



MARYVALE

**Performing Arts
Handbook
2024-2025**

INTRODUCTION

This handbook provides information on the rules, policies, and procedures involved in our theatre productions! All performers, crew members, and their parents should review this handbook. Acknowledgments for specific show agreements will be made throughout the year on OnCampus.

MISSION STATEMENT

The purpose of the performing arts department is to nurture and develop skills in the arts while preparing students for the world outside of Maryvale. All Maryvale performers will demonstrate kindness and goodness of character in how they conduct themselves on and off the stage. They will accept their disappointments with grace and their successes with humility. Finally, they will support their cast mates' successes, creating a community that values collaboration, enthusiasm, and artistic rigor.

PERFORMANCES

The Performing Arts department annually performs a variation of the following:

An Upper School Play

An All-School Musical

Middle School Musical

Music Concerts

Dance Recitals

A Spring Arts Festival

The Performing Arts Team determines all decisions regarding the selection of each production.

SCHOOL ATTENDANCE

To participate in any event or practice, performers must be in all their scheduled classes on the day of the event. The administrator may excuse a performer for pre-scheduled appointments, such as a driver's test, a court appearance, medical appointments, or unforeseen emergencies.

CASTING

Casting is one of the most challenging aspects of theatre. With so many talented actors, assigning roles to each student is always difficult. When casting a show, the Performing Arts Team upholds each of the following:

- No production is ever 'precast.' The Performing Arts team considers each audition for every role before assigning a part.

- Each student is cast according to their performance at auditions.
- Additional consideration is given to their chemistry with other actors.
- A good audition does not guarantee a lead role to anyone.
- Seniority is also not an indicator of being cast as a lead role.
- Middle and Upper School students are given the same consideration.
- Students will most likely be cast in a male role during their acting career at Maryvale.
- Each student must accept or decline their role within 24 hours; otherwise, their role will be recast.
- All roles are assigned at the discretion of the Performing Arts Team.
- Roles may be recast if consistent attendance or behavioral issues arise.
- We do not discuss our casting choices with other actors. We WILL provide feedback on YOUR audition and help you prepare for the next one!

REHEARSALS

A rehearsal schedule will be handed out at the first full cast rehearsal. You are expected to be on time for every rehearsal you are called for. The stage management team sends out daily calls; new schedules will be handed out if major changes occur. As we get closer to show time, there will be some Saturday and night rehearsals. It is imperative that you are prepared and on time for every rehearsal. You must have your script, pencil, and any other materials requested by the directors. Please pay attention to “off-book” dates and work toward memorizing your lines as soon as possible.

ATTENDANCE POLICY

All students are required to attend all rehearsals they are called for. If a student has two or more unexcused absences, the student may be dismissed from the show. All appointments (doctors, dentists, private lessons, etc.) should be scheduled around the rehearsal calendar if possible. You must submit all conflicts to our stage manager shortly after casting. Any absences outside of the approved conflicts will be considered unexcused absences except in the case of illness or family emergency. You must notify the stage manager if you will miss rehearsal for those reasons. Students may not miss tech or dress rehearsals for any reason. Students who cannot make a tech or dress rehearsal will not be able to participate in the show.

PICK-UP POLICY

All students are required to be picked up on time from rehearsals. Students picked up late three times will be dismissed from the performance.

RESPONSIBILITY FOR EQUIPMENT AND COSTUMES

Most costumes and props are assigned to student performers strictly on a loan basis for the duration of the show. It is the responsibility of the performer to maintain that equipment in the same condition in which it was received. Any damage or loss of equipment will be considered the direct financial responsibility of the performer responsible for its care. Any performer withholding property is suspended from participating in any performance until the equipment is returned. Performers will be charged the replacement cost of any equipment not returned. This cost must be paid before participating in any performance.

COMMUNICATION

All schedules and information will be communicated electronically through email or Google Drive. Please allow 24 hours for a response from the artistic/production team.

ADDITIONAL EXPECTATIONS

Attendance: You must sign in and sign out at all rehearsals and set builds.

Attire: You may change into more comfortable clothing for rehearsals, especially choreography rehearsals. Production t-shirts will be available for purchase, and you will be allowed to wear these to promote the show the week we open. T-shirts will be available for purchase in the school store around two weeks before the production.

Chain of Communication: If there are any issues students are having during a show including but not limited to difficulty balancing commitments or concerns with fellow cast members or anyone involved in the production, you can follow up with any of the following people: Your stage manager; your director; performing arts department chair or the Dean of Students.

Costumes: Some members of the cast may be asked to provide some of their own costume pieces, especially shoes, tights, and "base layers." These pieces must be obtained/purchased in a timely manner. These items, as well as any borrowed costumes, will be maintained and cared for by the performer. Details about what each actor needs to obtain/purchase will be emailed.

Ensemble Rehearsals: If you miss an ensemble rehearsal where a new song or dance is taught, you will not be performing in that song or dance, whether the absence is excused or not.

Ineligibility: As in all other extracurricular activities at Maryvale, you may only audition for the play if you are academically eligible. This production will require a great deal of your time and effort. Maintaining academic eligibility to continue your participation is of the utmost

importance. Above all things, we want you to succeed as a student. If your grades are not up to par, no show. Period. You are expected to maintain your academic performance during the show, keeping up with homework and classwork. NEVER use the show as an excuse for poor academic performance.

Makeup: Because this is a stage production, all students will be required to wear stage makeup for performances. Details about what makeup each actor needs to obtain/purchase will be sent via email. Sharing of makeup is strictly prohibited!

