

# West Junior Players Theatre Production Policies

(updated July 1, 2020)

## GOOGLE CLASSROOM/WEBSITE

Throughout the production process, we post updated information in **Google Classroom** and the **Junior Players Website**. Students should set up Google Classroom **notifications** and **check the website regularly**. Many questions can be answered using either of these resources.

## REHEARSAL SCHEDULE

- Rehearsals may be scheduled Monday through Friday from 3:15-5:00.
- During Production week, rehearsals may go **until 6:00**.
- **No excused absences** are allowed **during Production Week**.
- For **Wednesday rehearsals**, students have the option to **leave the building** and come back at 3:00, or they may stay at school and **attend the Athletic/Activity Study Hall**.
- We attempt to write the rehearsal schedule based on the conflicts listed on students' audition forms. **Please list conflicts carefully**.
- A detailed rehearsal schedule will be distributed and posted on the Junior Players Website. Students only need to attend rehearsal if they are in the scenes **scheduled for that day**.
- Any **changes** to the posted schedule are announced in Google Classroom and the website.

## ATTENDANCE

- Cast members may have **no more than three unexcused absences** from rehearsal.
- If a student **stays home from school** due to illness, the absence is excused.
- If an **unexpected conflict** arises, a parent should send an email to Brian Williams.
- Students must be at school for the equivalent of **one half day** of instruction (11:30) in order to participate in any rehearsals or performances that day.

## BEHAVIORAL EXPECTATIONS

- During rehearsals, students will need to **self-manage** during **unstructured time**, and are expected to behave in such a way as **to not distract** those working on stage.
- Behavior during rehearsals and performances **is a factor in future casting decisions**.
- When not working on stage, unless they are **supervised elsewhere by another adult**, students are expected to **stay in the auditorium** and to keep the noise level low.
- Cell phones and iPads are often distractions. There may be **no personal device usage** on stage, backstage, or during group discussions.
- Should devices become a problem, we will utilize a **device bucket** during rehearsals.
- **Academics** are a priority. **At a minimum**, we ask that students pass all classes.

## AUDITIONS & CASTING

Casting decisions are based on many factors, including **voice** (projection and clarity), **character** choices, singing ability (for a musical), schedule **conflicts**, and past behavior during productions.

Depending on how many students audition, it is possible that some will not get a part.

**Regardless of one's age, this hurts**. We are sensitive to the feelings of Middle School students, and would like to avoid causing anguish. That said, **casting decisions are final**. If a student has not been cast, he or she is encouraged to contact Mr. Williams to get **audition feedback**.

## FEES/COSTUMES/MAKEUP

*If the following expenses create a financial hardship, please send an email to Brian Williams, and Junior Players will take care of the cost. If you would like to donate a stage make-up kit for the good of the program, please let us know.*

- All students involved in a production (cast or crew) must pay a District **Activity Fee** of \$15. Please pay in the office. Students who receive free/reduced lunch are exempt from this fee.
- Most costumes will be constructed or provided by Junior Players, but specific base costume pieces will need to be **brought from home** (shoes, socks, tights, shirts, pants, belts, etc). We will notify students of these costume needs a few weeks before dress rehearsals.
- For hygiene purposes, cast members should **provide their own basic stage makeup**. An example brand is Ben Nye. This is available online for less than \$25.

## SCRIPTS

Scripts will be provided. Students should write notes in pencil and may highlight their lines with a highlighter. Anyone who **does not return a script** at the end of the production will be asked to pay for it. Typically, Play scripts are \$8 and musical scripts are \$25.

## CREW/TECH WORK

There is a separate Google Classroom for the Crew. Please allow **notifications** and check it regularly. Schedules will be posted in Google Classroom and on the Junior Players website. Please refer to the **Crew Application** form for the commitment expectations of each crew.

## PARENT HELPERS/DONATIONS

We welcome parent help. If you enjoy sewing/organizing **costumes** or **set-building**, please contact a director and we will gladly put you to work. We will also ask for help with **cast parties, ticket-taking, fund-raiser donations**, or really, *anything* you are willing to do to help us. If you have spare supplies (**lumber, tools, cash money, curtains**, etc.), we're interested!

## THE BOTTOM LINE: SAFETY AND LEARNING

Our main priorities are **safety** and a positive **learning** experience for all. The directors reserve the right to **dismiss a student from the cast or crew** for not following these Production Policies, including attendance, or for any other behavior that disrupts the safety and learning of others.

## JUNIOR PLAYERS ON SOCIAL MEDIA

**Production photos will be taken and may appear in the following locations:**

THE WEBSITE: <http://wmstheatre.weebly.com/>

INSTAGRAM: @wmsjuniorplayers

FACEBOOK: @wmsjuniorplayers

## CONTACTS

Brian Williams, Director: [BMWillia@usd497.org](mailto:BMWillia@usd497.org)  
Hank Rischar, Assistant: [James.Rischar@usd497.org](mailto:James.Rischar@usd497.org)