

# ***ALL MY SONS***

## Production Packet

### Manual of TWHS THEATRE DEPARTMENT and One Act Play Policies and Procedures

#### Contest Dates

##### District

**Tech. Rehearsal: Tuesday the 8th of March (During the School Day)**

**\*~Public Performance@ TWHS: Tuesday the 8th of March 6:30 House Open. 7pm Start.**

**Performance: Wednesday the 9th of March (We will leave school after 1st period and will perform )**

##### **Bi-District**

**Tech. Rehearsal: Tuesday the 22nd or Wednesday the 23rd**

**Performance: Thursday the 24th of March @ Westfield High School**

##### **Area**

**Tech. Rehearsal: Mostly likely the Thursday before Area.**

**Performance: Friday the 1st of April**

**(Sometimes an overnight trip.)**

##### **Region**

**Tech. Rehearsal: Week before Region**

**Region Performance: Saturday the 22nd of April**

**(Often an overnight trip)**

**STATE: May 5th - 7th**

#### Academics

This a UIL sanctioned event and we must follow all rules that entails, meaning you are expected to maintain passing grades during the run of the show. If you are not passing at grade checks then an alternate will replace you for rehearsals.

There will be weekly grade checks. So make sure you are passing at all times. If we see you are failing, a grade check slip will be given to you, You will bring this to your teachers to report back to me. They will detail the cause of the low grade and a conduct report.

If you are still failing when the show goes to competition, then the alternate will perform in your place. In this process in particular, it is not fair to other participants if you cannot pass. Therefore, if this is a persistent problem you will have to be removed until all grades are sufficient.

Pay attention in class, use your time wisely, and get help when you need it. No one is perfect, but we all can be responsible and a good advocate for ourselves.

In short: **PASS YOUR CLASSES!!!!**

## Absences

Similar to the failure policy, continual and/or unexcused absences will not be tolerated. We are VERY serious about this. By accepting a part in this company you have made a commitment.

- The conflicts you provided at auditions should be concrete. The current schedule has been made with a clear understanding of those declared conflicts. Therefore, after the schedule and call sheet have been given to you, you need to abide by the rehearsal times.
- Per our Department Policy unexcused absences are not permitted. This means zero unexcused absences will be allowed. Your part will be recast if you miss rehearsal without proper notice.
- Remember, There is a short time to prepare between competition dates, and all that time needs to be used to the advantage of the overall production. Remember there are no individuals in a company; we are an ensemble. This production in particular is a small cast with most scenes being integrated/overlapping characters. In such a play as this, proper rehearsal is difficult if someone is absent.

## Absence Etiquette

In the instance a valid conflict arises that is not on your audition form... you will need to fill out a conflict request sheet **in advance** and obtain Mrs. Collins' authorization and signature. *Please understand this is a request not automatic approval. We observe the right to deny a conflict request.* If it is approved, you will give the signed form to your SM and they will file it in the prompt book and add the absence to the conflict calendar.

- Texting a stage manager directly before rehearsal to let them you know you "forgot" about a conflict is unacceptable.
- If for some reason an emergency comes up please create a group text message with ALL three Directors AND the SM immediately.
- Do not ask a friend to tell the SM or the Directors.
- We understand that there are emergencies that are beyond your control, so just be open and honest with us and all will be good in the world.

## Callboard

There will be both a digital version of the Callboard for this production.

Digital Version: GroupMe. You will be added. Mr. Peters and Ms. Dupuis and J are also moderators in GroupMe. Please make sure you pay attention to all announcements. An announcement from a Director in this format is considered you receiving the information. There will be no excuse for you not knowing what has been communicated via GroupMe. Check it morning and night please.

Again, any schedule alterations/notices will be sent via GroupMe. Please be sure to check it a few times daily. There is absolutely no excuse for not knowing any and all information in this production.

## **Supplies**

You are responsible for the purchase of your costume's proper undergarments, your rehearsal clothes and your own makeup.

- Undergarments: Proper undergarments for ladies include: bra, underwear, and leotard all in a nude hue. You may include spandex spansks/shorts if you would want (as long as they are in a nude hue.) For boys: please wear a white undershirt or tank, and briefs or boxers.
- Makeup: For makeup purposes you need to buy your own Ben Nye Kit. You can buy these at Danny's Trix and Kix. Do not wait until the last minute. Do this over the holidays when you have the time.

Footwear: You will either wear your character shoes, or it is possible that shoes of the appropriate style or time period will be given to you. Please make sure you treat all costumes and set items with care as if they were your own.

## **Production Fee**

There is a \$50 production fee that all actors and technicians are responsible to pay by Friday, February 14, 2020. The production fee helps offset the cost of any special makeup, costumes, hairpieces, or drops we have to purchase for the show.