Rehearsal Etiquette: Because we are part of an educational institution, we will conduct ourselves professionally and respectfully.

1. During rehearsals, you are to be seated in the auditorium. You may either watch the rehearsal or do homework when you are not on stage. Please keep quiet, as talking disrupts rehearsals and only makes things take longer. Please remain within earshot of your director, so you are ready to come on stage when the time comes.
2. You may not leave the auditorium during rehearsal or show time for any reason without the consent of the responsible adult. You may use the bathrooms outside the auditorium but do not loiter in the halls.
3. If you will be late, or cannot attend a rehearsal for a good reason, you must give notice, by email or telephone prior to the absence. We will make sure to provide you with our contact information. If it's an emergency, it is understandable, but please be courteous and let us know. Do not tell your friend to tell us! If the absence is not due to sudden illness or emergency, it will be considered unexcused. TWO unexcused absences will result in removal from the production.
4. Cell phones are not permitted on stage. If you must make a call, please do so in the lobby. Also, please use common courtesy and turn off your ringers during rehearsal.
5. We have a zero-tolerance bullying policy. This means no name-calling or picking on others. If we find that you have been unkind to others, it will result in your immediate expulsion from the show.
6. Respect for adults. The directors and adult volunteers of this show are here because we believe in you. In return, we ask only that you pay attention, listen to directions, and follow what we tell you to do.
7. All students must place their script pages and music in a binder and highlight their roles accordingly, or if using a rented script only write in pencil. Another script will not be copied for you if you lose yours.
8. Treat your make-up, costumes, and dressing rooms with respect. Do not, under any circumstance, make a mess of the show by throwing costumes on the floor, losing your make-up kits, or leaving the dressing rooms in disorder.
9. Actors do not give other actors notes! Critical feedback and notes must ONLY come from your directors and/or choreographers. If you have ideas, those may be shared only with permission from the actor.

10. Maryvale Preparatory School holds a no-tolerance policy about drug and alcohol use. If you are found to be under the influence of drugs or alcohol, you will be immediately expelled from the production and handed over to administration for procedures that will result in the strictest penalties according to the handbooks of either Maryvale or your respective high school.
11. No food or drink, except a water bottle, will be allowed into the auditorium.
12. Leaving the campus to get food during rehearsal or after school prior to rehearsal is not permitted under any circumstances. If you would like to bring a snack, that is fine, but it must be eaten in the lobby. In addition, please make sure you keep all of your personal belongings in one place at all times. You are responsible for cleaning up after yourself when rehearsal has finished.
13. Please do not disrupt rehearsal if it can be helped. Let the stage manager or assistant stage manager know if you need to leave (bathroom breaks, water, etc.). Please reserve all questions you may have for the director until the end of the rehearsal, or better yet, email them the next day!
14. A rehearsal report will be sent out daily with notes on what we need, what we accomplished, and what is on the agenda for the following rehearsal. Please check your email frequently for updates.

Set-Building Requirement: All cast must attend one set-build and all crew must attend all set builds.

Stage Crew: All theatre productions require a large stage crew. We need people willing to paint, construct, and work on backstage elements of the production. People in the cast are encouraged to also be a part of the crew, particularly as “run crew,” helping to move set pieces on and off stage between scenes. Most crew meetings and builds will be held on Fridays and Saturdays. Some crew members will be asked to attend more rehearsals, such as assistant stage managers, choreographers, music directors, etc. The costume crew may be required to help measure, alter, clean, steam, and organize costumes outside regular crew hours.

GENERAL ACTING TIPS

1. TAKE NOTES! Always write down your blocking and choreography during or after rehearsal. We may not get to visit that section for weeks! Our SM team writes down your blocking if you ever miss a day or forget, but PLEASE be responsible and take rigorous notes!
2. MAKE BIG CHOICES! We would rather you be TOO MUCH than too little! Remember, you must act/sing/and dance for the whole house!
3. PAY ATTENTION not only to your part but to everyone else around you! Anything can happen in live theatre, so it's good to know your cues and your scene partner's pathways and cues.
4. RESPECT THE PROCESS! You may not understand the vision or the choices of others

at first, but please trust that everyone has the same goal: to make an amazing production! Trust that we will get there if we work hard and respect each other!

5. KEEP GOING! At all costs! The show must go on! If someone drops a line or you can't find a prop... improvise! Help each other get through the moment and remember that the audience doesn't have scripts, so it's ok if we get a little "off." We WILL make mistakes. It's how we recover from those mistakes that makes us great performers.

RISKS OF PARTICIPATING IN PERFORMING ARTS

Participants and parents are urged to consider the inherent risks and hazards associated with participation. These risks include but are not limited to – stage combat, flying effects, using power tools and related risks, lifting heavy objects, etc. Risks vary from production to production and can occur under direct supervision and using proper safety equipment.

ATHLETICS AND THEATRE

Maryvale wants students to try new things! We do allow students to be involved in both sports and theatre. However, this requires extra diligence from each student to communicate with their coaches and directors and keep up their schoolwork despite two massive commitments. Our attendance policies remain the same for our athletes. After speaking to our athletic director, we adjust schedules to find days when everyone, including athletes, can be there.

PARENT VOLUNTEER OPPORTUNITIES

There are many opportunities for parents to get involved in our productions! We always look for adults willing to help us build sets, sew costumes, cook meals for tech week, help with front of house responsibilities, and much more! Please fill out the parent volunteer form if you are interested in helping.