



# The Tomball STAGE

The Theatre Arts Department of Tomball High School

## Manual of Policies and Procedures

**The purpose of this manual is to clearly define the necessary rules and accepted practices of the Tomball STAGE, the Theatre Arts Department of Tomball High School. It is the goal that the productions and the experiences for all involved (performers, techies, crew, faculty, and audience) will be more rewarding because of everyone's commitment to excellence.**

**\*\*Students wishing to participate in a Tomball STAGE production need to clearly understand *all sections* of the Tomball STAGE Manual of Policies and Procedures and will be held accountable for this information.\*\***

### Faculty

Clint Cottom, Director  
Bryce Ballew, Assistant Director  
Toby Drake, Assistant Director

### **The 2009-2010 Officer Board**

Audrey, President  
Kameron, Vice President  
Shelby, Business Manager  
Zach, Community Outreach  
Katie, Historian  
Taylor, Media Coordinator  
Kristen, Parliamentarian  
Terrence, Points Officer  
Marissa, Publicity Manager  
Emily, Secretary

**Stagecraft and Theatre Arts for the Gift of Entertainment**

## **TISD Mission**

The **mission** of **Tomball Independent School District**, as a caring educational community, is to produce lifelong learners who successfully compete in a changing global society. This mission is achieved through vision and uncompromising commitment to quality.

## **Tomball High School Mission**

The **mission** of **Tomball High School** is to provide a safe and secure environment that prepares all students to be responsible citizens by expecting exemplary performance and achievement.

## **Tomball STAGE Mission Statement**

**As a united group, we strive to create theatre that educates and enriches the community, as well as the lives of our members, through a shared passion for the arts.**

## **International Thespian Society Pledge**

“I promise to uphold the aims and ideals of The International Thespian Society. I am a student of theatre and excellence is my ideal. I promise to perform my part as well as I can; to accept praise and criticism with grace; to cooperate with my fellow Thespians and work for the good of the troupe; and to share my love of theatre. Act well your part, there all the honor lies.”

## **Philosophies of the Tomball High School Theatre Arts Department**

- We radiate ideals of humanity and stand as an example of leadership and citizenship for others to follow.
- We strive to create a legacy driven by expanding knowledge and enhancing preparation for life.
- Using our newly developed skills, we can build a stronger department based upon our love for our craft.
- In turn, we become an organization devoted to giving back as much or more as we receive.
- A Theatre is a Temple where Art is created—it should be treated with Reverence and Respect.
- A Theatre is where Plays are performed, not for play.
- Theatre is a place to escape the problems of life—not to let them interfere with the process of creation.
- Take care of your Theatre—it will take care of you.
- Taking good care of oneself is important for retaining one’s good health while dealing with the vigorous stress of production.
- Having fun in Theatre comes from putting forth effort, being disciplined, and doing the job correctly. The rewards are ten fold compared to being adequate, sliding by, or just pulling it off.

## **STAGE Theme 2009-2010**

**“Dedication to Creation”**

### **General Procedures:**

- All theatre participants must follow all directives and meet all deadlines of the Directors, Stage Managers and STAGE officers.
- Behavior and image are two important factors for drama students because people in drama are continuously on display. Students should not take part in any action or continuously engage in any activity that could be perceived as diminishing the integrity of the Tomball STAGE at school or in the public eye.
- It is expected for theatre students to get the appropriate amount of rest on school nights, especially after a performance.
- Due to the fear of cross contamination and the spreading of disease, the sharing of food, drink, or make-up is strictly prohibited.
- All drama students should check the callboard daily for crew, casting, or general departmental announcements. Negligence in reading the callboard is no excuse for missing an assignment or rehearsal. An effort will be made to post all announcements before lunch.
- The drama office and library are areas designated for teachers and STAGE officers who are performing their duties. No students should use these areas to congregate or “hang out”.
- Equipment should only be used with permission from a Director. All equipment used in the course of a day’s work should be returned to its appropriate place when the work is completed.

### **Theatre Rules:**

- Food or drink may not be brought into the auditorium or anywhere in the Theatre areas unless otherwise specified by a Director.
- The use of photography is not permissible in the theatre during performances.
- Only Director approved videotaping can take place during the performance.
- Sitting on or crossing over the back of seats, walking or sitting on the arm rests, placing feet on seats, or standing on the seats is not permitted.
- Spectators and children from the audience are not allowed to be on the stage at any time before, during, or after the production.
- Audience members, including children, should remain in their seats at all times during the performance and are not permitted to hang on or ride the handrails, roll down the ramps, or run in the theatre.
- Hats are not appropriate in the theatre.
- The lip (the 2×8 oak band around the front and sides of the stage) in the auditorium is not to be walked on, stood on, sat upon, or crossed except when blocked to do so in the action of the play.
- Jumping on or off the stage is unacceptable except when blocked to do so in the action of the play.
- The stairs at the sides of the apron in the auditorium are to be used for traveling on or off the stage from the pit.
- The fronts of the green and black velour curtains are not to be touched by human skin.

