

# NEW KENT HIGH SCHOOL TROJAN THEATRE HANDBOOK

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## ARTICLE I - PROLOGUE

### Section 1.01... Mission Statement

*Trojan Theatre is a safe space for growth everyday.*

### Section 1.02... Vision Statement

*The Trojan Theatre is a rigorous artistic outlet for dedicated and passionate students who work collaboratively to create a variety of professional quality theatrical experiences that inspire empathy and engagement in high school and beyond.*

### Section 1.03... Contact Information

EMAIL ADDRESS:

[nkhsthespianclub@nkcps.k12.va.us](mailto:nkhsthespianclub@nkcps.k12.va.us)

TELEPHONE NUMBER FOR NEW KENT HIGH SCHOOL:

(804)-966-9671

PHYSICAL ADDRESS:

7365 Egypt Road  
New Kent, VA 23124

### Section 1.04... Handbook

This handbook is made available to all students, parental guardians, and interested parties. It outlines all policies and processes for the Trojan Theatre Company as well as Thespian Troupe 7644 and NKHS Drama Club. If questions arise regarding policies this handbook should be accessed.

Candidates and their families must return signed copies of any and all Theatre Arts Handbook forms. The signing of these forms indicates acceptance of the terms of extracurricular participation by the students and their families. Students and their parent(s)/guardian(s) are required to sign this slip and return it within a designated drop off time frame. Students will be asked to sign paperwork for every show. Certain conditions may be implemented (examples: scripts will not be issued, cubby storage will not be made available, etc).

## Article II Eligibility

### Section 2.01... Extracurricular Activity Eligibility

- In order to be eligible to participate in any extracurricular activity, the student must have earned enough credits in the prior term to exceed to the next designated grade level. Additionally, they cannot have received more than one "F" in any course, in the previous term.
  - Eligibility for fall extracurricular activity will be based on the last term grades of the previous year and the final grades of the previous school year.

- Students that receive one grade of "F" will be permitted to rehearse and participate in productions as determined by the Director of Theatre Arts.
- Students that receive two grades of "F" will be permitted to rehearse with their peers as an ensemble or crew member determined by the Director of Arts. This arrangement will be probationary until the date in which progress reports are sent home. The student will not be eligible for a leadership position or a principal role. The expectation is that the student will be attending remediation after school and/ or during IE in order to raise their grades.
- Upon the mid-term progress reports for the immediately following term, students above may continue participation in the production, if they receive zero "F" grades on the progress report.
- If a student listed above receives one or more "F" grades on the mid-term progress report - in any subject - then the production privilege is revoked, and the student is ineligible for any participation until the next report card.
- Students that receive more than three grades of "F" will not be eligible for participation until the next report card.
- If a student is denied credit in a class for a term, the letter grade will be considered an "F" until credit has been restored.
- An incomplete is considered to be an "F" grade, earning zero credits until updated grade is posted through guidance department. Eligibility or ineligibility for extracurricular activities start the day the prior term report cards and/or progress reports are issued.
- An overall GPA of 2.5 is required for principal roles and/or leadership positions and a 2.0 for all other participation.

#### Section 2.02... VHSL Eligibility

- Students participating in any VHSL sponsored activity must maintain a grade point average (GPA) of 2.0 or higher. They may meet this requirement in two (2) ways: Students must maintain a cumulative GPA of 2.0 or higher, or Students must have a GPA of 2.0 or higher for the previous semester. Students must continue to meet all VHSL eligibility requirements in addition to the 2.0 GPA minimum. Students also have the option of taking a one-time waiver from the 2.0 requirement for one semester for any reason during their time (eight semesters) in high school, but they must continue to meet all other VHSL standards. Forms can be obtained from the high school athletic directors. Students who lose their academic eligibility while participating in a VHSL activity in which the season or district competition extends beyond the semester will be allowed to continue participation until the particular season ends, but will not be able to participate in other extracurricular activities until academic eligibility is met.

#### Section 2.03... International Partnership Production Travel Eligibility.

For over a decade New Kent High School has had a partnership with Astor College in Kent, UK. Every other year students may partake in a collaboratively produced musical between the two schools and may be selected to host a UK student during Astor College's visit (typically in October - November). After the culmination of our production students may be selected for travel to the UK (typically November - December). NKHS has supported up to 15 students traveling in the past at no cost to the traveling students.

The selection process is based on the following expectations:

- 1.) Maintain your school work at all times. Remember, this production is an extracurricular activity and the staff or administration will let the sponsor know if you need remediation in a particular subject which may result in you missing valuable rehearsal time. This could well affect your level of participation in the production. So stay on top of your responsibilities as a student. If you foresee

remediation being necessary, do it *ASAP*. Do not delay. Remember, you are a student first.

- 2.) Be on time (which means **5 minutes early**) for all rehearsals. Rehearsals will be scheduled by scene and/or vocals and you will have a schedule in advance. All involved students are expected to attend. If for some reason you are unable to attend a rehearsal or work day, you must notify **the sponsor** at least **48 hours** in advance so that necessary arrangements can be made. Attendance will be taken at the beginning of each rehearsal by the stage manager. Remember that scene work requires all characters to be present. If you are absent, we will need prior notice so that we can adjust the schedule. For those parts being played by our UK actors, a staff member or student actor will stand in to complete the work if necessary. Keep in mind, being available as a stand-in looks great when we're reviewing your ensemble effort later.
- 3.) Summer rehearsals will be scheduled as soon as we have a better feel for what we need to accomplish. They will in all likelihood take place twice a week minimum and a final schedule will be given to the students who need to attend. We understand that there are family vacations and job commitments and we will do our best to work around your schedule.
- 4.) Be prepared. Come with your script/score in working order. Get a three ring binder for your copies and bring a sharpened pencil with you to each rehearsal. Water, character shoes, and appropriate attire are expected at each rehearsal.
- 5.) Meet your deadlines for learning lines, music, etc... If you need extra help from one of us, ask us **ASAP** so that we may help you succeed. Any one of us is happy to run lines with you or work on music. We want you to succeed and are here to help!
- 6.) Costumes/props purchased or built with New Kent High School funds are the property of the school. You are responsible for returning them to us in good condition.
- 7.) Be professional. This is a professional quality show! Work with the directors, stage manager, conductor, etc... by listening to all instructions and following requests. Interrupting staff when they are addressing the group is noted.
- 8.) Disciplinary issues will be reviewed with administration. Infractions deemed significant by the faculty/administration will result in appropriate consequences. This may include dismissal from the show.

**This information is supplied via a hard-copy form for each production:**

There is the possibility that we might be able to send NKHS students, accompanied by New Kent High School staff to England to perform with the UK cast. This will depend upon fundraising results and other pertinent concerns.

*This is a multiple step process. This is Step One and the first phase in which you might be deemed ineligible for travel consideration:*

- Student grades are reviewed. Any teacher for a class a student does not have an "A" or "B" in will be approached to advise as to whether or not the student is demonstrating the ability for improvement. Students who do not meet the "A"/ "B" requirement and do not earn the vote of confidence from their teachers will not be considered for travel. This is non-negotiable. Building a strong rapport with your teachers is strongly advised in the event you need tutoring or extra help.
- Student disciplinary files will be reviewed. Students who have been given referrals, have been assigned consecutive days of ISS, any amount of OSS, or multiple detentions will not be considered for travel. All decisions in this matter will be made by school administration and does not include production staff.
- Student school attendance will be reviewed. Students who have missed more than 4 unexcused absences from school will not be eligible for consideration. This is non-negotiable. Please keep the attendance up to date with Doctor's notes and legal documents for absences.

Please note, the initial elimination process does not involve the opinions or advice of production staff. If you are eliminated from the consideration process at this point there is nothing production staff can do to appeal this decision.

