

**LIBERTY HIGH SCHOOL DRAMA
PRODUCTION PACKET**



Co-Directors:

Mrs. D Ms. Henderson

PERFORMANCES:

Thursday, November 9th at 7:00 pm
Friday, November 10th at 7:00 pm
Saturday, November 11th at 2:00 pm
Saturday, November 11th at 7:00 pm

STRIKE:

Saturday, November 11th
Immediately following the final performance- mandatory.

Liberty's *Sleepy Hollow*
IMPORTANT DATES

Rehearsals:

[LHS Drama Fall 2023 Rehearsal Schedule](#)

The link will also be shared via email and Schoology. Rehearsals begin Monday, September 18th.

MANDATORY DATES - ALL of the following dates are MANDATORY

For designers and crew (students only)- Designer & Crew Orientation:

Saturday, September 16th, 9:00-12:00

STUDENT & PARENT MEETING for ALL Cast, Designers, and Crew:

Monday, September 18th at 7:00 pm

Technical Rehearsals:

Saturday, October 21, 9:00 am - 5:00 pm

Saturday, November 4, 9:00 am - 5:00 pm

Monday, November 6, 2:30 - 9:00 pm

Wednesday, November 8, 2:30 - 9:00 pm

Performances:

Thursday, November 9 at 7:00 pm

Friday, November 10 at 7:00 pm

Saturday, November 11 at 2:00 pm

Saturday, November 11 at 7:00 pm

Strike:

Saturday, November 11, immediately following the final performance

Understudy Showcase:

Wednesday, November 15, 5:00 - 8:00 pm (performance at 7:00 pm)

Additional Due Dates:

Monday, September 11- Signed Production Packet Due - Cast & Designers

Monday, September 11- Submission of ALL CONFLICTS Due - Cast

Monday, September 18- Deadline for production fee of \$60 (will be sent via an invoice)

Monday, September 18- Signed Production Packet Due - Crew

Monday, October 9- Deadline for Student Playbill Advertisements & Shout Outs (Online)

Monday, October 9- Deadline for Student Biographies (Online)

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

All rehearsals are subject to change. An email will go out if changes have been made.

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CONCERNS

If you have a concern or question, for any reason, please come talk to the director directly, no matter what concern or complaint you may have. Everything that I do, I do for you and for this program as a whole. I am very approachable, and while I may be busy, I will ALWAYS make time to listen. Just pull me aside. I highly value each and every one of you. Without you, such a dynamic program would not be possible! My school email is dldicks@carrollk12.org. Ms. Henderson's school email is mehend2@carrollk12.org. For the spring musical, Ms. Larson's school email is smlarso@carrollk12.org.

STANDARDS OF CONDUCT

Welcome to Liberty's production of *Sleepy Hollow*.

I am looking forward to the opportunity to work together and have fun!

In order to be safe while having fun producing these productions, we must have standards of conduct for all members of the production. We will not tolerate violations of these; anyone who chooses to disregard them may be removed from the production. Acceptance of a role or position with the production constitutes agreement to these standards.

1. During rehearsals and shows, all members of the cast/crew are to remain in the auditorium. You may use the restroom as needed. If you need to leave or step away from the rehearsal, please notify a stage manager or director.
2. All members of the cast/crew will conduct themselves with respect for each other and the process.
3. Attend all required rehearsals. Cast and crew members must follow the rehearsal schedule. It will be posted on the rehearsal calendar online and emailed to everyone whenever changes are made. You are required to be present when you are called. More than two unexcused absences will result in your removal from the show. If you must miss a rehearsal, notify either Mrs. D or the Stage Manager. You are allowed 4 *excused* absences. Exceptions may be granted for extended illnesses. Be warned: if we are blocking or choreographing a number and you cannot be there for any reason, excused or unexcused, OR you aren't around when we call for you, you may not be blocked into that scene/number.
4. Mandatory Rehearsals: You cannot miss ANY rehearsals during tech week and production weekend.
5. Be ready to begin rehearsal at the scheduled time. If you must be late for a rehearsal, inform Mrs. D, the director. Under no circumstances are you allowed to leave the rehearsal early without permission from Mrs. D.
6. Personal behavior must exemplify respect to those in authority, to one another, and to the property. **NOTE: This extends to your behavior on social media. You are not to video or record anyone without permission, slander anyone's character, or speak ill of one another or the program. By joining this program, you are choosing to support it and all those involved in it.**
7. 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.

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8. Dress Code: Please follow the student handbook for appropriate dress code rules and regulations. **Any major hair and/or cosmetic changes need to be approved by the director once you have auditioned for the production.**
9. Don't be Late to School: Students who are late to school cannot participate in extracurricular activities. This includes the actual performances. Students need to respect this ruling for it can be devastating to the entire production if not followed.

STUDENT GRADE POLICY

The Drama Club is an extension of the classroom. School work and academics are a priority for all drama club activities. Producing and participating in a play is a lot of work. Students will be called to rehearsals, tech meetings, tech rehearsals and potentially some long Saturday rehearsals.

