**Hendrickson High School Fine Arts Production Compact**

The purpose of this compact is to provide guidelines about the company members’ responsibility when taking part in a theatrical production at Hendrickson High School. Please read all of the expectations; both the student and parent shall sign the form. *Keep the compact for future reference; return the signature page to the directors.*

1. Being a part of ***INTO THE WOODS*** at Hendrickson High School is being a part of the curriculum as well as a school sponsored activity. All school rules are in effect at all times. Please refer to the current year’s [Fine Arts Student and Parent Handbook and Code of Conduct](http://www.pfisd.net//site/Default.aspx?PageID=1239) for issues dealing with eligibility for participation in rehearsals and performances. This can be found on the district website under student handbooks. Special attention should be placed on sections titled: Eligibility for Extracurricular Activities and PISD Code of Conduct.
2. **Please be on time to rehearsals. You must be ready to begin rehearsal at the time allotted.** It is good practice to arrive ten to fifteen minutes in advance. Repeated tardiness indicates a lack of responsibility and dedication. Excessive tardiness will be treated in the same manner as absences.
3. **Parents and students have access to rehearsal schedules and production information as well as overall department information via:**

* Musical Google classroom (only for Calendar)
* Hawkdrama website: [www.hawkdrama.weebly.com](http://www.hawkdrama.weebly.com) (Tickets and Forms)
* Signing up for email updates
* Signing up for the Groupme
* Checking the Callboard outside Malone’s room (Art 1)

1. ***Students should check Groupme daily for updated information and reminders. This is also where they receive the rehearsal report each day.***
2. When you are early to rehearsals use the time to warm-up, study lines or prepare yourself for rehearsal. Disorderly conduct or rowdy behavior is distracting to those setting up for rehearsal.
3. **Attendance is mandatory for all scheduled rehearsals and performances.** Participants have made a commitment to this production and submitted potential conflicts prior to the casting.
   * **PLANNED ABSENCES:** defined as an absence for which the director has given prior approval. Please try to avoid doctor/dentist appointments and other things that can be scheduled on days you are not called.  **All planned absences were submitted with the audition materials and addressed by the directors.**
   * **EMERGENCY ABSENCES:** please email the theatre department as soon as possible in the day so that alternative plans can be made. It is difficult to rehearse scenes/run tech without students present. You can email [Nicole.malone@pfisd.net](mailto:Nicole.malone@pfisd.net) or email both directors at [hawkdrama@gmail.com](mailto:hawkdrama@gmail.com). If you are seriously ill and leave school for the day, please make sure the directors know you will be missing.
   * **UNEXCUSED ABSENCES**: defined as any absence without prior approval being given by the directors. Excessive unexcused absences (3 or more) may result in removal from the company.

**7. Students will sign in on the callboard for attendance between 4:15-4:30. Make sure you are there on time.**

**8.**  **There is no “small” part for the actor or technician**. He/she accepts all roles/assignments gratefully and with full intent to perform them with all of the skill at their command.

**9.**  **Consideration for every member of the company is imperative.** Each participant should treat fellow company members with courtesy and respect. The words “please” and “thank you” can go a long, long way.

**10. All properties and scenic items should be handled with care and respect.** Only actors assigned certain props should touch that particular item. Many pieces of furniture are antique and fragile. They will only last with your proper care. Props and scenery should only be utilized for the moment on stage they are needed.

**11. Please bring pencils to mark in scripts.**  **Mark scripts in pencil- not pen**. Many times notes will be changed by the director and previous writing will need to be erased.

* Musical scripts and scores are rented and must be returned.
* Use pencil, mark lightly, erase when the show is over and keep them out of harm’s way.
* **A $35 fee will be accessed when rented materials are lost or damaged. All rented scores must be erased and returned no later than the final performance.**

**12. Please do not have conversations backstage or in the waiting area during either rehearsal or performance.** No loud talking in the house during rehearsals. Any additional time you may have during rehearsals should be utilized to learn lines, music and to complete homework.

**13. No food, gum, or drink is allowed in the auditorium, dressing rooms or backstage.**  The only exception is bottled water and in designated areas only.

**14.** Please try to get the proper rest and proper diet for good health and energy.

**15.** Take care of your other obligations and responsibilities, which include things like school and family and self.

**16. Once you have been cast, please consult the director before cutting or changing your hairstyle. This includes trims and any kind of coloring. This is so that your character has the correct look on stage and not because we don’t want you to change your look.**

**17. Some notes about actors and their costumes:**

* + Please do not complain about the color or style of the costume. Every effort has been made to make the actor look the best for the character being portrayed.
  + The actor should treat his costumes with respect and return them to their proper places after each rehearsal and performance.
  + Body deodorant should be applied to your body before wearing the costume. Perfume or cologne should be avoided.
  + **All cast and crew members must provide their own shoes for the production. Cast members will be given a specific design for their shoes. Crew members must have black shoes with traction.**
  + **All cast members must provide basic hair supplies** such as bobby pins, gel, hair spray, rubber bands, curling irons etc… Wigs and other specific hair supplies will be provided with their costumes.
  + Onstage, costumes should be treated as the character would treat them. Offstage, however, they are to be handled with special care. Long skirts and trains are lifted off the floor immediately upon exiting and are carried in a way that will not wrinkle them. Skirts and capes are lifted before sitting. Actors should not be seated on the floor or lie on the floor in costume.
  + Actors are required to wear proper undergarments under their costume. These will be discussed at the first costume fitting.
  + Items used as costumes never leave the theatre during the dress rehearsal and performances, even if it is the own property of the actor.
  + If a costume is in need of repair, the actor should notify the costume crew and the stage manager as to the specific problem ASAP.
  + An actor should never appear in costume or makeup before an audience or where he may be seen by persons other than members of the company, except during a performance onstage.

**18.** All technicians are required to wear blacks (all black clothing) backstage during production. Blacks must be durable and allow the technician to move easily. In addition, technicians need their own small, portable flashlight and black shoes with traction. Toms and slip on shoes are not acceptable.

**19.**  **Production Fee: For all cast and crew members, there is a production fee to help cover costs of putting on a musical.**

* + **Breakdown of fee:**
    1. **Actors: $175 fee (eligible to sell ads to cover $165 of the fee)** 
       1. **$10- show shirt**
       2. **$65- royalties for the show**
       3. **$65- costumes/wigs/props and accessories for actors (minus shoes)**
       4. **$35- digital copy of the production**

**ii. Technicians: $130 fee (eligible to sell ads to cover $120 of the fee)**

1. **$10- show shirt**
2. **$65- royalties for the show**
3. **$20- scenic materials, lighting/sound rentals**
4. **$35- digital copy of the production** 
   * **Production fees are non-refundable.**
   * **Students are welcome to sell enough ads for the program to local businesses to cover everything but the cost of their t-shirt. They must submit all ads with payment no later than December 18th.**
   * **If a student is not selling ads and will be paying their TOTAL production fee, this fee is due no later than November 30th.**
   * **If other arrangements need to be made please see Malone or Fisher.**

**20. Ticket sales will primarily be online this year with the opportunity for families/friends and community members to choose their assigned seats.** Information will be posted online on the HAWKDRAMA website starting January 8th to purchase tickets. Cast members or cast member’s families will not be given preferential seating for any performance.

We are very excited about this production of ***INTO THE WOODS*** at Hendrickson! As directors, we look forward to working with the company to bring this to the stage. Please let us know if you ever have any questions or concerns.

N. Malone- Director M. Fisher- Director I. Medina- Conductor