### **Dressing Room Rules:**

- During the period of dress rehearsals and performances, students are not permitted in the dressing room of the opposite sex except for approved make-up and costume crew times while performing their duties as specified by the Director.
- Dressing rooms are to remain locked at all times, and access is prohibited unless otherwise instructed by a Director.
- Only cast members or specified crew members are permitted in the dressing room two hours prior to every performance. No visitors are allowed in the dressing room.
- Departmental make-up and hygienic supplies are to be used only by the performers.

- Each actor is assigned his/her own make-up station and is responsible for cleaning it after each rehearsal and performance.
- Caps must be placed on their respective containers when finished and makeup applicators should not be mixed.
- Dressing room mirrors are to remain clean at all times. Any writing or obstructive decoration on or around them is not permitted. They are there to assist in the physical preparation for a production, not for socializing with other cast members.
- Once prepared for a performance, all actors may wait only in the dressing rooms or the black box until “places” is called.
- All make-up procedures must be carried out through the entire production of the show.
- Costumes WILL BE treated with care. Actors must hang up all costume pieces exactly as they found them. Items worn as costumes never leave the theatre building during the dress rehearsal and performance period, except when taken for cleaning and/or repairs, and only when approved by the costume foreman or designer. The performer never takes any part of their costume home, even if it is their own property, until strike.
- Sitting, standing, or lying on the dressing room counters is prohibited. Stage make-up is not to be worn in public and must be removed before leaving the theatre building unless going straight home.
- Bathrooms in dressing rooms should be kept sanitary and hygienic. Any maintenance or sanitation issues should be brought to a Director’s attention.
- Light bulbs must be free and clear from any and all obstructive items.
- Food or drink, with the exception of water with a push-pull cap, is prohibited in the dressing rooms.
- Personal items should be stored on the shelves above the counter, below the counter, or left at home.
- All personal items must be removed from dressing rooms by the end of strike. After one week, they may become departmental property.

### **Auditioning Procedures:**

- Once a student has been cast in a role, they may not turn that part down. If this is done, the student will be ineligible for casting in the next Tomball STAGE production.
- All students enrolled in 6<sup>th</sup> period Production class with acting emphasis are required to audition for and participate in all productions, unless the student is already cast in a concurrent Tomball STAGE production. Acceptable excuses for not participating in a production must be approved by a Director prior to the auditions.
- Students who have failed a drama course in the previous six weeks are ineligible for casting.
- All schedule conflicts should be reported on the audition form.
- A final list of schedule conflicts including specific dates and times must be reported **no later than callbacks** so that the rehearsal schedules can be solidified.
- Once the cast list is posted, it is considered inappropriate and unprofessional to inform others of their parts. It is also unprofessional to stand around the callboard once you have already read the cast list.
- If you do not get cast in a role that you desire, learn to accept the loss with grace. Verbal attacks or gossip serve no constructive purpose. Instead, ask for a critique from the director, and spend your energies on improving your auditioning skills for the next production.

### **Rehearsal and Performance Attendance:**

- Students must be eligible to perform in a production. If somebody is deemed ineligible, they will be replaced, and returning to the production will be determined by eligibility rules and Director approval.
- Students should follow any and all attendance procedures that are designated for that production.
- Students should follow the designated attendance policy at the beginning of each rehearsal.

- Students should always arrive at least 10 minutes before the rehearsal is scheduled to begin in order to set props, dress in rehearsal attire, and warm-up vocally and physically, so that the rehearsal can begin on time.
- Students should enter and leave the **building** by the doors at the end of the Fine Arts hallway.
- Students should enter and exit the **auditorium** by the backstage door in the Fine Arts hallway.
- Students may not leave rehearsal or performances early without the Director's permission.
- Students are expected to communicate any attendance issues to Stage Managers **once approved by the Director**.
- Actors must be present at all rehearsals for which they are called.
- Attendance at all mandatory rehearsals is required. Only extremely serious matters that are approved by the Director are sufficient excuses to miss mandatory rehearsals, such as technical and dress rehearsals. If such an emergency arises, notification should be given to the Director for approval as soon as the student is aware that they cannot meet this commitment.
- **One unexcused absence from rehearsal can be grounds for replacement, or missing a mandatory rehearsal or performance can be grounds for replacement.**
- Three tardies will be considered one unexcused absence.
- **If you are going to be more than 10 minutes late to a rehearsal or a performance call, you must notify the Stage Management in advance. This will not excuse tardiness. It is a procedure required as a courtesy and for your personal welfare.**

