclub.com

BUILD DAYS: (Attendance at one build day is mandatory)

Saturday, February 6 - 9:00 a.m.-3:00 p.m.
Saturday, February 13 – 3:00-9:00 p.m.
Saturday, February 20 – 9:00 a.m.-3:00 p.m.
Saturday, February 27 – 9:00 a.m.-3:00 p.m.
Saturday, March 5 – 9:00 a.m.-3:00 p.m.
Saturday, March 12 – 9:00 a.m.-3:00 p.m.

TECH “WEEK”: (These dates are mandatory)

Saturday, April 9 – Cue-to-Cue
Monday, April 11 through Thursday, April 14

Performances: (These dates are mandatory)

April 15, 16, 21, 22, & 23 at 7:00pm
April 16 & 23 at 2:00pm

The following items may be found online at www.lhsdramaclub.com:

- Drama Club Dues - \$10
- Play Production Fee - \$25
- Shout Out Forms - \$5 for every 10 Words
- Biography Form
- Advertisement form for 2015 – 2016 Season
- Volunteer Opportunities
- The Club Calendar
- International Thespian Society Points Sheet

By signing the last page of the Liberty High School production packet, I acknowledge that I have read, understand and agree to the terms above.

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 child does not have rehearsal. If your child 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. Hughes, 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 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.

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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. **By signing the last page of the Production Packet, you give LHS Drama Program permission to use your photos throughout the production.** Thank you!

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 member. A child'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 child's time in this production.

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

We respectfully expect the parents of cast members to:

- 1. Attend BOTH mandatory Parent Meetings.**
 - a. Wednesday, February 10 @ 7:00 p.m.
 - b. Wednesday, March 9th @ 7:00 p.m.
- 2. Attend Drama Booster Meetings** in order to understand what is happening in your child's afterschool drama program.
- 3. Encourage your child** 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 child** 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 child.
- 6. Work with your child** to obtain sponsorships and *advertisements* for the play's printed program. These sponsorships will help us fund the set, costumes, make-up, snacks and program printing, advertising and more! In the past, we have only raised \$500 in program advertisement sponsorships. To print our programs it costs \$2000. Please help us achieve a goal of \$2000 for sponsorship in the playbill.
- 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. Bring in at least 3 items for concessions.** All concession sales are given to the Drama Boosters Scholarship committee. One day your child, might receive one of these scholarships, so make sure you help out and do your part!
- 9. Every student is expected to help out with strike. *Strike will be the night of the final performance.*** If you could too, that would be wonderful (we also appreciate parents who bring their own power tools)! We will have a large set that needs to be taken down before the music concerts begin. No student will be excused from Strike unless he/she is given special permission by the director. By not participating in strike, your child may not be cast in the following production that he/she auditions for at LHS.
- 10. Oh yeah, relax we'll take care of the rest!!!!**

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PACKET ACKNOWLEDGEMENT FORM

I (Parent's Name) _____ and (Student's Name) _____ have acknowledged that I have received the packet of information in regards to the Liberty Drama spring production of *Dirty Rotten Scoundrels*. I have read and understand **the entire packet** as described to me by the director. In the event that I do not comply with any rules within the packet, then my child or I may be removed from the production.

I have read, acknowledge and agree to the following forms in this 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 LHS' packet or I do not return this form before 4 October 2015. I may not be eligible to participate in the Spring Production and therefore may forfeit my role within the company.

Signed: dated

Legal Guardian's Signature: _____ Date _____

Cast/Crew Member's Signature: _____ Date _____

Parent Contact Information:

Parent(s) Name(s): _____

Parent(s) Email: _____

Cast/Crew Member: _____ Phone: _____

Cast/Crew member's e-mail: _____

Anything else the director should know: