

TUSCALOOSA CHILDREN'S THEATRE

**Cast member's Parent/Guardian: please initial and sign below.
For parents/guardians with more than one child cast please fill out a form for each.**

- _____ I have read and understand the policies outlined in the TCT Handbook.
- _____ I will comply with the parent responsibilities as listed in the TCT Handbook.
- _____ I will volunteer the required time as listed in the TCT Handbook.
- _____ I will attend the required parent meetings as listed in the TCT Handbook.
- _____ I understand the financial obligation required for my cast member to be in the show.
- _____ I DO / DO NOT give permission for my child's photograph to appear on the TCT website,
all TCT publicity and TCT social media sites. (please circle answer)

Show name: _____

Cast member name: _____

Parent/Guardian Signature: _____ Date: _____

Emergency contact name and phone number: _____

Any medical issues we need to know regarding your child: _____

**** PLEASE DETACH THIS PAGE AND RETURN AT THE END OF THE PARENT MEETING****

Tuscaloosa Children's Theatre Handbook



Tuscaloosa Children's Theatre

Box 20496 Tuscaloosa, Alabama 35402

www.tuscaloosachildrenstheatre.org

Welcome to Tuscaloosa Children's Theatre

Welcome to the Tuscaloosa Children's Theatre (TCT), a 501(c)(3) non-profit organization founded by a group of parents, educators, and theatre professionals who identified a need for the youth of Tuscaloosa to have opportunities to perform. From its humble beginnings in 1986, the organization has grown tremendously. Today TCT offers onstage and offstage opportunities for hundreds of children each year and houses audiences of thousands of children annually.

TCT's mission is to educate and expose the children of Tuscaloosa and surrounding counties to all aspects of stage performance and production. Our mission is fulfilled through several programs including two to three performances staged at the Historic Bama Theatre yearly, summer camp and the TCT Ensemble. The Ensemble is a theatre based leadership group that focuses on personal development helping rising 9th grade students through rising 12th grade students reach their full potential.

TCT is a largely volunteer organization headed by a Board of Directors, Board President and Executive Committee. Funding for TCT comes mostly from ticket sales, cast fees, program ads, the TCT Guild, tax deductible individual donations, corporate sponsorships, grants and the City of Tuscaloosa and Tuscaloosa County Commission. The cost of producing staged plays can be \$30,000-\$40,000 per production and the organization relies on participants, sponsors and community partners to help offset the costs. TCT also teams up with other non-profit organizations to provide outreach. For each production a different organization is chosen and the cast and families collect items on organization's wish list.

The casting of a TCT performance is a rigorous and challenging process. Careful casting leads to a great production, but talent is not the only criteria. Respectful behavior, good attendance and the ability to follow rules and directions also factor in for a pleasant and rewarding experience for all. Participating in a TCT production is a team effort and parents/caregivers as well as actors have responsibilities. Although there are several people involved with auditions the Director is responsible for the final decisions on casting. All casting decisions are final. Actors who decline parts after casting risk not being considered for future productions. Casting will be posted on the TCT website and social media with directions on how to accept your role.

Cast Members Responsibilities

- Prepare and memorize assigned lines, songs and choreography.
- Attend all called rehearsals and performances, arriving and leaving on time.
- Be quiet and respectful during rehearsals and shows.
- Adhere to the rules set in place by the Artistic Staff, Play Coordinators and Parent Volunteers at rehearsals, dress rehearsals and the Bama Theatre.
- Perform in all shows. (Six school shows and four public shows).
- Take care of items used in shows such as costumes, props, microphones, sets, loaned scripts, etc.
- Abide by the policies set forth in the TCT Handbook.

