New Smyrna Beach High School

Thespian Troupe 1903 Handbook

2020-2021



“If you can’t stand the heat, get out of the spotlight.”

New Smyrna Beach High School

Thespian Troupe 1903 Handbook

“Act well your part, there all honor lies.”

* International Thespian Society Motto

Welcome to NSBHS’ extracurricular theatre program. We are delighted to have your help in creating amazing theatre. Our program is both rewarding and rigorous. Participation in theatre will help you build self-confidence, teamwork, empathy for others, organizational and work skills, poise, appreciation for art and literature, and long-lasting friendships. We hope that theatre will make your high school experience more fun and contribute to many good memories. In this handbook you will find information about guidelines to our program. If you or your parents have any questions, please contact Heather Cribbs.

**It is our goal to make this theatre program the best in Volusia County and one of the best in Florida. In order to create an amazing theatre program, we have to allow ourselves to fully commit to the responsibilities and guidelines of being a successful thespian.**

**RESPONSIBILITIES OF THE THESPIAN:**

1. A contract signed by you and your parents must be turned in on time in order to allow you to participate in any production. The contract is a FULL year contract, so you do not need to turn one in for every show.
2. The students must abide by the troupe rules and school policy.
3. Everyone is expected to work offstage as well as on. Over-inflated egos and bad attitudes have no place in our theatre. Commitment to the show and one another is expected. Show respect to all students and adults who are contributing to this program. Realize that the adults involved are volunteering hours of their time to make this experience possible for you; acknowledge their contribution with your attitude, your work ethic, and your words.
4. It is strongly recommended that you train year-round by taking classes in theatre, dance, music, psychology, history, literature, and technical theatre.
5. Take care of your body and mind. Theatre is physically and mentally demanding. Get as much sleep as you can; avoid junk food, alcohol, tobacco, and drugs; don’t strain your vocal cords; drink LOTS of water; wear a coat in cold weather, work out; do not take unnecessary physical risks; avoid sharing eating utensils and beverages. A body and mind in top condition does not happen overnight. Developing and maintaining your instrument is a CONSTANT process.
6. Appreciate the support you get at home, your parents are making a big commitment to you.
7. Keep your grades up. Plan ahead; know when the heavy rehearsal times are, and get things done as soon as you can. Be aware of TECH WEEK, talk to your teachers before tech week. Teachers are very understanding as long as communication is happening.
8. Illegal use of drugs and alcohol is prohibited by school policy and will result in disciplinary procedures outlined in the school handbook.
9. It is expected that you maintain good behavior, grades and attendance during the school year. Remember, you are always representing the theatre department.

**GENERAL INFORMATION AND TROUPE POLICY:**

***Auditions:***

1. Auditions are held for each show. You will be notified of the type of audition and materials needed via callboard and Troupe Instagram account.
2. If you are offered a small role or small technical position, we hope that you will accept it, as it gives you a chance to prove yourself.
3. Cast letters will be available at the end of the school day within a week of auditions/callback. Students are asked NOT to post the casting results until they are publicly announced.
4. If you would like to discuss casting decisions after the list comes our, make a private appointment with the director(s). We take notes during auditions, and we will be able to give you information on how you can improve for the next set of auditions.
5. Do not cut or dye your hair once auditions have begun or after you have been cast without asking permission from your director.
6. Unless stated otherwise, auditions will consist of a 1-minute monologue in the style of the production. All monologues must be from a published play.
7. Please know ALL schedule conflicts you may have at the time of auditions. This will have an effect on the casting process.

***Rehearsals:***

1. You will be given a rehearsal calendar at the first read-through/meeting. In addition, you should check the callboard and Instagram everyday for updates, changes, messages, and general announcements.
2. Rehearsals begin PROMPTLY at 3:45. This does not mean you can stand outside until 3:44. You should begin preparing yourself as soon as the dismissal bell rings.
3. Tardiness is not acceptable without an approved reason BEFORE rehearsal begins.
4. DO NOT MISS REHEARSAL: If you have unexcused absences or if your absences are too frequent, we will be forced to replace you.
5. If an absence is unavoidable, you must contact the stage manager and the director BEFORE the rehearsal. Do not have someone else deliver the message for you; take the responsibility yourself. Illness, injury, and pre-approved circumstances are the only reasons for absence that can be excused.
6. Use rehearsal time when you are not onstage or doing crew work to do your homework
7. Always bring a water bottle to rehearsal.
8. Come to rehearsals prepared to work. Always bring a notebook, a pencil, and your script.
9. When you enter the theatre, leave your personal problems behind you so that you can fully experience the joy of this art.
10. Be quiet when you are not onstage. Watch and learn form your fellow actors and technicians.
11. If you are not on stage, then you are not talking. Bring something silent to occupy yourself when you are not actively involved in the scene.
12. Phones are not permitted to be on your person. Stage managers will collect them at the start of rehearsal, or you may leave it in your bag/locker.
13. Do not leave rehearsal until the director dismisses you. Do not leave the area at all without telling the stage manager where you are going.
14. Cooperate with all cast and crew members. Each person is a valuable part of the production and should be treated as such.
15. Be ready for entrances without being called.
16. Remember that notes after rehearsal are how a thespian truly becomes better. Refrain from making excuses, battling, or talking back. If you have ideas, respectfully give them to the director after notes are completed.
17. Always say, “Thank You” to acknowledge that you have heard the announcement from the director or the stage manager.
18. You are expected to meet all memorization and technical deadlines.
19. If you need a line, just say, “LINE”. Do not drop character when you drop a line. Begin again when you know where you are. Never give lines to our mouth lines of another character. The authorized stage manager is the only person who should give a line.
20. When the director interrupts rehearsal for another actor or for a technical notes, stand quietly, ready to start gain when the interruption is finished. Learn from what is being said.
21. Never handle props or costumes without authorization.
22. Each show needs to take priority in your schedule. This means talking to your job and letting them know that they cannot schedule you on rehearsal/tech days, and that they cannot call you in.
23. When you commit yourself to a production, it must be 100%.

