



Protégé Players Youth Company Handbook

Stage Door Inc. is a non-profit organization committed to “EMPOWER, EDUCATE, AND ENTERTAIN” our community. We are dedicated to offering children the full theater experience creating a special place for them to learn and thrive in the arts. The Protégé Players encourages student participation in every aspect of each production including building and painting sets, running the technical booth, selling concessions and working backstage during performances along with performing in lead and support roles.

Protégé Player Policies

Stage Door Inc. is a non-profit community theater providing a complete theater experience for children and adults. It is a privilege to be in the Protégé Players Youth Company and all participants benefit from the mutual respect gained by following a standardized set of rules.

Production Value

Stage Door Inc. continually produces the best youth theater productions in the area. This happens because of the dedicated staff, the talented students and the volunteer time from parents.

Tuition covers the following expenses:

- Rights and royalties for the show being produced
- A copy of the script and music
- Rehearsal time in the stage space
- Teaching and coaching time from the director.
- Programmed lights, sound and background projections
- A minimum of 2 performances.
- Playbills
- Some Costumes - Parents are expected to help in the location and construction of these.
- Show Shirt for the student

Tuition does not cover:

- Other Costumes-Parents are required to provide basic, easy to locate, inexpensive pieces
- Private lessons
- Late pick up
- Theatre upkeep (we do not have a maid service so we ask the parents and students help)
- Concessions including water

- Additional performances- although most show runs include 3-6 performances
- Show shirts for parents and/or family (cost for Adults is \$20 per shirt)
- Cast party (hosted by the parents, each cast will have a lead parent for this event)

Casting

No child will be cast until all paperwork has been submitted. Cast lists will be sent out via e-mail within a few days of the audition day. Your child will be judged on their stage presence, reading fluency, volume, expression, and overall acting ability, as well as their conduct during auditions (respect for the property and for others auditioning). Recent rehearsal or performance behavior and attendance can also be a consideration in casting.

Character Roles/ Stage Time

Every show produced at Stage Door Inc. is unique. The number of students participating in each show also varies. We strive to give each actor as much stage time as possible dependent on their talents and abilities. Sometimes shows will be single cast and sometimes shows will be double cast with actors playing a role during half of the performances. Each actor is expected to do their best at their assigned role and not complain.

Communication

All communication will be conducted via e-mail, remind app, and/or a private Facebook Group. It is your responsibility to check your these regularly as notices will be sent frequently (sometimes after every practice). Please make sure to list all emails and phone numbers that you wish to receive updates on your enrollment forms. The rehearsal schedule will also be sent out via e-mail and posted on the Facebook Group. If you do not receive and email please let staff know ASAP.

What to Bring to Rehearsals?

All cast members will need to bring their scripts and a pencil to each rehearsal along with their closed toe shoes (preferably jazz shoes). Actors will not be allowed on stage without their closed toe shoes. Should also bring a bottle of water and a snack.

Dress Code

All actors are expected to wear comfortable clothing that allows for movement. Closed toed shoes are required. Jazz shoes are encouraged for all Main Stage shows and camps. Those with long hair must have it pulled away from the face.

Food and Drinks

No food will be allowed in the house. Cast members may bring a snack and will be given a short break during which they may eat in the lobby.

We encourage children to bring healthy snacks and water in a container that can be secured tightly. Containers without secure lids are not permitted. All students are required to dispose of their own trash.

In addition to snacks provided from home, we sell concessions. The concessions are a fundraising activity for Protégé and we appreciate donations such as crackers and cookies. IOUs are not provided.

Please note: If you have specific dietary concerns or allergies, please let us know and we will make every effort to accommodate you.

Attendance

Conflicts

Actors are required to create a conflict list ahead of casting to let the director know when they are unable to rehearse. This conflict list must be strictly adhered to. All casting and rehearsal schedule decisions are made based on this list.

Please look CAREFULLY at the rehearsal calendar and list all possible conflicts. It is important to be truthful about conflicts and obligations. Some roles require fewer rehearsals and we can often adjust the rehearsal schedule to accommodate certain conflicts, but you can be dropped from the show if we find out after casting and setting the schedule that you won't be at several of the rehearsals! Not all cast members will be scheduled for every rehearsal or for the entire rehearsal session. Larger roles will require a larger time commitment.

Absences You may not miss rehearsal other than pre-stated conflicts. Unlike most activities, when an actor is missing there is no one who can fill in. An unscheduled absence requires everything to be relearned the next rehearsal and sets the whole show back. Due to limited rehearsal time and large cast size, we will not be able to go back and re-teach or re-block scenes for students who are absent. If a cast member misses a rehearsal, they may not be placed in that particular number. A detailed schedule will be given out in advance. It is extremely important that you keep track of the schedule and which days your character is scheduled.

If an actor is truly ill then they have the option to make up that rehearsal time privately. The private lesson is to be worked out with the discretion of the director and may result in an extra charge of \$10 per 30 minutes.

Rehearsals Drop Off/Pick Up

Rehearsals start promptly and do not run late unless previous notice is given. It is important that cast members are dropped off and picked up promptly. If cast members are late, they may miss out on opportunities to be in scenes. Also, there are several groups using the theater and we need to clear out quickly before other rehearsals can start.

