

Production Policies

Updated 2024

Casting:

Auditions at Lambert are very competitive. Putting together the cast/crew is a complex puzzle. You have to fit the pieces together in a way that will help all of the kids shine in each particular production. Sometimes you get the lead, sometimes you are in the ensemble - both roles are an important learning opportunity and experience which cultivates different skills.

For our competition shows, we consider casting similar to picking a varsity team and are looking to promote students that not only have talent and skills but also strong work ethics, a team attitude, strong motivation, and discipline. We need strong ensemble/support team members, not just leads. A football team needs a great quarterback and a great kicker.

For our non-competition/classroom productions we seek to balance growth opportunities with overall production needs to best serve the objectives of educational theatre and take into account factors like seniority and work ethic when narrowing down final casting choices.

We are fortunate to have many capable and talented students for each role which means there will always be talented, great, and worthy students that do not get the role they were hoping for. This can be difficult to understand for students and parents. It is the worst part of a theatre teacher's job. Unfortunately, dealing with rejection is part of theatre. If you want to be involved in Lambert Theatre, you will face rejection and have the opportunity to develop resilience and create opportunity. Learning how to endure the rejection, continuing to work, and coming back to audition are the way to succeed in theatre, college, and the world at large.

Rehearsals:

Regular after school rehearsals will be from 4:00-7:00 pm, Monday, Wednesday and Thursday. After school rehearsals do not begin until casting is complete and the previous show has loaded out. Rehearsal schedule will be posted generally on the webpage and more specific details will be provided to each cast.

Technical rehearsals are M-F 4:00 - 9:00 pm the two weeks prior to production performance - (with 2-3 additional 4-9 pm rehearsals the week prior to tech for a crew preview and design presets - not all crew will be called for these additional later rehearsals. Cast and crew called for these dates/times tbd show to show).

ALL CAST and CREW called for the 2 weeks of tech prior to show opening.

Rehearsals work to the end and are a hard stop at the end of the call time. The cast and crew are free to leave as soon as they have finished their post-show responsibilities (i.e. cleaned the dressing room, put away the microphones, or reset the stage for the next night.) This should take no more than 5 to 10 minutes, please do not expect us to run late and be available for pickup at the designated time.

Performance Dates:

The dates, times and locations of the performances are listed on the the ATL calendar. You can find these dates on your parent dashboard in Cut Time. They will not change. You can add all of your student's events by copying the URL on your home page of Cut Time under Calendar Links and adding it to your calendar program (such as iPhone calendar or Google Calendar). Your students can use the same link to add to their own calendars, as well.

If you need assistance, please contact the ATL Bookkeeper at atlboosterbookkeeper@gmail.com.

Closing Night & Strike:

All cast and crew are expected to stay to help with strike. Strike is the term for tearing down the set and cleaning up after a show. Students will never be asked to stay past midnight, but Strike can sometimes last that long. If a student does not stay for strike, he or she will not be eligible to audition for the next show.

Tickets: You will find links to purchase tickets for performances in advance at www.atldrama.com. Adult Tickets are \$15 and Student Tickets are \$10. Season Tickets are available for purchase. There are also opportunities to earn free tickets to any show by volunteering. Please see a Booster Board member for more information.

Photographs/Videos:

It is a violation of copyright law to take unauthorized pictures or videos, please be aware violators of the law will be asked to leave the performance for the protection of our program. Thank you for your cooperation and understanding.

The theatre department hires a photographer to take pictures of the plays. If you would like to buy these pictures, contact Patrick Marcigliano at <https://www.marciglianophoto.com/contact>. The theatre department also provides private access to families to our archived video of the production.

So sit back, enjoy the show live, knowing those special moments are being captured for you.

Additional Costs:

Students will need to provide:

- **Make up/Undergarment/shoe basics** (see the Costume Document)

- **Tech Fees:** These fees are calculated for each show. The amount is determined by the number of participants and the overall cost of the production. It helps fund production costs, such as set build materials, props, and costumes. It also includes a show t-shirt and a balanced, hot meal for your student each evening during Tech Weeks.

If there is ever a financial need, please contact Ms. Lloyd, Mrs. McMullan, or Mr. Wason for assistance.

Illness:

If your son or daughter is absent from school due to illness, they are responsible for contacting the stage manager to get any work missed (blocking notes, choreography videos, etc) If a student misses more than half of the day, they will not be able to attend rehearsal or performance that evening per school policy.

Professionalism:

Professionalism is a standard and requirement to participate in productions. This means: arriving on time and prepared for rehearsals, dressed appropriately, phones and other distractions put away, working ahead, reviewing work already accomplished, meeting deadlines for blocking and line memorization, being where they are supposed to be when they are supposed to be there and ready to go without sidebar conversations, respecting the roles of their cast and crew mates, and avoiding unnecessary gossip. Students are expected to enter into conflicts or complaints with a solution oriented mindset. To help prepare students for the professional world, we expect students to respect the chain of command for complaints and concerns - asking them to bring any concern immediately to a director or a stage manager. There is zero tolerance for bullying and safety come first. Failure to meet professionalism standards after redress will impact grades (as productions are part of classwork), future opportunities, and/or may lead to being removed from the current production.

Conflicts:

A conflict sheet will be provided at auditions to your student, please be sure to go over commitments with your child before accepting a role. We do our best to accommodate conflicts we have before the rehearsal schedule is created as best we can - availability is a factor in casting decisions, some roles have larger time demands than others - rehearsal is a collaboration between all parties involved, and you have to be there to be able to contribute and learn.

On the conflict sheet you will be asked to list any dates your son or daughter cannot attend rehearsal between the first rehearsal and closing night. Priority is given to students without conflicts. **If your son or daughter has additional conflicts at a later time, they may be replaced in the cast/crew. There can be no conflicts during the two weeks prior to opening (tech week) or during rehearsals (for anyone in the show).** We give ample notice and expect students to make proper arrangements with any other commitments they may need

to miss or reschedule. If a student misses a rehearsal they may lose their role in the show.
(Family emergencies such as funerals, illnesses, unexpected deployment are exceptions)

"I agree to all of the policies stated above. I understand that if I have an unexcused rehearsal absence, I may be removed from the show."

Student Signature:

"I give my child permission to audition and/or interview for crew. I understand that if my child has a conflict not listed on this form, they may be replaced in the cast/crew. I agree to the Lambert Theatre Production Policies."

Parent/Guardian Name:

Parent/Guardian Signature(s):

Parent/Guardian Email Address:

Parent/Guardian Phone Number(s):