Parents' Responsibilities

- Ensure that your cast member arrives and leaves on time for all rehearsals and performances.
- Based on the size of the cast, volunteer for at least two rehearsals and two shows once at the Bama Theatre. There will be Sign Up Genius links for rehearsals and show week.
- Become involved by volunteering during rehearsals, backstage, at the Set Shop or with any craft or costume projects needed.
- Attend required parent meetings (first parent meeting, new parent meeting and parent meeting at the Bama Theatre the week of the show).
- May be financially responsible for items lost or damaged.
- Cast fees are due at the first parent meeting via cash, check or Venmo.
- Abide by the policies set forth in the TCT Handbook.

Rehearsal Etiquette and Attendance

- Rehearsals are closed to parents, friends and family members due to the distraction to the cast. The only parents allowed during rehearsals are the Parent Volunteers signed up for the rehearsal. We ask that no siblings or any other family members come to rehearsals if you are serving as a Parent Volunteer.
- Actors must be on time. This means in the rehearsal space before it begins. We do our best to begin and end rehearsals on time. This is made easier when our actors are ready at their scheduled time.
- There will be NO food or drink allowed in the rehearsal space with the exception of water. The rehearsal space is not ours and we must keep it neat and clean.
- Please pick up your actor promptly when rehearsal ends. For your actor's safety, you must come inside to get your actor. NO ONE under the age of 16 will be permitted to leave without a parent or other responsible adult coming inside the building to pick them up. This will be strictly enforced.
- Rehearsals will be on Monday, Tuesday, and Thursday from 6:00 p.m.– 8:30 p.m. Other rehearsals may be scheduled as needed.
- Actors are required to attend all scheduled rehearsals and attendance is taken at all rehearsals. Actors are not permitted to miss rehearsal unless they have prior permission from the director or are sick. If your child is going to miss or be late for a rehearsal that wasn't already pre-approved, you must contact the Stage Manager prior to rehearsal to let him/her know. Preferably, as soon as you know that your child will be late and/or miss. If your child is sick, please do not allow them to return to rehearsal until they are symptom free for 24 hours.
- Excessive unexcused absences can lead to dismissal from the show.
- Actors who miss rehearsals for any reason are responsible for learning any choreography, music, or blocking that they missed. Actors are encouraged to find a fellow actor to go over material. There is not often time to go back during rehearsals and review for actors who were absent. Typically videos are posted on a closed Facebook page to refer to if you missed and also to practice from.
- The Stage Manager will send out Rehearsal Reports after each rehearsal. These must be read in full as you will be responsible for any changes that affect you. Rehearsal schedules are subject to change, therefore it is important to check your email daily.
- TCT will not be responsible for actors dropped off early or picked up late if there is no Board Member or Artistic Staff on site.

INSTRUCTIONS FOR PARENT VOLUNTEERS AT REHEARSALS (include but not limited to):

- Please notify Play Coordinator or Board member when you arrive. Please get a name tag from the Stage Manager as this will assist in identifying you as a Parent Volunteer.
- Please keep the cast members QUIET during rehearsal.
- If the cast members divide into groups, each group should have Parent Volunteer.
- Check all of the rooms and bathrooms to ensure they are put back in good order. Pick up trash, return chairs, tables, etc.
- For safety, a parent MUST come to the door to pick the cast members up. NO child is to be allowed to leave the building without a parent, unless they are driving themselves or riding with someone driving. Stay until each cast member has left with a parent.
- Parent Volunteers are to stay until you are dismissed by a Play Coordinator.

