



Family Handbook 2021-2022



Table of Contents

Welcome to Stagedoor.....	2
2019/20 Show Schedule.....	3
Family Commitment.....	4
Tuition and Refund Policies.....	5
Attendance Policy.....	6
Volunteer Descriptions.....	7
Student Contract.....	8
Student Health Form.....	9
Permission, Financial, & Media Release Form.....	10



Welcome to Stagedoor!

For 30 years, StageDoor Theatre has provided a theatrical home to this mountain community we call home. From adults looking for a creative outlet to students experiencing the arts for the first time, to patrons in search of solid, hometown entertainment. There is one thing that has endured as we have grown and evolved — StageDoor is a welcoming, supportive place for all who enter its doors. We welcome you to our StageDoor family and have provided this handbook so you can have all the information you'll need at your fingertips!

Education Program

Our Education Program provides learning in action! Through full productions, our directors support the aspiring actor, as well as students simply wanting to experience the stage and what it has to offer. Our goal is to provide a fun, supportive environment where students can feel a sense of belonging, grow as an actor, and be part of productions they can be proud of.

Along with learning about the theater, we strive to give students experience in other life skills. Research has proven that the performing arts encourage and promote the exploration of practical skills which are vital in everyday life, higher level education, and future career paths. Skills include:

- Creativity
- Social collaboration & interaction
- Confidence
- Self-discipline
- Conquering Anxiety
- Memorization
- Language & Presentation Skills
- Problem-solving
- Perseverance
- Focus



DEBUT COMPANY

(Gr. K-2)

Our Debut Company is for students in grades K-2, and is a great introduction to the theatre world. Students learn how to present themselves on stage, recite lines, and sing & dance together.

PREMIERE COMPANY

(Gr. 3-5)

Our Premiere Company is for students in grades 3-5 who have an interest in musical theatre. Students learn to sing, dance, and memorize lines as they bring characters to life on the stage. In addition, they learn basic theatre terms and stage directions as they participate in a production from start to finish.



JUNIOR COMPANY

(Gr. 6-8)

Our Junior Company provides middle school students with more opportunities to take responsibility on stage. With three productions each year, students are expected to learn lines and songs at a quicker pace. Rehearsals are spent focusing on character-building, staging, and work together to produce an amazing show!

SENIOR COMPANY

(Gr. 9-12)

High school students have four opportunities to perform at StageDoor! We welcome students of all abilities to join this company, where students learn how to fine-tune their acting skills in a safe and supportive environment.

2019/20 Education Show Schedule

OCT 25-NOV 2

Into the Woods (Senior Company)

NOV 8-16

Willy Wonka, Jr. (Junior Company)

DEC 6-14

The Little Mermaid (Senior Company)

JAN 10-12

Page to Stage (Junior Company)

MAR 6-15

Wilbur and the Web (Premier Company)

MAR 6-15

Once Upon a Lily Pad (Debut Company)

APR 3-18

Sweeney Todd (Senior Company)

MAY 1-9

Alice in Wonderland, Jr. (Junior Company)

JUN 5-13

She Kills Monsters (Senior Company)



Family Commitment

Joining StageDoor is a family commitment. Our programs are successful because of the effort and dedication of both our students and parents.

Student Expectations

Students must sign and return a Student Contract (included in this handbook) in order to be able to participate in the first rehearsal. The student contract includes the following expectations:

- **Commitment:** We expect students to commit to the productions they enroll in. To put on a quality show, cast members and production teams rely heavily on each other for practice, cues, support, and more. Therefore, **it is vital that all cast members attend all rehearsals and shows.** (Please see our attendance policy for more details about absences.)
- **Effort & Attitude:** Students are expected to trust and respect the directors and their decision making, and do their best in the roles they are given. They are part of a team and must project a **positive attitude**, be **open-minded**, and be **willing to work during rehearsals.**
- **Respect:** Students are expected to **respect both the people and property of StageDoor.** This means leaving all spaces clean and being kind and gentle to our equipment, furniture, props, and costumes. It also means treating each other (both other students and adults) with consideration, patience, and kindness at all times.
- **Responsibility:** Students are expected to take their roles seriously. Other cast and crew members are relying on them to be responsible for their role in the production. This means **being productive at rehearsals**, **memorizing lines and cues**, and **taking care of scripts.**