### **Actor Rehearsal and Performance Procedures:**

- Silence **MUST** be maintained backstage during rehearsals and performances at all times.
- Actors must follow all instructions by the Directors and Stage Managers, and cooperate with other actors, technicians, and participants in the production.
- At least an hour and a half before a dress rehearsal or performance should be set aside for focusing and quiet preparation.
- Actors should dress appropriately and modestly for rehearsal. Clothing and shoes should not impede movement. Appropriate shoes approved by director must be worn to every rehearsal. Rehearsal clothing may be neatly stored in the dressing rooms.
- Costume repairs should be documented on a grief sheet.
- Actors are responsible for scripts (and scores if applicable) at all times and must have these and pencils with them at every rehearsal. Failure to return a script or score when necessary may result in fines.
- All company members must maintain a quiet, professional attitude at all times.
- Props are to be used only in the given action of a play. Actors pick up all props from the assigned prop areas and return them as directed. No props are to be played with or removed from the stage area.
- Set pieces should not be moved, played with, touched, or sat upon except in the given action of the play.
- The actor must cooperate with the Director in the overall "look" of the character. Hairstyles will be dictated by the character, period of the play, and design concept.
- Personal issues should be dealt with outside of the performing and rehearsing times.
- Actors should be in designated areas at all times at all rehearsals and performances.
- Actors should keep their personal items with them in designated areas in plain view of the Stage Manager.

### **Technical Personnel: Crew and Performance Procedures:**

- All technical crew members must attend technical orientation before they may attend a technical crew.
- The technical crew is responsible for the same rehearsal and performance procedures and expectations as the actors for all rehearsals and crew for which they are called.
- Crew members must follow all orders by the Directors and Stage Managers and cooperate with the actors, other technicians, and participants in the production.

- Assistant Technical Director, Stage Managers, Foreman and Crew Heads should be treated with the same respect as a Director.
- All schedule conflicts, including specific dates and times, should be reported on the technical contract.
- Technical members selected for a technical crew are required to attend all appropriate crew calls; crew members will only get points for the crew calls for which they attend.
- Backstage behavior **MUST** be professional and silent at all times.
- **Fly lines (white ropes at stage right which make battens raise and lower), electric battens (the electric light wenches controlled from stage right that set the height of the battens), and curtains should never be operated by anyone except trained technical personnel with approval from a Director.**
- The traveler lines are the curtains that open and close left and right across the stage by pulling of a rope. These curtains should only be operated after the curtain is clear of obstructions. They should be pulled at an even and consistent speed with a hand over hand method, and should not be jerked.
- The walk-along curtain lines (black curtains on the sides and across the stage that are to be pulled into position by hand) should only be handled by the back of the curtain and must be checked for obstructions at the stage level and at the track level. These curtains can only be moved by technical personnel with approval from a director.
- The curtains may not be roped off to get them further off stage.
- Nothing can be pinned or clamped to the front of the curtains.
- Climbing on the fly rail is not permitted.
- All furniture and scenery must be carried or rolled on the painted stage floor; no dragging or sliding. All furniture must be put in the proper place at the end of rehearsal or performance.
- Only technical personnel approved by a Director are permitted in the control booth, in the light lab, on the catwalk, or the costume shop.
- Only trained and approved personnel are permitted to operate the light and sound boards.
- Only technical personnel approved by a Director may be on headset. The conversation must be professional and limited to things directly pertaining to the technical aspects of the performance.
- All microphones and headsets must be properly put up in the designated area at the end of each rehearsal and performance.
- Make-up and costume crews are the only crew members permitted in the dressing rooms during the dress rehearsal and performance process. They must be performing official make-up and costume duties during specific crew times as specified by a Director or crew foreman.
- Student technicians are responsible for the proper use of all equipment.
- Horseplay or improper use of tools is not permitted.
- Only trained and approved personnel are permitted to use power tools.
- Dismantling or playing with broomsticks or paint sticks is not permitted.
- All tools are only to be used for the purpose for which they were designed.
- Wasting of supplies is not permitted.
- Any tool/utensil used must be properly cleaned and put back in its proper place.
- Crew will not be dismissed until all tools and equipment have been accounted for and returned to their homes, and the work area is clean.