*This is Step Two and the second phase in which you might be deemed ineligible for travel consideration:*

- A list of those eligible will be reviewed for rehearsal attendance, adequately meeting production deadlines, contributions to fundraising, participation in show related activities, etc. to determine final eligibility.

*This is Step Three and the third phase in which you might be deemed ineligible for travel consideration:*

- The US Staff will review the list of students that **remain** eligible and make selections **not necessarily** by the role or position in the production, but by what they have brought to the production in America, their professionalism, attention to detail, promptness, ensemble effort, etc...(See your contract)

**This decision is calculated mathematically using rankings and total points. This is how we know who is the next potentially eligible in the event a selected student is unable to travel. In the event of a tie:**

- The UK Staff will make their recommendations of which students demonstrated excellent work ethic, performance quality, and professionalism.

*This is Step Four and the final phase in which you might be deemed ineligible for travel consideration:*

- The final selection list is handed over to administration for final approval. In the event administration flags a student for ineligibility the next eligible student in our ranking system will be selected.

**No preference is given to upperclassmen (seniors), Thespians, Governing Board Members, the children of Parent Volunteers, the children of teaching staff, financially challenged students, or students who have never traveled as part of this project. The opportunity to travel is solely based on the work ethic and ensemble effort of the students. This trip is not organized as a charity project.**

- An announcement of those invited will likely be made before our UK cast's departure. These choices are **non-negotiable**. If for some reason a chosen student is unable to attend, another student **might** be substituted, but only if they too are eligible. **ONLY** invited students may attend this trip as guests of Astor College and at the expense of New Kent High School.
- It is the responsibility of the invited student to obtain a passport **ASAP**.
- Parts of the fundraising efforts are to support this initiative. But this is secondary to our primary goal of providing a professional quality show here in America.
- If we are unable to meet our targeted fundraising amount, we **may not** be able to send anyone.
- All involved should understand this is a group effort, not an individual one and no decisions are made alone, but as a committee of involved faculty and staff.
- If a parent, guardian, relative or family friend wishes to attend the December performances in England, they are more than welcome. However, it is with the understanding that the students are on a New Kent High School sponsored function and will need to follow all appropriate guidelines set

by New Kent High School, Astor College, and accompanying faculty members. Those students representing New Kent High School must remain at Astor and will not be allowed to sight see with their parents.

If you do not wish for your child to be considered for travel to the UK you may opt out. Please note- once you've elected for your child not to be considered **you may not switch**. Please feel free to contact me if you have any concerns or suggestions. I am here to help make this opportunity for you and your children a success.

Forms and production info will be made available by Spring Semester of the school year prior to the production year.

#### Thespian State or International Show Travel Eligibility

- In order to attend State or International Conference, you must keep in mind that you are representing troupe 7644. If it is your first time attending Conference, you may participate as an attendee only.. However, if this is your second or third year attending, it is expected that you participate in at least one of the additional opportunities available to the troupe at each festival. First time attendees are welcome to participate in these opportunities but it is not required.
- Opportunities include:
  - Participation in a show that your school has brought (One Act, Main Stage, Freestyle,
  - Applying to become an STO/ ITO and attending the required Leadership Workshop
  - Teaching a Workshop as an STO/ ITO
  - Serving as an STO/ ITO
  - Serving on the State Student Planning Board
  - Completing scholarship and college auditions/ interviews
  - Participation in an Individual Event
  - Participation in the Womanless Beauty Pageant
  - Participation in Broadway Backwards
  - Participation in Tech Challenge
  - Participation in Playworks, Musicalworks, Criticworks, Filmworks
- Unless designated fundraising is enough to cover the cost of registration fees for a participating student, Festival attendees are responsible for paying for their own costs. There are flexible payment plans made available to all students that may be discussed with the Theatre Arts Director. Students who fail to make all payments on time are subject to administrative consequences banning them from extracurricular participation, walking at graduation, attending prom, registering for classes, etc. These consequences are set by bookkeeping and the school administration.