Under no circumstances is any student to use a Drama Club production 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 Mrs. D to establish a study hall prior to or during rehearsals. Students are strongly encouraged to use any "down-time" during rehearsal to do their school work.

Additionally, grades will be checked monthly. Any student whose grade falls below a C will be placed on probation for a two week period and will receive tutoring from fellow drama club members, as well as study hall time prior to joining in the rehearsal. It is the expectation of the Drama Club that all students receive C's or better in their academics in order to participate in the after school program.

You must have a minimum of a 2.0 GPA and NO "F's" in order to participate.

DO NOT LET YOUR GRADES SUFFER! SCHOOL COMES FIRST!

PHOTO/VIDEO CONSENT

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 videos 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!

PUTTING YOUR MARK ON THE PRODUCTION

Theatre is truly a *collaborative* art. Our goal here, in the Drama Club program, is to provide a fun learning experience for you while putting on outstanding professional quality shows. Performing is just one aspect of

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theatre. In order to get the most out of your theatrical educational experience, you must spend time putting your mark on the production in more than one way. You've all heard the old saying, the more you put into something the more you get out of it. That holds true in our program. The more work you put into this program the more it is *yours*; the more you own it, the more you can be proud of it because you built it. Everyone will be required to do something other than perform. You must help in some other aspect of this production other than just your brilliant performance. How will you make your mark on this production? How will you make it *yours*?

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REHEARSAL ETIQUETTE 101

- 1. Entrances and Exits:** Actors will arrive promptly and work diligently during the session.
- 2. Props, Costumes, Scenery:** Actors will return all properties to the appropriate locations once the production is over. Any props/ costumes/ set pieces provided will be returned as requested. Please communicate any issues with these items throughout the process.
- 3. Asides:** Actors are expected to do whatever homework is assigned to them by the director by the date expected. This includes but is not limited to, memorizing lines, character analysis and dramaturgy.
- 4. Places:** Actors will be silent when they are not rehearsing and in places when about to go on. Any electronic devices including iPods, **Cell Phones**, Game Boys, etc., **must be turned off or on silent throughout the rehearsal**. Only in emergencies or on break will actors be allowed to use electronic devices. Please stay present!
- 5. Blocking:** Actors will write down their blocking in the script with a **pencil** and memorize their blocking when memorizing lines.
- 6. Stage Combat:** Actors will not argue or have any physical contact unless within the context of the rehearsal. This includes Gossip and Name-Calling. Any “bullying” or rumor mongering will result in an immediate conference with a counselor and/or administrator and may result in your removal from this and/or future productions.
- 7. Audience:** Actors will respectfully listen and demonstrate appropriate audience skills when anyone else is talking.
- 8. Direction:** No actor is to give acting or blocking notes to another actor. Only the Director and Stage Manager are authorized to give appropriate notes.
- 9. *****NOTES***** All Actors will be required to have a notebook/binder/personal script/sticky note pad to WRITE down all notes given at the end of rehearsal. You will WRITE down your notes and look them over before rehearsals and performances.**
- 10. Curtain Call:** Break a Leg, Have Fun and Learn About Theatre!

FAVORITISM AND PRECASTING POLICY

Under no circumstances does the Liberty High School drama program play favorites or precast any productions. It is our philosophy that every student, whether they are new to the program or a seasoned veteran, has a place in the LHS drama program.

Students are cast or placed based on their audition and ability to work well with others. Casting and placement decisions are *not determined* by what a student has done for the LHS drama program in the past. Casting and placement decisions are also *not determined* by what a student has done for any other arts education/community theatre organization in the past. An audition is a clean slate for all students and we truly do our best to ensure that every student has a place in the LHS drama program.

This policy is strictly enforced. The decisions are made by a panel of directors from a detailed audition rubric. Students may request a conference with the director to discuss how they can improve their audition practices.

Here in Liberty Drama, our goal is to provide a safe, supportive, and FUN environment where students have the opportunity to learn about all that theatre has to offer, as well as the many valuable life lessons learned along the way, while putting on outstanding professional quality shows.

One of the core values we teach in the Drama program is professionalism. We hold our students to very high standards and expect professionalism throughout. You will see this in our production and performance value and hopefully it will rub off on you as well.

“Fair” is a word that means something different to everyone. We have found that the only way to be truly “fair” while maintaining our values is to cast based on the “clean slate” concept. We hold true to our policy as we strive to create the best possible show with the best possible cast as any professional theatre would do.