### **Expectations for Understudies/Alternates:**

- Understudies/Alternates are expected to be prepared to perform their roles at an equivalent level to those whom they are assigned to understudy.
- In the event of a re-casting situation, an understudy would be considered for but not guaranteed a role; however, that role will be defined by the Director.
- All understudies/alternates are called for every rehearsal/performance for which that part is called.

- Understudies/Alternates should be very familiar with the production and be ready and willing to step in at any time.
- Every person in the production needs to be aware of the script and be able to mark another part.
- The understudy's focus should be onstage at all times, especially when their character is performing.

### **Performance Etiquette:**

- “Breaking Curtain” (peeking out) before the show, during the show, or at intermission is considered extremely bad etiquette and is not permitted.
- Having visitors (including parents) backstage before, during, or after the show is not permissible.
- Being seen in the theatre before or after the performance is not permitted. This includes the downstairs lobby unless instructed otherwise by a Director.
- Leaving school campus during a performance is not permitted.
- On days with two shows, students are not allowed to leave in between the call of the first show and the conclusion of the second.
- In **American** theatre, the presentation of gifts and flowers in front of the audience at curtain call is considered very bad etiquette and is not permitted.
- The hallway to the right of the theatre is referred to as the “Reception Hall”. It serves as a theatre green room where congratulations, hugs, gifts, and flowers can be exchanged after the performance. This is the most appropriate place for the cast and crew members to greet audience members. The cast may greet them in another location that is specified and approved by the Director.

### **General Rules:**

- The pursuit of interpersonal relationships with romantic intentions will not be permitted during rehearsals or performances.
- Any form of graffiti in and around the Fine Arts Department will not be tolerated.
- Eating and/or drinking in costume is strictly forbidden.
- All production participants should be prepared to perform assigned role/duties at rehearsals, crews and performances.
- Trash left around the Fine Arts area will not be tolerated. Please clean up after yourself.
- Students are to be responsible for designated dressing room areas, and must keep these clean and neat.
- Costumes/clothing articles/accessories/make-up are not to be used unless designated/assigned to you by a director or designer. Students are required to wear assigned costumes.
- The use of cell phones and/or pagers is not permitted during rehearsals, performances, or meetings, and these devices must be turned **off (not just set on silent)**.
- With the exception of cast, crew, Directors, and Director approved parent organization members fulfilling their duties, absolutely no one should be backstage (dressing rooms, Blackbox, etc. inclusive) during Dress Rehearsals and Performances.
- All students involved in a production must participate in strike with the exception of House Staff, who are encouraged to attend. Points will not be awarded to the student until triple the time of strike they missed is made up.
- If a student misses strike due to a pre-approved school sponsored event, they are only required to make up the time of strike missed.

### **Procedures and Expectations of Ushers and House Staff:**

- All House staff must be dressed professionally and in compliance with the TISD dress code. You are the first impression of the department and must dress the part.
- Flashlights and Usher tags will be assigned nightly to the House staff and must be turned in each night to the House Manager.
- To receive points, a student must sign in and out using approved procedure.
- The House staff and house crew must help set up the lobby, including the concession area, and prepare programs before the opening of the house. When not fulfilling an Usher duty, all Ushers should stay in room 1512 until the opening of the House.
- During the course of the show, the ushers and House Staff are to remain in the auditorium in their designated areas. They are not to leave or go backstage (unless otherwise told to do so by the House Manager or a Director).
- Ushers and House Staff are not allowed in the dressing rooms during the performance process.
- All House Staff and ushers are to obey the House Manager at all times (as they would the Director).
- Ushers are to enforce all rules stated in the **Theatre Rules** section of this document.
- Ushers are to hand out programs, solve problems, handle emergencies, and answer any questions that may be asked by the audience.
- In the event of a disrespectful, unruly, or inappropriate audience member, the Usher is expected to remain respectful at all times. If the problem cannot be solved, alert a House Manager, Director, or School Administrator in that order if additional help is necessary.
- All ushers and House Staff should be familiar with the seating arrangement in the auditorium so they can assist the audience members in locating their seats.
- At the end of each performance, the House Staff must clean up the house, lobby, and concession areas and return all equipment, including signs, tables, chairs, t-shirts, and programs to their appropriate places before they are dismissed.
- All House Staff members must be professional, respectful, courteous, and helpful to all audience members at all times. Any disrespect to a theatregoer or the House Manager can result in the loss of points earned for the show, dismissal, MOPAP consequences, and not being considered for such a role again.