Show Week

- During show week, your child will have rehearsals/shows every day from Sunday to Sunday. Actors are required to stay until the Director releases them. They are encouraged to bring homework, books, etc. to work on quietly while waiting.
- Food and drink may not be consumed in the theatre, dressing rooms, backstage, etc. Plan to eat before coming to rehearsal. Bottled water is the only thing allowed backstage.
- Cell phones must be kept on silent during rehearsals and are not allowed on the stage or in the house. If this is not followed, phones may be taken up at the door and returned when the actor exits the building.
- Please bring a pen/pencil and paper to take notes during Company Meeting and after rehearsals and between school shows. You may not use your cell phone to take notes.
- Actors will be assigned to dressing rooms. Actors are NOT allowed to change dressing rooms. Our Costumer must know where all costumes are at all times in the event repair is needed prior to the actor's arrival at the theatre.
- There will be assigned backstage Parent Volunteers to keep the actors quiet, to help with costumes and to be responsible for keeping the noise level down.
- The stage door will be closed 45 minutes prior to the beginning of the show and will not be opened until the show is finished, this includes intermission.
- There will be a Parent Volunteer at the stage door during shows. No one will be admitted unless their name is on the list of volunteers assigned to work. This policy will be strictly enforced. The backstage door will open only after the show is over.
- Parents may attend dress rehearsal at the Bama, but must sit in the house. It is important to remain quiet so that the artistic staff can have full concentration. Parents may video and photograph dress rehearsal only. No flash photography is allowed.
- If your child is going to be late for a show that wasn't already pre-approved, you must contact the stage manager prior to rehearsal to let him/her know. Preferably, as soon as you know that your child will be late. If you are sick, please do not return to a show until you have been symptom free for 24 hours.
- Actors must sign in and out for rehearsals and performances at the theatre.
- Actors under 16 are never to leave the theatre unless a parent or responsible adult picks them up. You must come to the stage door to get your actor. NO EXCEPTIONS!
- Actors will not be allowed to leave between school shows. They will remain and eat the lunch provided in the Greensboro Room.
- Actors will be allowed to visit with friends and family after public shows only, NOT school shows. Actors will be held at the door until an adult comes to get them.
- Actors must leave the Bama between the Friday noon school show and the Friday night show and also between the Saturday afternoon and Saturday night shows. Actors may not remain at the Bama.
- TCT will not be responsible for actors dropped off early or picked up late if there is no Board Member or Artistic Staff on site.

PARENT VOLUNTEER BACKSTAGE ASSIGNMENTS (include but not limited to):

- Please do not bring other siblings with you for your assigned shift.
- Green Room: Make sure the actors are quiet. Unless they have been called by someone on crew or need to change their costume, they should remain in the Green Room. No one should be in the wings unless they are called. When the show is over, please make sure that the room is cleaned up and chairs are straightened back up.
- Dressing Room: Help kids change costumes as needed. Once they change, they need to go to the Green Room and not remain in the dressing room. Make sure that they hang up their clothes, put their accessories in their bag, and put their character shoes on the floor. When the show is over, please make sure that the room is cleaned up before you leave.
- Stage Right: Make sure the kids are quiet in the wings, they should not be talking.
- Stage Left: Make sure that kids are quiet in the wings, they should not be talking. Check to make sure that costumes are hung up and dressing rooms are cleaned up once the show is over.

Costumes

- Costume fittings will be scheduled by our Costumer. Actors will be measured at rehearsal, but it will be required for them to go to the TCT Costume Shop when called to do a fitting. The address for the Costume Shop is 3700 Northbrook Drive, Northport, Alabama 35475.
- Costumes are provided by TCT, however, you may have to purchase tights, socks, shoes and other accessories.
- Costumes and shoes are to stay at the Bama Theatre. No piece of your costume is to leave the theatre. Bring street clothes and shoes to change into before leaving.
- All costumes must be hung up before leaving each day. If your costume is found not hung up properly, it will be put into “Costume Jail”.
- Please do not eat or drink in costumes. Only water is allowed while in costume. It is highly recommended to bring a personal water bottle.
- Please refrain from sitting on the floor in your costume as it may become dirty or damaged.
- No member will be allowed outside in costume if it is raining.

Miscellaneous Information

- In case of inclement weather, TCT will cancel shows and rehearsals in following with the Tuscaloosa City Schools closings.
- The week of shows there will be a photographer to take cast and individual pictures to purchase.
- There will be a gift table in the lobby of the Bama Theatre for you to purchase gifts for your child that may be sent back during the public shows.