Parent Expectations

Our productions would not be very successful without the help of our dedicated parents. You can support us in the following ways:

- **Attend the StageDoor Season Kickoff BBQ in August:** Free food and lots of fun! Get important information about the upcoming season, turn in forms, meet directors, and win prizes! Look for more information coming in June.
- **Update Your Calendar:** You will receive an audition packet before each production with important dates and information. Please add these dates to your calendar right away.
- **Volunteer:** We ask that parents volunteer at least **4 hours for every production** their student is enrolled in. There are many, many ways our theatre needs help, so it should be easy to find something that fits your skills, interests, and time constraints. Please see "Volunteer Duties" for more details.
- **Other ways to help:** Fill out [this form](#) to let us know what special skills, talents, or interests you have. We'll match you to the right volunteer position as needs arise.

Tuition & Refund Policies

Registration Fee

There is a \$25 registration fee per family due at the time of registration. This fee is nonrefundable.

Tuition

- **In Full:** Paid at the time of registration. Choose the “Pay in Full” class to receive a 10% discount.
- **6 or 10 Monthly Payments:** After your deposit is paid your balance is divided into 6 or 10 monthly payments. The 10 monthly payment option is only available to families registering for both spring and fall productions.
 - Monthly payments require a **20% deposit** at the time of registration. This **deposit is non-refundable**, but will be used towards the total tuition due.
 - Payment is due on the 1st of each month beginning in July or January, depending on enrollment.
 - To be eligible for the monthly payment option, you must have a valid credit card on file with Stagedoor. We have acquired a new system that allows us to securely store your credit card information.
- **Important Note:** Students will NOT be allowed to register for future classes until tuition from previous classes are paid in full or you have set up a payment plan with us. ***If you have not taken care of past balances, you will be placed on a waitlist.***

Discounts

- **Pay in Full Discount:** You will receive a 10% discount if you pay in full at the time of registration. You may choose to pay in full at any other time, but will not receive the discount.
- **Multi-class Discount:** If you register for more than one class, you will receive a 10% discount on these classes. This discount does NOT apply to the Combo Class Bundles.
- **Combo Class Bundles:** Some classes are bundled together for added savings. In order to receive this discount, you must register for both classes at the same time. For the 2019-2020 season, these classes include:
 - **Once Upon a Lily Pad** with **Holiday Choir** (\$75 off regular tuition)
 - **Wilbur and the Web** with **Show Choir** (\$75 off regular tuition)
 - **Into the Woods** with **The Little Mermaid** (\$320 off regular tuition)
 - **She Kills Monsters** with **Sweeney Todd** (\$100 off regular tuition)

Refund Policy

In order to keep our cast at a reasonable size, we limit the number of students who can register for each show. When you enroll, you are holding a spot for your child, which cannot be used by another student. We understand that situations happen where your child can no longer participate in the program. Our refund policy is as follows:

- If you drop at least **30 days before auditions**, you will receive a full refund minus the registration fee.
- If you drop **less than 30 days before auditions**, you will receive a refund minus the registration fee AND your deposit.