- Please submit payment on the student webstore. A GroupMe alert will notify you when it is posted to your account.
- If you are unable to pay, given the current times, we understand. Please talk to Mr. Jackubek personally.
- We don't want anyone to be deterred because of fees, and can make accommodations to ensure you can be part of the process.

## **Rehearsal Process:**

### **Warm Ups**

Warm-ups begin promptly 15 min before your call time. You are expected to be at warm-ups unless you have director approval to be late.

- *Being late and/or not showing up for warm ups equals an unexcused absence.*
- If you have an emergency see above protocol.
- You are required to sign in with the SM when you arrive. *The attendance sheet will be with the SM at the front of the stage.* You will put down your belongings and then immediately check in with the SM.
- If you have not arrived 5 minutes before Warm ups begin, the SM will call to see why you are LATE.

### **Rehearsals**

After warm ups, the real fun starts, rehearsal. Here are a few rules that we all will follow:

- Wear loose rehearsal clothes different from school clothes (no jeans, no skirts, etc)
- Behave in a mature and responsible way during each step of this process. Be an example!
- Anticipate entrances and exits as best you can
- Don't be a distraction to those who are working on stage.
- Do not touch props, costumes, wigs, and anything else on the stage that is not yours. This is how expensive things get broken.
- NO CELL PHONES allowed out during the rehearsal. This is good practice because they are not allowed at contests. Both actors and crew members, when working on and off stage, should leave phones in their bags. Use the time you might be texting or scrolling to exercise preparation. Discovery and choices can be made in the wings as well as on stage. Do not miss entrances, and be respectful of the work your fellow company members are doing. If we see you with your phones out backstage, we will take them up!
- NO food in the theatre (water in a closed container is allowed anywhere)
- You may not leave for lunch. Either bring food, have it delivered, or pay thru our website.
- Never leave the rehearsal space until you have officially been dismissed
- Follow all district, school and department rules.
- Rehearsals are not the only place to work on the show. You have this great thing called your house where you can also work on the show. Use it.

### **Miscellaneous**

- Mandatory parent meeting:
- Since we are traveling frequently there will be many things to discuss with parents.
- Take care of your voice and body. Sickness is everywhere so take the necessary precautions.
- Meeting a deadline is an expectation. Being early is highly encouraged.
- Do NOT ASSUME you know, please just ask. Don't be afraid to ask for help! We are all here to help each other and make each other stronger.
- Be open and share ideas. Theatre is an artform built on collaboration.
- Be honest and vocal with us about any issue or situation that may arise. We cannot help you solve a problem if you do not communicate with us.
- Promote the show through social media! Instagram, Facebook, Twitter, Snapchat, etc are all good ways to get the word out!

# EMERGENCY INFORMATION FORM

## GENERAL INFORMATION

NAME: \_\_\_\_\_

CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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## EMERGENCY INFORMATION

PERSON TO NOTIFY: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

ALLERGIES (INCLUDING FOOD): \_\_\_\_\_

NATURE OF REACTION: \_\_\_\_\_

ONGOING MEDICAL CONDITIONS (BLOOD PRESSURE, FOOTBALL KNEE ETC):

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

PLEASE LIST MEDICATIONS YOU ARE TAKING: \_\_\_\_\_

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**This information is private, and will not be publicly shared.**

This is not my show or your show, this is our show. We are a team working to have the best show possible. Please respect your fellow actors and technicians throughout this process. We are all working very hard to make this the most successful show possible so please work together in a professional manner. If there are any problems, please talk to your SM and they will try and resolve the issue. If they cannot fix the issue, or you do not feel comfortable talking to her about the issue, please see the Directors after rehearsal to discuss the matter.

STUDENT

I \_\_\_\_\_ fully understand the information that is in this production packet. I will be a responsible and courteous cast member to all involved in the show. I will also strive to pass my classes in accordance with the UIL rules. If for any reason I cannot fulfill these standards I will let the Director know as soon as possible. Failure to follow any rules or procedures in this packet might be grounds for my removal from the show.

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Signature

PARENT

I \_\_\_\_\_ fully understand the information in this production packet along with the expectations and level of commitment needed from my child. I understand final approval of a conflict is at the discretion of the Directors. I understand in accordance to UIL and Department policy my child could be removed from the production due to academic performance, absences and/or not meeting expectations of the production process.

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Parent Signature

## Absence Request

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

Reason for Absence: \_\_\_\_\_

Type of Absence Requested:

- Sick                       Vacation                       Bereavement                        
 Military                       \_\_\_\_\_                       \_\_\_\_\_

Dates of Absence:

From: \_\_\_\_\_ To: \_\_\_\_\_

Time of Absence:

From: \_\_\_\_\_ To: \_\_\_\_\_

*You must submit requests for absences **one week prior** to the first day you will be absent. Please turn into the Director ASAP.*

Signed: \_\_\_\_\_

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*Cast Member*

*Date*

- Approved  
 Rejected

Comments: \_\_\_\_\_

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*Director Signature*

*Date*