



MUSICAL THEATRE PRODUCTION COMPANY HANDBOOK

The Lion King, Jr. – Fall 2017

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To achieve our goal of a professional production, we must practice the difficult art of self-discipline which ranges from punctuality at all work assignments and rehearsals to putting away and cleaning the work area before leaving. I emphasize the fact that the individual is part of the company and must therefore subordinate his or her personal desires to the good of the production.

The following policies are established for the duration of the rehearsal and performance periods. Each one implies a strong discipline essential for the effective functioning of the theatre production company.

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

Production Fee

All cast members must pay a production fee of **\$75.00** (includes show shirt/ script/ and rehearsal CD). Crew members will pay **\$25.00** (includes show shirt). This applies to both cast and crew, in hopes to help offset the cost of mounting a large musical. If this is not financially possible for you or your family, please communicate with us. Production fees are due by Friday, September 29th, 2017. Please make checks payable to: **HMS Musical Theatre.**

Script Materials

Scripts were purchased by the HMS Musical Theatre department for *The Lion King, Jr.* through Music Theatre International. Should you lose your script, you will be fined \$30.00 for a replacement. You are to have your script with you at all times. Even when you are completely memorized, you must continue to bring your materials with you should there be a note, or a change. Additionally, it is important to only mark your script with a pencil.

Costumes

Costumes are being rented this year from Theater By Design, a fantastic theatre company just outside of Houston, TX. It is the student's responsibility to handle their costume pieces with care. Should there be an issue (for example, a zipper breaks, snap comes off, small tear, etc.) you must report this immediately to the stage manager. In addition, should you lose any piece of your costume, or you rip it beyond repair, please understand that you will be held responsible for the repair costs determined by Theatre By Design. So, as you can see, we really encourage you to keep up with your costume pieces and treat them well!

POLICIES OF THE PRODUCTION COMPANY

1. Check the callboard daily

- All members of the company must check the callboard daily and initial their name wherever it appears. The callboard is located in the hallway adjacent to the stage.

2. Attend all calls for rehearsal and crew

- Rehearsals and crew calls are never missed without prior permission. Check the production calendar and clear all dates indicated.
- Any absence must be cleared in advance with the directors.
- Absences due to illness or other serious emergencies will be excused.
- Excessive unexcused absences will result in automatic dismissal from the company.

3. Be on time

- Rehearsals and crew calls begin exactly at the time indicated on the callboard. A 3:45 rehearsal call means that when places are called at exactly 3:45, you are in the rehearsal area with a pencil in hand and your script opened to the scene called.
- If you are late, you are not there. If you are not there, you are absent. (And in this case, an absence does not make the heart grow fonder.) If an emergency makes you late, notify the directors as soon as possible.
- You must be picked up promptly at the end of rehearsal. We understand that emergencies happen which can cause you to be picked up a few minutes late occasionally; however excessive tardiness of rides may result in removal from the production.

4. Paying customers only

- Only people called on the daily callboard or invited by the directors will be allowed to attend rehearsals. (The fewer observers the better the concentration, and therefore the greater the achievement.)

5. Academic Responsibilities

- You are expected to maintain good grades while working on the production. If grades persist at below-average levels, you will be removed from the show.
- Try to study before you come to rehearsal. Bring your studies with you so that when you are not rehearsing you may make full use of your time. Plan ahead for papers and major tests. Don't get behind in your school work.

6. You and the directors

- To help the directors function as effectively as possible, never approach or speak to the directors when he or she is working with, listening to, or watching a scene in progress. Never walk between the directors and the playing area.
- Once you have entered the rehearsal area; do not leave for any reason without permission from the directors if you are involved in the scene being rehearsed.
- Do not leave the theatre until you are released at the end of the rehearsal.
- Remember that the directors are on your side. If you have problems or questions, ask the directors at an appropriate time.

7. You and others

- Every member of the company is equally important to the success of the production. There are no “stars” or “prima donas.” Cooperation is essential. If this becomes a problem, you will be removed from the company.
- The production staff and crew are the directors’ assistants and are directly responsible to the directors. So long as the crew performs their assignments responsibly there is no reason to argue with them. If problems cannot be resolved, both parties should see the directors immediately.
- There can only be one director for the show. Avoid offering unsolicited suggestions, chastising, arguing with, or prompting another actor.
- Conversation backstage, either in rehearsal or performance, should be restricted to matters concerning the production. (Use hand signals if possible, or else a low whisper.)
- Give your best at each rehearsal or performance and expect the best from those around you. Work up to your full capacity, rather than “marking” or “walking through” a rehearsal, so that everyone knows what to expect.

8. You and the production

- Always treat your costumes with the utmost respect. Hang them up when you are finished. Notify the stage manager if your costume needs repair or cleaning.
- Never touch a piece of lighting, sound, or stage equipment except in the performance of your duty. Same with costumes, props, etc.

9. Traditional Theatre Practices

- Never bring food, drinks, or gum into the theatre.
- Never create any offstage distractions or play tricks or jokes backstage or onstage.
- Never miss an entrance.
- Never speak to or approach an actor who is waiting for an entrance.
- Never question the authority of the stage manager. Any directives from the stage manager come from the directors.
- Never leave the rehearsal space, crew area, or theatre until you have been released by the individual in charge.
- Do not peek at the audience while on or off stage. If you can see the audience, then they can see you.
- Family and/or friends are not allowed backstage or in dressing rooms as we prepare for a production. This allows the company the time that is necessary to get ready for the show.

10. Professional Attitude

- Once final decisions are made, do not deviate in any way from the directors' production plan. Perform the play as it was rehearsed.
- The privileges and responsibilities of the production company require that you behave in a mature and responsible way. You are representing DISD, Harpool, our Fine Arts program, and most importantly yourself. If you behave in a manner that causes concern and/or find yourself in a situation that results in a consequence from our administration, understand you may be dismissed from the company; this applies to outside of school as well. We cannot condone that kind of behaviour. Remember, this is a privilege, not a right.
- This is educational theatre. If you have questions, ask. That is the best way to learn.

Please use the link below to find the Musical Theatre Handbook Acknowledgement Form. If you have any questions or concerns, please e-mail me prior to submitting.

<https://goo.gl/forms/SuU4BBM581gBiBo1>