Attendance Policy

Attendance plays an important role in the quality of our productions. We understand that students at StageDoor are well-rounded with other activities. However, we also want students to be proud of the shows they are a part of. In order to produce quality shows, we have instituted the following attendance policy:

- **Rehearsal Schedules:** Directors will give out rehearsal schedules at least 1 month prior to the first rehearsal. Please note any schedule conflicts before your student's auditions. Any conflicts must be addressed by the 1st week of rehearsal.
- **Rehearsal Attendance:** Please let your Parent Coordinator know if you will be absent due to sickness or other last-minute reasons. Directors need to know as soon as possible if their planned rehearsals need to be changed.
 - **Leads:** If you are a lead character you cannot miss more than 3 regular rehearsals without director approval. Missing more than 3 rehearsals may result in a role adjustment for the benefit of the rest of the cast.
- **Tech Week & Show Dates:** **These dates are mandatory.** Missing cast members at these times result in a lot of headaches for directors, tech members, and the rest of the cast. If you cannot commit to these dates, please do not sign up for the show.
- **Attendance Commitment Form:** Both parents and students must sign and return the Attendance Commitment Form (included in your Audition Packet) at auditions. Failure to return this form will directly affect casting for the student.
- **Audition Attendance:** **Attendance at auditions is mandatory for any lead or supporting roles.** Video auditions will be accepted in extreme circumstances, however, this will result in **ensemble roles only**.



Volunteer Descriptions

We ask that parents volunteer 4 hours for every production their student is enrolled in. There are volunteer positions that you can sign up for during our Season Kickoff Event or through a Sign Up Genius created by the show's Parent Coordinator. **If you're interested in becoming even more involved with the possibility of tuition comp, please fill out [this form](#) to let us know of your interests.**

The following is a list of volunteer positions typically needed during productions.

Costume Team (10-15 hours throughout production)

- A team of 3-6 parents who work with the Costume Lead and Director to find, design, or make costumes. No experience necessary--your Costume Lead will give you instructions.
- A lot can be done from home. Great for creative people and those who like to work in a team. These volunteers receive 2 free tickets to the show.

Set Team (4-6 hours during Tech Week)

- A team of 2-8 parents who work with the Director and Set Builder to build and/or paint the set.
- Great for handy people or those with an artistic eye.

Cast Party Coordinator (2-4 hours during Tech Week)

- 1-2 parents who plan the details of the cast party. Usually held at the theatre for Debut, Premier, and Junior companies. Responsible for creating a sign up for food donations from parents.
- Great for those who like to plan and organize!

Cast Board & Lobby Decorator (1-2 hours during Tech Week)

- 1-2 parents who hang cast head shots on the lobby board, and decorate the lobby for the show.
- You will receive up to \$25 for decorations and supplies.

Poster Hangers (1-2 hours, a few weeks prior to production)

- 3-5 parents who hang posters around Conifer, Bailey, or Evergreen. You will receive posters from StageDoor, as well as a list of businesses that allow us to hang posters.
- Great for parents who already run errands around town.

Concessions (30 min-1 hr per show, during production)

- 1-2 parents per show to help hand out concessions before shows and during intermission (if applicable).
- Easy job if you are already coming to a show.

Ushers (30 minutes per show, during production)

- 1 parent to hand out programs and help people to their seats before shows.
- Easy job if you are already coming to a show.

Backstage Help (1-3 hours per show, during production)

- 2-4 parents to help kids backstage with costumes, props, cues and general management of the group
- Great way to get to know other parents and cast members.

Cast Member Contract 2019/20

Please sign and return by your first rehearsal.

Commitment

- ☐ I agree to attend all rehearsals, barring any emergencies.
- ☐ I will remain at rehearsals until the rehearsal is completed, or I am excused.
- ☐ I understand participation in Tech Week and every show is mandatory.
- ☐ I will accept and trust the directors in their decision-making, and I will do my best in the role or roles I am entrusted.

Effort & Attitude

- ☐ I understand I am part of a team, so I must always project a positive attitude, be open-minded, and willing to work. I will give the production my *all* so it can be the best it can be.
- ☐ I understand this show requires collaboration, and I agree to contribute my ideas and energy at appropriate times.