### **Procedures and Expectations of the Video Crew:**

- All Video personnel must attend a video crew orientation prior to filming performances.
- The cameras should be checked out and returned to the Historian.
- The tapes should be obtained from the Historian and returned immediately to the Historian after the performance.
- All Video personnel must attend at least one dress rehearsal to become familiar with the show prior to recording a performance.
- All Video personnel must dress professionally and in compliance with the TISD dress code.

## **Travel Guidelines:**

- Students must maintain eligibility during the school year in order to travel with Tomball STAGE. If eligibility is lost, refund is not given.

### **Transportation:**

- The student shall be on time in arriving to the designated meeting point for the trip.
- Students shall pack appropriately for the length of the trip.
- Officers or Management shall check equipment to be packed in order to ensure the security of Tomball STAGE property.
- Travelers should respect the rules of the bus driver and be courteous at all times.
- Flash photography is not permitted in the bus.
- Voices should be kept at an appropriate level for the bus.
- All trash should be deposited in the appropriate receptacles.
- When the bus arrives at the designated destination, students should become quiet in order to receive instructions or information.

### **Hotels:**

- Students shall respect the curfew given by sponsors and/or hotel policy.
- Rooms shall be kept clean and neat for the duration of the trip.
- Be respectful of roommates and fellow guests of the hotel.
- Students should not fraternize with other guests of the hotel.
- Students will not enter the rooms of the opposite sex nor enter rooms of any other guest of the hotel.
- Any practical jokes, hazing, or inappropriate conduct directed toward another person may result in serious, if not legal consequences.
- Voices should be kept at an appropriately low level in common areas of the hotel.
- Always pack a swimsuit.
- Students should be prepared to be flexible and plan ahead for showers, dressing, etc. as permitted.

## **Thespian Membership and Point Policy:**

- To be eligible to become an Official Thespian, ten points (in multiple areas) are required. If the points are strictly in one area, 12 points are needed. To become an Official Thespian, you must pay dues and be initiated at the Drama Banquet.
- Points are assigned in a manner based on the intention of the International Thespian Society Points Policy, which states that one point is equivalent to ten hours of work. However, they will be adjusted and fairly distributed on a case-by-case basis.
- All hours for strike must be completed before any points will be awarded for that show.
- Any outstanding fees will result in no points being awarded until fees are paid.
- Seeing or viewing a show is  $\frac{1}{4}$  of a point. These points are miscellaneous.
- Any points required that don't directly benefit THS will be classified as miscellaneous and will not be counted towards letter jackets.
- No points are awarded for any class assignment or when financial compensation is received.
- To receive points the guidelines must be followed as laid out by the Points officer.
- Students transferring from a different school must have a letter from their previous director stating all work done and all points earned. (These points will not count toward a Tomball HS letter jacket.)

## ITS Points Policy

\*\*One point represents approximately ten hours of work\*\*

### Acting Points:

Major Role	4-8		
Walk-On	1-2	Minor Role	3-5
Dancer	1-3	Chorus	1-3
Director	4-8	Understudy	1-2
Vocal Director	3-6	Assistant Director	3-6
Choreographer	4-7	Assistant Vocal	2-5
		Assistant Choreographer	3-5

### Technical Points:

Stage Manager	4-8		
Lighting Technician	3-6		
Set Designer	4-5	Stage Crew	2-4
Costumer	3-6	Lighting Crew	2-3
Prop Manager	3-5	Set Construction	3-5
Sound Technician	3-5	Costume Crew	2-5
Make-up Manager	3-5	Prop Crew	2-3
		Sound Crew	2-3

### Business Points:

Business Manager	4-6		
Publicity Manager	3-5		
Ticket Manager	2-4		
House Manager	2-4	Business Crew	2-4
Programs	1-3	Publicity Crew	2-3
Ushers	1-2	Ticket Crew	1-3
		House Crew	1-2
		Program Crew	1-2

### Miscellaneous Points:

Oral Interpretation	2		
Participation in theatre festival	3		
Attending a performance	¼	Duet Acting Scenes	2
		Assembly Program	1

- Points will be assigned by the Points officer and approved by the Directors.
- The maximum number of points that can be earned for one production is eight points; this may only be altered at the discretion of a Director.
- A One-Star Thespian has earned a total of 20 points.
- A Two-Star Thespian has earned a total of 40 points.
- A Three-Star Thespian has earned a total of 60 points.
- A Four-Star Thespian has earned a total of 80 points.
- An Honor Thespian has earned a total of 100 points.
- A National Honor Thespian has earned a total of 150 points.
- An International Honor Thespian has earned a total of 200+ points.

