

## **PACK Handbook**

The following policies are established for the duration of all rehearsals and performance periods. Each one implies a strong discipline essential for the effective functioning of all PACK productions, JRKidz, PACKids and CompanyKids. **PLEASE READ THROUGH THIS IN ITS ENTIRETY.**

To achieve our goal of a professional production, we must practice the art of self-discipline; from punctuality to all calls, preparation for all rehearsals and shows, to putting equipment away and clearing the work area before leaving.

If you have the desire to succeed, the desire to create, the desire to excite an audience with a quality production, then you cannot help but find success, satisfaction and pride in this endeavor.

### **RESPECT THE RESPONSIBILITY AND RIGHTS OF ARTISTIC DIRECTORS**

All performing arts are a creative endeavor, with the ultimate goal of achieving quality productions and performances. This goal is paramount to the success of PACK. As such, performers and parents alike recognize the responsibilities and rights of PACK artistic directors.

Directors are in charge of all creative and practical aspects of a performance, and are involved in the entire process; from artistic interpretation of a script and score, to design and pre-production stages, right through to the final performance. The director has the challenging task of bringing together the many complex pieces of a production--the script, actors, set, costuming, lighting, sound and music--into a unified whole. Directors work closely with choreographers, vocal coaches, and an entire production team in order to create a superior performance. Our directors are responsible for conceiving, developing, and implementing the artistic vision and focus of PACK.

Interfering with a director's responsibilities is **STRICTLY FORBIDDEN** and include the following behaviors: any performer or parent offering unsolicited advice to the director; a parent "directing" their child when they are rehearsing or performing; performers chit chatting in the wings and not paying attention to the director; performers or parents giving notes to other performers ('notes' are comments given to the performers by the director, in order to improve a performance); accepting notes from anyone but the director; disregarding notes given by the director (accept all notes graciously and say 'thank you'. Never disagree with the director in front of the cast--if you don't understand, or disagree, ask for some one-on-one time with the director); speaking when the director is speaking; disobeying director's rules and instructions; and acting in any way to undermine the authority of the director and their decisions.

PACK artistic directors have the right to their own individual, artistic vision and all decisions regarding a performance or production emanate from this subjective vision. All casting, recasting, musical number choice, song choice, show order, who performs and if they perform are choices left entirely up to the director.

### **ATTEND ALL CALLS FOR REHEARSAL /PERFORMANCES AND CREW**

Please review & clear these dates with your parents, guardians and teachers before turning in your signed contract.

Your conflict calendar should consist of dates and times that you have prior commitments to and can not possibly change. Your availability may affect your being in the production or limit your involvement in the production.

Conflicts arising after the end of the grace period will be excused only for emergencies. The schedule for MANDATORY rehearsals and performances will be announced at the first rehearsal. You and your family are expected to honor these, for the success of the production. Please review & clear these dates with your parents, guardians and teachers before turning in your signed contract.

Rehearsal and crew calls are never missed without prior permission.

### **BE ON TIME**

Rehearsal and crew calls begin exactly at the time indicated on the call board.

Make sure to come prepared with the proper materials ready - such as a pencil, script, music, proper shoes, dance wear/rehearsal clothes, etc.

Plan to arrive 10 minutes early to rehearsals and show call times. Be prepared and bring all possible materials to rehearsal. Schedule is subject to change.

If you must miss a rehearsal or be tardy, call or text the DIRECTOR, Mrs. Amparo at 479-5824 before rehearsal starts.

If an emergency makes you late, you personally must notify the director or stage manager. If you know you will be late, please notify us at least 24 hours in advance.

You are officially tardy 15 minutes after the call time without a courtesy call. Three (3) unexcused tardies (or early dismissals) will equal one (1) unexcused absence; three (3)

unexcused absences will be considered for dismissal for the production or a reassessment of your role.

Understand that emergency absences, tardiness or early dismissal may be considered "excused" at the discretion of the Production Team & staff. All requests for excused absences must be in writing, signed by a parent/guardian or teacher.

### **CHECK YOUR EMAIL AND FACEBOOK DAILY-**

Schedules are subject to change. We would like all parents on Facebook on our private page and all students to have their OWN email. Once you arrive at a rehearsal or performance, you must stay in the building until you leave for the day and must check out when leaving.

Understand it is your responsibility to arrange for transportation to and from the Kapolei High School Forum rehearsals, performances and appearances off campus, with your parent's knowledge.

### **PAYING CUSTOMERS ONLY**

No guests are allowed at rehearsals unless cleared with the production team. Parents, guests or guardians are not allowed to watch rehearsals unless you are invited by a director or teacher.

### **PARENT POLICY**

We ask that there is no interaction with teachers regarding teaching techniques or directing. Please refrain from making suggestions on how to make the dance better etc..

If you have a concern please take it to Rachelle Amparo. If your child is hurt at rehearsal please let us know right away. Also, if they are suffering from any illness, sprains, muscle strains etc. or receiving treatment from a doctor please let us know.