You must pick up and drop off on time. If an actor is consistently late or left after rehearsal hours it may result in the cast member being removed from the production.

That said, we will make all accommodations possible to meet your student's needs, and will never leave a student at the theater unattended.

Tech week

Tech week (the week of the performance) attendance is mandatory. Missing a mandatory rehearsal may result in being removed from the show.

Parent Volunteers

Performances

If you are absent for one of your scheduled performances, another actor will fill in for you - you will not be given another date. Parent Volunteers Performances As a non-profit theater, our shows couldn't possibly take place without the help of our many wonderful volunteers! Volunteer opportunities are plentiful and we will help you find the perfect job. For all performances, parents are asked to work at least one shows per child enrolled in any of the available volunteer positions. They are typically in the concessions and backstage. For Protégé Elite parents we ask you to volunteer a total of two shows per child, along with all of the fundraisers associated with program.

Theater Upkeep

Stage Door Inc. is a 501 c 3 non-profit community theater. It is not a private business. Many students and parents use the space daily and everyone is expected to help maintain and improve the conditions of the building. Please help take out the trash, wipe down windows and bathrooms, sweep and maintain general orderliness.

****Actors will be fined \$1 for mess/trash left on the floor or for each costume or prop piece left out of place****

Rehearsal Support

One parent volunteer is expected to be at every rehearsal for safety and support of the children. A volunteer signup will be posted. This volunteer will be expected to assist in the lobby, monitor the doors, administer first aid, and occasionally manage small rehearsing groups.

Costumes

Some costume parts may be provided but some costume pieces are the responsibility of each cast member. We will make every effort to keep costs to a minimum and to allow flexibility and creativity. Specific items may be required. All members will need black jazz shoes.

Performance Behavior/Expectations

During performances, no one except actors and parent volunteers will be allowed backstage. We realize that it is fun to say "Hi" to your friends and family, but the actors need to be focusing and concentrating on their characters and the performance. Also, no food is allowed backstage. Water is allowed only if it is in a container with a closed lid.

Refund Policy

All shows require a \$100 non-refundable deposit. In addition, there are no refunds of the remaining tuition paid once the cast list is posted except in extenuating circumstances such as death in the family, a medical injury, serious illness or surgery not known about prior to the first rehearsal.

No refunds of tuition will be given to cast members removed from the cast by staff for behavioral reasons.

Behavior and Dismissals Policy

Here at Stage Door Inc. we strive to strike a balance between hard work and fun. Without hard work the production suffers. We want actors to have a great time creating their show within the bounds of appropriate behavior. Cast members and their parents must be aware that rehearsals can be strenuous and require cast members to have the ability to focus for up to 2-3 hours at a time. We have clear rules and any performer that intentionally chooses not to follow the rules will be given a warning. Disruptive students will be asked to sit out of rehearsal and will not be eligible to participate in the number being taught. The third time a director must interrupt rehearsal to correct the student, they will be required to leave practice. Parents will be expected to immediately pick up their child who will be waiting in the theater lobby. This will count as an unexcused absence. Any student whose behavior is deemed inappropriate will be dismissed from the show without a refund of tuition.

Professionalism

We want kids to be prepared with their lines and blocking, come to rehearsals on time, wear appropriate clothing, listen to their directors and treat the building with respect. When actors leave their trash and damage theater property, it creates more work for everyone. When kids lack respect for theater rules, it also creates stress for everyone. When they come unprepared it puts stress on the entire cast.

We must make a good impression on everyone that steps through the doors and create a respected reputation in the community.

Memorization of Lines, Blocking and Scene Work

Each Actor depends on every other Actor in the Cast. It is this teamwork that creates the great shows. It is expected that actors meet all deadlines regarding memorization. Any actor not meeting their deadlines may lose their role or part of their role based on the discretion of the director. We work hard to make sure each actor is not given more lines than they can handle. If the actor is having problems, he or she must discuss with the Director before the deadline in respect of the Director and the other actors.

A Healthy Sense of Competition

As we grow, we realize that we need to meet the needs of our students who are developing into strong actors. We will always welcome every new actor into our theater, but we also need a place where our developing talent can continue to grow.

Our actors will push themselves to be more professional, to make a good impression on their directors, to come to casting prepared if they have to compete. Competition is a part of life and certainly a part of theatre at large and we are not providing quality training if we do not allow actors to have a chance to be a part of an authentic audition process.

Cell Phone Policy

We recognize the importance of students having cell phones in order to stay in contact with parents. We require that the auditorium be silent during rehearsals and that performers pay attention so that they can learn from the other actors working on stage and so that they do not miss their own cues. Cell phone use is permitted as long as it does not interfere with these conditions. Cell phones must be placed in “cell phone jail” if we find that they are being used excessively or interfering with rehearsal.

During productions cell phones must be turned off and placed in “cell phone jail” to avoid distractions, missing cues, and unnecessary noises.

Stage Door Inc. is a Bully Free Zone.