## **Letter Jacket Requirements:**

- To letter in Theatre, one must have a total accumulation of 30 thespian points that are directly related to the Tomball STAGE and does not include miscellaneous points. Within those 30 points, at least one point must be for acting, at least five points must be for technical work, and at least five points for business.
- If a student has received a jacket in another organization they cannot receive one for theatre.
- To earn bars for your letter jacket:
  - One Bar: 2 acting, 10 technical, and 10 business with a total of 60
  - Two Bars: 3 acting, 15 technical, and 15 business with a total of 90
  - Three Bars: 4 acting, 20 technical, and 20 business, with a total of 120

## **STAGE Membership:**

- To be a STAGE member you must have a MOPAP signature sheet, health form, Random Drug Testing form, and Directory sheet on file.
- In order for STAGE members to vote for officer elections they must have attended 7 meetings including the May meeting and earned at least five THS thespian points during that school year.

## **Running for Office:**

- You must be a STAGE member.
- You must meet the requirements for Thespian membership of Tomball Troupe #899.
- You must have attended seven STAGE meetings, including the May STAGE meeting.
- All candidates must attend officer candidate orientation prior to running for office at which the Officer Constitution will be dispersed as well as all requirements for running.
- All requirements in the Officer Constitution must be met.

## **OFFICER RESPONSIBILITIES**

### **Description of Board Positions:**

**President (Audrey):** Calls meetings (board and general) to order, presides over all meetings, encourages other officers to fulfill their duties, recognizes those who want to speak at meetings, maintains communication between officer board and directors, makes meeting agenda and gives to Secretary to be typed for the STAGE Meetings, creates officer deadline calendar, coordinates year in review, updates Master Calendar and is the convention coordinator.

**Vice President (Kameron):** Carries out President's duties in their absence, notifies and communicates with committees, STAGE H.A.N.D.S., and chair persons, makes sure committee chairpersons are fulfilling their duties, attends all STAGE HANDS meetings, keeps track of Parliamentarian's demerits, keeps track of ITS membership, maintains alumni directory, and provides information to Secretary and Business manager about sponsor communication and reservations. Makes certificates for banquet.

**Business Manager (Shelby):** Trains ushers and House crew attendants, is responsible for documentation method for House Crew attendants, keeps track of fundraisers, handles class fees, prepares an audit of all shows, makes sure President, directors and administrators receive

a copy of audit report and budget report and new forms, keeps financial reports, and coordinates sponsor information received from secretary and vice president.

**Community Outreach (Zach):** Responsible for all community obligations, maintains suggestion box, makes Special Recognition certificates, corresponds with other troupes and organizations as necessary, and coordinates projects of community service. Maintains communication with Tomball ISD Junior High Thespians and Tomball College Theatre.

**Historian (Katie):** Collects and takes photos and arranges for the videotaping of all productions, rehearsals, trips, crews, meetings, and all other STAGE events. Coordinates the slide show for the STAGE Banquet, creates a comprehensive memory book of the year, corresponds with yearbook, maintains the drama callboards, and designs the STAGE page for each STAGE meeting, keeps track of all mentions in the newspaper, trains video crew, creates a lobby display for productions, including bios and photos of people involved, and maintains departmental instructional signs.

**Media Coordinator (Taylor):** Organizes scripts, magazines, newspapers, newsletters, and all media equipment in the department. Updates list of scripts in library, devises/maintains a system for script check-out/in, maintains monologue/scene notebook, updates Tomball STAGE website, maintains posters across from the officer folders and receives copies of pictures from the Historian to produce the STAGE slide show.

**Parliamentarian (Kristen):** Keeps order at meetings (board and general), keeps attendance for meetings (board and general) and theatre student attendance at performances, gives copies of attendance to the Secretary and President, manages demerit system, keeps track of Manual of Policies and Procedures, technical contracts, and audition contracts, and updates when revised, makes a communication directory of all STAGE members, organizes and revises STAGE database.

**Points Manager (Terrence):** Keeps an up-to-date database of all Thespian points that have been awarded for all tasks performed in the department and elsewhere, updates point sheets, informs Directors and Parliamentarian when a letter jacket is obtained, informs Vice President when Thespian membership is obtained, and posts points periodically on the callboard after each STAGE meeting. All points must be recorded after a performance is completed. Points are not finalized until director approves. Gives a copy of points to Secretary, Directors, President, and Administrators. Compiles final Thespian points that determine banquet certificates and awards.

**Publicity Manager (Marissa):** In charge of publicizing all productions, meetings, and other STAGE activities, leads publicity crews, communicates events through posters, announcements at the high school, and on the radio, sends press releases to Staci Stanfield, and heads T-Shirt sales.