***Performance:***

1. Arrive on time for your call and sign the check-in list immediately. Give yourself the time you need to prepare mentally and physically. Do not be late.
2. Do not eat anything or drink anything other than water while in costume.
3. Remain in your assigned dressing room. There is a co-ed green room for you to hang out in when you are not on stage.
4. Techies must handle the booth with professionalism. Avoid unnecessary chatter. Also, techies are required to wear all black during shows and tech week.
5. Never peek through a curtain at the audience and remember to always be quiet backstage.
6. Give your best at every performance.
7. No one is allowed to go outside during the performance. For your own safety, do not prop outer doors open.
8. Continue to show respect for everyone involved in the show. Backstage drama has no place and may result in your failure to be cast in or placed on the crew of future shows.
9. Remember to think and speak positively of the show.
10. Never applaud at the end of a show you are in. Maintain quiet when the curtain closes.
11. Never meet an audience member in costume. Before greeting your family and friends, make sure you are in your street clothes.

***Equipment:***

1. Everyone is responsible for keeping track of his or her costumes and for washing them when necessary. If an article needs to be dry cleaned or mended, NSBHS Theatre will pay for it, unless the damage was caused through negligence. It is the actor’s responsibility to hang up all costumes properly each night.
2. Label all personal items, including clothes and books. Do not bring valuables to rehearsal or performances.
3. You need to be tool certified before using power tools.
4. If you loan us costumes or props, label them with your name and take them home during strike.
5. Do your part to keep our area clean and safe.

***Injury Procedure:***

1. Report all injuries to the director immediately.
2. Advise the director of any medical treatment or prescriptions you are currently receiving
3. Do not go barefoot onstage unless instructed to do so. If you see a nail or screw, make sure to pick it up.

***Attendance Policy:***

1. Attend all club meetings, held the first Thursday of each month. After three absences, you may be barred from attending or participating in troupe activities.
2. Be on time to all rehearsals. You are not permitted to leave early unless you have explicit permission from the director. After 3 tardies or absences, you may be removed from the production.

**INTERNATIONAL THESPIAN SOCIETY:**

 NSBHS is proud to be a member of the International Thespian Society as troupe number 1903. Membership is awarded by earning points, which indicate work in the theatre. Each point represents approximately 10 hours of work in the theatre. A member must earn 10 points in at least 2 aspects of the theatre to be involved in the troupe.

 In November, any student is invited to go to the District 3 Thespian Festival. Here, the students can compete in many different categories, attend workshops taught by professionals from around the State, and compete for college scholarships. If you are awarded with a “Superior” score, you will then be eligible to compete at the Florida State Thespian Festival in March.

 Students are encouraged to attend local productions. Students will be awarded half of a Thespian point if they bring back a playbill from the production. If they student wishes, they may write a critique of the production for an additional half point.

***Inducting into ITS:***

To be inducted into ITS, a student must:

* Be involved in at least 2 extracurricular theatrical production during that school year
* Earn at least 10 thespian points during the school year from two or more theatrical areas
* Maintain at least a 2.0 GPA
* Perform each role or duty with reliability, responsibility, dedication, and dignity to the satisfaction of the director.
* Be a team Player, be cooperative and courteous to the director at all times, and always display proper theatre etiquette.

***Thespian Board of Officers and Officer Requirements:***

* The board positions are: President, Vice President, Historian, Technical Directors (Construction and Costumes/Props), Publicity Manager and Freshman Ambassador.
* Students must have been a member of ITS for a full school year if they wish to hold a position.
* The Vice President must be a junior and will assume the presidency in their senior year.
* ANY student wishing to join board the following year must attend all Board Training Camp meetings. BTC will begin after winter break.
* Students wishing to apply for board must be an inducted member of the troupe for at least one school year (and at the time of application must be enrolled in grades 10 or 11), maintain a GPA of at least 3.0, completed application and 3 teacher recommendations, and attend all Board Training Camp Meetings during the school year.
* The current board members will assist the director in selecting a new Freshman Ambassador at the end of the first semester. Only freshmen are eligible to hold this position.
* Be aware that the director is ALWAYS thinking about next year’s board. Be aware of your actions and attitude at all times.

**Student Information Sheet**

**2019-2020**

Legal Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alpha ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies and/or medical conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interested in joining our Booster Club? YES NO

Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interested in joining our Booster Club? YES NO

If you have read and acknowledge the New Smyrna Beach High School Theatre Handbook please sign and date below:

**STUDENT** NAME (PRINTED): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT** SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT** NAME (PRINTED): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT** SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

MEDIA RELEASE FORM

I hereby give my consent to all photographs, audio recordings, and/or video recordings taken of me or my minor child by Volusia County Public School staff or their designee. I understand that any such photographs, audio recordings, and/or video recordings become the property of the local school or district and may be used by the school, district, or others with their consent, for educational, instructional, or promotional purposes determined by the district in broadcast and media formats now existing or created in the future.

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(please print)**

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s

Name (if student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

is under 18 yrs. of **(please print)**

age)

Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For ALL New Smyrna Beach High School Theatre productions, classes and events