Respect

- ☐ I commit to treating all production staff, personnel, volunteers, fellow cast and crew members with respect, consideration, kindness and patience at all times. This includes refraining from public displays of affection, as well as spreading rumors and gossip about any cast members or StageDoor staff.
- ☐ I will not be disruptive during rehearsals.
- ☐ I will respect the theatre space, equipment, and furniture. I will leave the lobby, restrooms, rehearsal space, and dressing rooms clean and safe. I will not run around or participate in horse play of any kind.
- ☐ I will treat any StageDoor property that has been loaned to me with gentleness and respect. This includes things like props, costumes, and scripts.
- ☐ I understand making unwanted physical contact, or touching another student, or a member of the creative team is not acceptable. I further understand ***violating this rule may subject me to being immediately expelled from the cast, without a tuition refund.***

Responsibility

- ☐ I will wear appropriate apparel for theatre: skirts with leggings, closed-toe shoes, comfortable and modest clothing to move in.
- ☐ I agree to meet "off book" deadlines as indicated by my directors.
- ☐ I will not leave the rehearsal area – even for a short time- without permission or direction from an adult.
- ☐ I understand I must use my time well – if I am not directly involved in a particular scene during rehearsal, then I will seek out a director to help me determine what I can work on, or I will work on my lines, dance steps, blocking, vocals, etc.
- ☐ I will return my scripts erased and clean with no visible damage. **I understand if my script is damaged or lost I will incur a charge.**

Student Printed Name _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Student Health Form

STUDENT INFORMATION

Last Name _____ First Name _____ Email _____
 Address _____ City _____ State _____ Zip Code _____
 Date of Birth _____ Age _____ Grade _____ Cell Number _____

PARENT/GUARDIAN INFORMATION

Preferred email address for class information _____

MOTHER Last Name _____ First Name _____ E-mail _____

Home number _____ Work number _____ Cell number _____

FATHER Last Name _____ First Name _____ E-mail _____

Home number _____ Work number _____ Cell number _____

Emergency Contact _____ (relationship) Phone Number _____

Emergency Contact _____ (relationship) Phone Number _____

HEALTH INFORMATION The information you provide will be held in the strictest confidence. It will be kept on file.

Student's Physician's Name: _____ Phone Number: _____

Allergies: Yes ☐ No ☐ If yes, describe allergy, severity of reaction, requested assistance and how allergies are managed. _____

Medical, Physical, or Emotional Conditions (including disabilities): If your child has any of the above conditions, please provide information to assist us in providing the best experience for your child.

Is the participant covered by health insurance? Yes ☐ No ☐

Carrier or Plan Name: _____ Group #: _____ Phone #: _____

Name of Insured: _____ Relationship to participant: _____

AUTHORIZATION OF CONSENT

(I) (We), the undersigned parent(s)/guardian(s) of _____ (print child's name), a minor, do hereby authorize any hospital for the undersigned to consent to any X-ray examinations, anesthetic, medical or surgical diagnosis or treatment, or hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of, any licensed physician and/or surgeon, or any X-ray examination, anesthetic, dental or surgical diagnosis or treatment, or hospital care which is deemed advisable.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which aforementioned physician or dentist, in the exercise of his/her best judgment, may deem advisable.

These authorizations shall remain effective until **August 1, 2020**, unless sooner revoked in writing and delivered to said agent(s).

Signature of Parent/Guardian of Minor _____ Date _____

Participation, Financial, and Media Release Form

PARENTAL PERMISSION

I give _____ my permission to participate in **StageDoor Theatre's 2019/2020** student classes and understand I am financially responsible for payment.

I hereby assign and grant to StageDoor Theatre the right and permission to use and publish the photographs/film/video/electronic representations and/or recording made of the participant or their work by StageDoor Theatre and I hereby release StageDoor Theatre from any and all liability from such use and publication. I further authorize the reproduction, sale copyright, exhibit, broadcast, electronic storage and/or sound recordings without limitation at the discretion of the StageDoor Theatre and I specifically waive any right to any compensation I may have for any of the foregoing. Names and/or individualized identification shall be unintentional.

Parent/Guardian Printed Name _____

Signature of Parent/Guardian of Minor _____ Date _____