**Secretary (Emily):** Keeps minutes of STAGE meetings, posts minutes on callboard, gives a copy of all minutes to President, directors, and administrators, makes copies and distributes agenda for STAGE meetings, keeps a copy of the agenda for all meetings, gives Thank-You notes as necessary, coordinates all STAGE mailers, collects bios from cast members, makes programs for all shows, and makes typed script for the theatre banquet.

## **Awards and Honors**

**Student voted awards:** these awards are nominated and voted on by Theatre students who have seen all productions of the year.

- Best Actor in a Leading Role
- Best Actress in a Leading Role
- Best Actor in a Supporting Role
- Best Actress in a Supporting Role
- Best Actor in a Minor Role
- Best Actress in a Minor Role
- Best Technician
- Best Technician

**\*Director Awards:** these are awards are decided on by the directors.

- Martin Award for Leadership, Dedication, and Excellence
- Outstanding Performer
- Hubbard Contributor's Award
- Chambers Guardian Angel
- Voelke 200+ Point Thespian
- Wilson Contributor's Award
- Hayes Stage Crew Award
- Gideon Directing Award
- Senior Merit Award
- Director's Best of Show Awards

### **Technical Theatre Special Awards**

- Most Dedicated
- Master Builder
- Leadership
- Professionalism

### **THS Stage Merit Awards**

- Most Versatile
- Rookie of the Year
- Most Improved
- Excellence

### **Performing Arts Troupe Special Awards**

- Promising Actor
- Promising Actress
- Leading Man
- First Lady of the Stage

All awards are presented at the annual Drama Banquet.

\*Not all Director Awards are presented every year.

In addition to the above annual awards, students may receive recognition at STAGE meetings for students who excel beyond the expectations of Tomball STAGE.

## Infractions and Consequences

The goal of the Tomball STAGE is to provide a quality experience in all areas of theatre education. All students involved are expected to follow all rules and procedures outlined by the Manual of Policies and Procedures, without exception. In the event of a violation of the rules, the Directors will use the following guide to determine the appropriate measures of discipline. These rules are in place to ensure the safety and success of all students involved in the program.

	<b><u>Infractions such as, but not limited to:</u></b>	<b><u>Examples of Consequences for each level can include, but are not limited to:</u></b>
<b><u>Level A</u></b>	<ul style="list-style-type: none"> <li>• Tardiness</li> <li>• Jumping off stage / walking on lip</li> <li>• Food in unauthorized areas</li> <li>• Leaving trash out</li> <li>• Leaving tools out</li> <li>• Inappropriate attire at rehearsals</li> <li>• Dressing room infractions</li> <li>• Being in an unauthorized area</li> <li>• Failure to turn in points sheet on time</li> </ul>	<ul style="list-style-type: none"> <li>• Physical activities (i.e. laps around auditorium) In lieu of physical activities, donations to Broadway Cares can be made</li> <li>• Cleaning duty of drama area</li> <li>• Cleaning duty of paint buckets and brushes</li> <li>• Sweeping stage</li> <li>• General theatre tasks</li> <li>• Fines</li> <li>• Loss or reduction of Thespian points for activity during which infraction occurs</li> </ul>
<b><u>Level B</u></b>	<ul style="list-style-type: none"> <li>• Breaking curtain</li> <li>• Failure to fulfill commitments</li> <li>• Being seen by public in costume and make-up</li> <li>• Public Displays of affections as defined in the THS Student Code of Conduct</li> <li>• Eating in Costume</li> <li>• Not obeying the 1½ hour of mandatory focus time prior to a performance</li> <li>• Unprepared to perform assigned role in rehearsal/performance</li> <li>• Cell phones at rehearsal/performance</li> <li>• Lack of professionalism</li> <li>• Graffiti</li> <li>• Engaging in any activity that could be perceived as diminishing to the integrity of the Tomball STAGE</li> <li>• Sharing of food, drinks, or make-up</li> <li>• Multiple or severe infractions of Level A</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple Level A consequences</li> <li>• Further loss or reduction of Thespian points for activity during which the infraction occurs</li> <li>• One-on-one conference with student</li> </ul>
<b><u>Level C</u></b>	<ul style="list-style-type: none"> <li>• Being in opposite sex dressing room at unauthorized time</li> <li>• Disrespect to the Tomball STAGE, its members, Directors, or audience</li> <li>• Being unprepared for assigned role or duty at rehearsal or performance</li> <li>• Multiple or severe infractions of Levels A and/or B</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple consequences of Levels A and/or B</li> <li>• Conference with parents and/or students.</li> <li>• Probation from the Tomball STAGE</li> <li>• Notification to THS administration</li> <li>• Greater loss or reduction of Thespian points for activity during which infraction occurs.</li> <li>• Possible ineligibility to be cast in future productions</li> </ul>
<b><u>Level D</u></b>	<ul style="list-style-type: none"> <li>• Unexcused absence from rehearsal or performance</li> <li>• Ineligibility</li> <li>• Extreme disrespect to the Tomball STAGE, its members, Directors, or audience</li> <li>• Physical aggression</li> <li>• Violation of the Tomball drug policy</li> <li>• Multiple or severe infractions of Levels A, B, and/or C</li> <li>• Indecent exposure</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple consequences of Levels A, B, and/or C</li> <li>• Removal from production</li> <li>• District action</li> <li>• Police action</li> <li>• Greater or total loss of Thespian points for activity during which infraction occurs</li> <li>• Ineligibility to be cast in future productions</li> </ul>