Definition of a Bully:

Someone who intentionally causes physical or emotional harm to someone else as a way to gain power or influence. In person, by cell phone or online.

You are acting as a bully if you:

- Make derogatory comments or call bad names to someone’s face or behind their back, spread lies with gossip or rumors.
- Make efforts to socially exclude or isolate someone.
- Physically abuse someone by hitting, kicking, shoving, and spitting etc.
- Take money or other belongings from someone.
- Force or pressure someone to do something against their will or encourage them to do something inappropriate.
- Brag about your abilities, talents and roles or criticize the talents and abilities of others.

**If you recognize bullying
Get help from an adult
And stand up for what’s right.
If you hurt someone, apologize and make it right!**

Non-discrimination Policy

Stage Door Inc. does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and scholarships.

Important Things to Understand About Auditions

1. Casting is NOT a talent competition. Casting is a match making process. Just because you did not get the lead, this does not mean that you would not have done a great job or that you are not talented enough to do it. A production has many parts that are all important. If one character is missing, the show no longer makes sense. Each actor is placed into the show where their acting style, look and vocal range works the best.
2. You are always in the casting process at Stage Door Inc. If you are responsible with the role you are given, it will lead to larger roles in the future. If you are irresponsible with your role by not learning your lines or missing cues, you will have to gain back trust before progressing into larger roles.
3. The casting panel does their very best to be fair in casting to create the best show possible. Trust the casting panel's decision and work hard at the role you are given. Think of the Protégé Players as a long-term activity where some shows you will have larger parts and others smaller parts, but where you have fun in all of them!
4. The more open you are to all of the parts of the show, the less likely you are to feel disappointed.

If you are happy with your role, remember...

Others might feel disappointed. Be careful of your friends' feelings. Don't brag. Be a good team player and learn your lines and blocking quickly knowing that plenty of other kids wanted your role.

If you are disappointed with your role, remember...

Sometimes shows work to your advantage. You look or act just like a character. Sometimes shows don't work to your advantage, but all shows are fun. Even if you didn't get the exact part you wanted, it doesn't mean that you would not have done a great job at it. Find the good things about the part you were given and get all you can out of it. You might just find that you like the part you were given better than the part you thought you wanted.

Everyone will be put on stage as much as possible. Protégé Staff believe that stage time makes you stronger as an actor!

Volunteer Duties for Performances

As stated above our performances are not possible without the help of many volunteers. Parents are asked to work at least one show per child enrolled in a Protégé production.

In the past, some volunteer positions enabled parents to watch the same performance that they were working. However, this is no longer the case.

Back Stage

Volunteers help move sets and help out with props. Volunteers need to be dressed in all black. The back stage volunteers need to be at the pre-show volunteer meeting 30 minutes before the performance for specific instructions.

Preshow Helper (2-3 per show)

The preshow helper volunteers primarily help with costumes, makeup and hair. Also assist the staff make sure that all actors are ready before the show. Help chaperone the cast in the studio and in the theatre. Expected to help clean up

studio/dressing area after cast is onstage. All it is asked that helpers assist with costume changes or at least be present if help is needed.

Lobby Usher (2-3 per show)

The lobby usher volunteer will help with checking tickets, seat location, and distribution of playbills and the sale of concessions if needed. This volunteer position begins one hour before the performance starts. Concessions are sold pre-show and throughout intermission. During the actual performance, this volunteer is the lobby monitor. responsible for making sure the theater is presentable and ready both before and after the performance.

Concession (at least 2 per show)

The concession volunteer will help with the sale of concessions. Concessions are sold pre-show and throughout intermission. During the actual performance, this person is a "runner" for the director. You will be asked to help with whatever needs to be done.

Ticketing Procedures

We have worked hard to come up with an efficient yet economical method for ticketing and seating. Please take the time to read everything below.

- The only way to guarantee a seat for yourself is to pre-purchase your ticket online!
- Check your dates carefully. All tickets are non-refundable.
- Show up on time.

****All purchased tickets will be released to waiting guests in the lobby at 10 minutes before the show. ****

We sell two types of seats, priced per show:

Chair seats: This will guarantee you a chair seat for the show. Limited to 50 per show.

Floor seats (kids and Protégé actors): You will be seated on the floor in front of the stage in the auditorium.

*kids wanting to sit in a chair will need to purchase a chair ticket. Floor seats will only be sold at box-office window prior to show, if the production allows.

Seating/Check-In

Seating is now assigned and are sold online or at box-office (if available) You must check in at the box-office to receive your tickets. Check-in time will begin approximately 60 minutes before the show. Seating will begin about 30 minutes before the show. If actors are late to their call time, it will push back the time that doors open.

How to Purchase Tickets

Pre-Sale Tickets: Dates will be announced for each production to purchase "pre-sale" tickets at the theater. They will have to be paid for at that time and will be purchased from the box-office on that specific date only. Limited to 5 per child registered.

Online sales: Once ticket sales are posted online; you may go to our website and purchase tickets. Online tickets include a service fee.

At the door tickets: Any available tickets will be sold at the door for the regular price. We will turn people away if seats are sold out.