As always, we do offer a variety of ways for student performance improvement. Every time a student is in a show, they grow. Just by being in a show, students learn various performance qualities and methods of acting/singing/dancing etc. For each show, we hold character development rehearsals for every actor, not just the leads. We may cast understudies in order to get some one-on-one time with upcoming actors. Students in these roles are expected to be ready to go at a moment's notice. This requires a lot of work and preparation and these students grow very quickly because they are learning from the best. In many cases, their “over-study” acts as a student mentor. Students are encouraged to take Drama Classes. While it is not a prerequisite to being a lead, it definitely helps. There are no small parts. Each part is unique and vital to the performance and someone is always watching you on-stage. The ensemble is perhaps the most important aspect to a successful show and we spend a lot of time building a fabulous ensemble with energy and character. It is also often more fun to be in the ensemble with everyone than be alone or in a small group as a lead. It is all in how you look at your role. As we said, everyone has a role to play at LHS drama, and while you may never be a lead, you are in no way any less vital to our production and our club.

ROLE OF DRAMA PRODUCTION PARENTS/ LIBERTY DRAMA BOOSTERS

Parents have the most important roles in LHS productions and we rely heavily on your support. A student's commitment to a LHS production is really a family's commitment. Our heartfelt thanks go out to all of the families who have supported us in the past. It is our goal at Liberty High School to produce performances 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. 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.

We respectfully and strongly encourage our parents to:

1. Attend the mandatory Parent Meeting.
2. Attend Drama Booster Meetings in order to understand what is happening in your child's after school drama program and to learn the ways to support our program.
3. Parents of cast members, encourage your students by helping them learn their lines from the script (but please do not teach them their lines or make suggestions on how to deliver their lines.)
4. Review the entire packet and sign the final Contract Page with your student.
5. Gather Advertising Leads: Parents are encouraged to obtain sponsorships and advertising 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 libertydramaboosters@gmail.com
6. Participate with your student in Drama Fundraisers organized by Drama Club or Drama Boosters. All money to support the productions must be raised by the students and boosters. No funding is provided by the school system. We must raise all the funds for our sets, costumes, make-up, sound and lighting systems.
7. Sign up for a Committee. A lot of work is completed 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. These include:

Set Construction	Fundraising
Costumes	Program
Advertising	Supervision
Publicity	Scholarship
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. Relax, have fun, and we'll take care of the rest!!!

PHOTO/VIDEO CONSENT

PARENTS/GUARDIANS:

BY ALLOWING YOUR STUDENT TO AUDITION AND/OR PARTICIPATE IN THIS PRODUCTION IN ANY CAPACITY, YOU HEREBY CONSENT TO THE FOLLOWING:

CONSENT FOR PHOTOGRAPH, VIDEO AND DIGITAL VIEWING & DISTRIBUTION

I grant permission to Liberty Drama, Liberty Drama Boosters and Liberty High School to use photographs and/or video for digital viewing, print, promotional flyers and/or publications, or for any other similar purpose without any compensation to me/my student.

I understand and agree that such photographs, video and/or digital recordings will be on the Internet. I also understand and agree that one may be identified by name and/or title in printed, Internet or broadcast information that might accompany the photographs and/or video recordings of me. I waive the right to approve the final product. I agree that all such portraits, pictures, photographs, video and audio recordings, and any reproductions thereof, and all digital files are and shall remain the property of Liberty Drama.

I also hereby release Liberty Drama, Liberty Drama Boosters and Liberty HS and its agents and employees from all claims, demands and liabilities in connection with the above.

PRODUCTION FEE

As a member of the *Sleepy Hollow* cast and/or crew, each student is required to pay a \$60 production fee. This fee helps us to cover the costs for costumes, props, set, lights, sound, special effects, and many other aspects of our productions. **The production fee is non-refundable.**

Parent/Guardian Signature: _____

[Virtual Signature on the Website Page]

LIBERTY HIGH SCHOOL DRAMA PARTICIPATION ACKNOWLEDGEMENT FORM (WEB PAGE SUBMISSION ACCEPTED TOO)

I _____ (Parent Name) and _____ (Student Name) acknowledge that I have received the Production Packet regarding the Liberty Drama production of *Sleepy Hollow*. I have read and understood 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 have read and hereby agree to the terms & requirements set forth in the Production Packet:

- ✓ Dates and Dues
- ✓ Standards of Conduct- Including Social Media Standards of Conduct
- ✓ Photo Consent Form
- ✓ My Role as a Parent
- ✓ Consent for Photograph, Video and Digital Viewing & Distribution
- ✓ Nonrefundable production fee of \$60

In the event that I do not comply with the rules outlined in the Liberty High School Drama Production Packet or I do not return this form by September 12th, I may not be eligible to participate in the Production and therefore may forfeit my role within the Company.

Parent/Guardian Signature: _____

Cast/Crew Member Signature: _____

Parent(s) Name(s): _____

Parent(s) Email: _____

Parent Cell Phone: _____

Cast/Crew Member Name: _____ Graduation Year: _____

Cast/Crew Cell Phone: _____

Cast/Crew Member Email: _____

Cast/Crew T-shirt Size: _____

Anything else the director should know:

By signing this page of the Liberty High School Drama Production Packet, I acknowledge that I have read, understand and agree to the terms above. [Virtual Signature on the Website Page]