In addition, all Tomball High School Student Code of Conduct Rules and Regulations as well as the Tomball ISD Drug Policy are in effect for all students involved in a Tomball STAGE Activity or Production. Any infraction may receive the consequences deemed appropriate by the student's principal or local authority. Failure to fulfill the consequences given for an infraction will result in an additional, higher level consequence.

**PRINT Student's Name** \_\_\_\_\_

## **The 2009-2010 Tomball STAGE Student/Parent Commitment**

I understand the rules and expectations set forth by the Tomball STAGE Manual of Policies and Procedures vital to the safety and success of all students involved in the Tomball STAGE.

I also understand that the directors reserve the right to amend or revise this document in order to ensure the safety of each student and the standards and practices of the department.

I have read and reviewed the Manual of Policies and Procedures in its entirety. By signing this document, I understand violation of these rules may result in disciplinary action.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Right to Publish/Promote Disclaimer**

I consent to the use of my name, photograph, and likeness in connection with articles and web page content, media, and multi-media that may be considered for publication on the Tomball Independent School District.

I also consent to the use of the names, photographs, and likenesses of those minor children, dependents, and/or wards for which I am authorized to give this consent.

I understand that I am not being paid a fee, and I waive and release any claims I may have in connection with publication of said names, photographs, and likenesses, including without limitation, any claim for defamation, invasion of privacy, or commercial appropriation.

Any photographs or articles will remain the copyrighted property of the Tomball Independent School District.

**Parent/ Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**This form and all signatures must be turned into the Parliamentarian by callbacks or crews. If the student is unable to do so, they will be ineligible for participation in the production.**

**2009-2010 Health Release Form**

Dear Parent/Guardian:

Your student has the opportunity to participate in a production with the Tomball STAGE. In order to do so, this form must be completed, signed, and on file.

Student Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student S.S. # \_\_\_\_\_ Date of Birth \_\_\_\_\_ School ID # \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Student Email Address \_\_\_\_\_

Father/Stepfather \_\_\_\_\_ Work# \_\_\_\_\_ Second# \_\_\_\_\_

Email Address 1 \_\_\_\_\_ Email Address 2 \_\_\_\_\_

Mother/Stepmother \_\_\_\_\_ Work# \_\_\_\_\_ Second# \_\_\_\_\_

Email Address 1 \_\_\_\_\_ Email Address 2 \_\_\_\_\_

Alternate Emergency Contact: \_\_\_\_\_ Phone# \_\_\_\_\_ Relation \_\_\_\_\_

Student Home Address \_\_\_\_\_

**Medical Information about student:**

Insurance Provider \_\_\_\_\_ Policy Number \_\_\_\_\_

Existing medical condition(s) \_\_\_\_\_

\_\_\_\_\_ Date of most recent tetanus/TD booster \_\_\_\_\_

Allergies \_\_\_\_\_

Medication(s) taken routinely \_\_\_\_\_

Special Considerations \_\_\_\_\_

I, the undersigned, do hereby authorize officials of the Tomball I.S.D. to contact persons on this sheet in the event of illness, injury, and/or inappropriate behavior of my child. If I, or persons named on this sheet, cannot be reached, T.I.S.D. school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health and safety of said child. I realize that this form does not abrogate or modify my rights as a parent/guardian or a minor. I have voluntarily signed this form to facilitate and expedite the treatment of my child. I will not hold the Tomball I.S.D. or the school official(s) financially responsible for the emergency car and/or transportation of said child.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This form and all signatures must be turned into the Parliamentarian by callbacks or crews. If the student is unable to do so, they will be ineligible for participation in the production.**