### **ACADEMIC & HOME RESPONSIBILITIES**

Cast Members are to maintain at least a cumulative 2.0 during their involvement in the show. Rehearsals should not be an excuse for unfinished homework or for being unprepared for class.

You will receive grade checks periodically (except for during summer session). Unsatisfactory grades may cause you to be dropped from the show.

If grades persist below average levels, you will be removed from the show. Try to study before you come to rehearsal or bring your studies with you so that you may make good use of your time when you are not rehearsing. Don't get behind our school work and home responsibilities.

Understand you may earn elective credit if you are eligible and the proper registration is submitted on time. Remember this credit is a grade that depends on your behavior, attendance, and participation during the run of the show.

## **ONE TEAM**

All rehearsal space is the property of Kapolei High School and is shared with other programs. You are expected to treat the areas with respect and keep them clean, and you are also expected to treat the other people working in the area with respect.

Remember the production team is on your side. Your success is the team's obligation. If you have problems or questions, ask at the appropriate time. Look beyond your part and understand the spirit of the total production. Do not talk when someone else is rehearsing or on stage.

Begin studying your parts (lines, lyrics, music, choreography and blocking) when they are assigned so the material will be secure in your memory and body by the "off-book" deadline. If you have difficulty memorizing, ask for early help from the production team.

Understand that failure to memorize lines, lyrics, music, choreography and blocking or technical responsibilities by the announced "due dates" may result in the loss of role or job assignment, and could potentially result in your dismissal from the production.

Give full attention to comments and notes from the production team. Even if the notes are addressed to someone else, you can help by not being distracting and you may gain insights to improve yourself.

Strive to respect and understand the work and talents of all members of the company - technical crew, actors, dancers, musicians, management, etc. The production staff and crew heads are the director's assistants and are directly responsible to the director. If problems cannot be resolved, both parties should see the director immediately.

Give your best at each rehearsal or performance and expect the best from those around you. Work up to your full capacity, other than "marking" or "walking through" a rehearsal so that everyone will know what to expect.

## **TRADITIONAL THEATRE PRACTICES**

Pick up a prop only in execution of your role. A prop out of place can ruin a performance. Always return your props to the prop table as soon as you leave the acting area. Don't set anything except a prop on a prop table and never touch another actor's prop or pre-set costume.

Don't sit on prop furniture backstage. Never touch a piece of lighting, sound or stage equipment except in the performance of your duty.

Always treat your costumes with the most respect. Remember no eating or drinking in costume. Hang them up when you are finished. Notify the wardrobe crew head immediately if your costume needs attention. (ie. repair, cleaning, etc.)

Keep your script, music and other rehearsal materials in good condition and return them to the director or stage manager before the last performance. Understand that you may be financially responsible for any script, costume, prop or equipment assigned to you that is lost or damaged beyond normal wear and tear.

No chewing gum in the theatre (Forum), food and drinks are not allowed on stage, back stage or in the hall dressing area. Food and drinks are only allowed in the Forum seating area and must be thrown away when finished.

EXCEPTION: Water in spill proof bottles is permitted backstage and in the dressing rooms.

Do not bring valuables to the forum. Do not leave your belongings unattended.

Cell phone & pager usage will be allowed only during breaks. They must be on silent mode and turned off during rehearsals and throughout the run of the show. Exceptions may be granted in emergency situations with permission in advance.

Never question the authority of the stage manager.

Never miss an entrance and do not speak, approach or distract an actor who is waiting for an entrance. Never create offstage distractions.

Never be seen by an audience member except in the execution of the show. Do not peek at the audience while on or off stage. If you can see the audience, they can see you.

Never enter the stage from the house and never enter the house from the stage before, during or after a performance when members are in the theatre unless directed to do so.

Never leave the theatre in any part of your costume or makeup.

Be kind to yourself and your body and eat well, get enough sleep and be well in mind and body.

Do not alter your hair such as cut it or dye it without prior approval from the director.

Rehearsals and performances will be free of alcohol and recreational drugs including tobacco, this applies to students as well as parents and friends.

Be aware that some people are sensitive to strong odors - choose your foods and use of fragrances respectfully.

Once final decisions are made, do not deviate in any way from the director's production plan. Perform the play as it was rehearsed. This includes dialogue, blocking, costumes, hair and makeup, props, and cues. Intentional deviations may affect your final grade and/or role.

Do not break the rehearsed curtain-call to address the audience or to give or receive flowers or gifts.



### **PACK PROFESSIONAL ATTITUDE**

All cast and crew will assist in post-show cleanup (strike) so that all members of the company are free to relax, or company celebration at the conclusion of the run.

Behave in a mature and responsible way at all rehearsals, performances, and other promotion locations where you are representing PACK or this production.

This is educational theatre. If you have a question, ask.

We will work together to produce a theatre experience which we can all look back on with pride.