### Article III PRE-PRODUCTION REQUIREMENTS

#### Section 3.01... Scripts/Rental Materials

- Students are accountable for scripts and/or materials issued to them. The items are to be returned in good condition by strike or paid for in the three-day period immediately following the end of the production.
  - In the event that the requirements are not met within the stipulated time the student may be considered ineligible for participation in future productions at the discretion of school bookkeeping and administration.



- In order to use a script from the theatre's library, students must sign it out on the sign-out sheet located in the Director's office. They may request the specific show they are looking for. If it is available, the student will be issued the script and will be responsible for the keep-up & return of the script. It is up to the Historian of the troupe to keep up with this sign out sheet
- The same system will be used for the props closet and costume closet. Certain items cannot be borrowed due to their high value or fragility. Other items may require a rental fee in order to be borrowed. On occasion, props and costumes may be available for sale.
- In order to borrow a costume from the theatre's costume closet, students must submit a google form requesting entrance into the Costume Closet. The designated governing board member will then set up a meeting with the student either during IE or after school in order for the student to go in and search for the item they are wanting to borrow. The borrowing of the item will be documented. The google form can be found on the homepage of the Trojan Theatre website.
- At no point will anyone be allowed in the script library, props closet, or costume closet unless given permission by the Director of Theatre Arts (DTA) or the designated governing board member unless they are in a leadership position for a show.
- If anyone would like to donate to the script library, props closet, or costume closet they can email a governing board member with the information & their contact.
- There will be postings of designated open perusal times for areas like the props and costume closet.

#### Section 3.02... Permission to Participate

- After being cast in a production, students must return signed permission slips to their director. A student may not participate without these slips. Students and their parent(s)/guardian(s) are required to sign these slips and return them during a designated time frame.
  - Please fill out the form and include any schedule conflicts (given at auditions/ interviews).
  - Two permission slips are to be signed and returned during the designated time frame: (i) The form titled: Parental Permission and Emergency Treatment Release and Consent Form. (ii) The form titled: Parental/Student Production Contract

#### Section 3.03... Participation or Production Fees

- Candidates participating in theatre arts may pay an activity fee when deemed necessary. The activity fee is to be paid prior to the first production meeting. If activity fees are deemed necessary students will be offered an opportunity to fundraise.
  - An activity fee will never exceed:

Production One: \$125    Production Two: \$100    Production Three: \$75

- Students participating in additional activities (such as VHSL or field trip) may have to pay an additional fee.
- Families of students that view these activity fees as a hardship may file waiver paperwork with the Director of Theatre Arts.
- Waivers will be considered by the High School Principal or his/her designee.
- Waiver decisions could include: no change, fee reduction, payment plan.
- Fee payment or waiver paperwork must be received prior to the first production meeting.
- Fees will be collected manually or online.

- If a student participates in a production process for more than ten school days, the fee becomes non-refundable. Participation is defined by student having turned in their paperwork and not withdrawn from the production within the first ten meetings. (withdrawal must be done in writing or e-mail to the DTA).
- If a student pays a user fee and does not complete ten school days with a production, the user fee will be refunded. All refund requests must be submitted in writing to the Director of Theatre Arts, including proof of payment. Participation is also based on notice. Notice must be received within the ten day period.

*To date, Trojan Theatre has never collected a fee for a production.*

### Section 3.04... Auditions and Casting Policy

- SENIOR RULE: Upperclassmen, current thespians, and governing board members will not be given any special privileges when it comes to casting a show. The exception to this is during the audition process for spring shows. It being their last high school show, everything that can be done will be in order to ensure active seniors a role. This does not in any way guarantee them a lead role.
- EQUITY: Students who have previously played a lead role in a main stage may be deemed ineligible for another main stage lead role. This is to give new performers the opportunity to shine. As a former lead performer it is expected that you will offer support and camaraderie to less experienced performers. Students in non-leading roles should *learn* from those that have performed lead roles. Look to these individuals for guidance and encouragement.
- GRADES: Schoolwork must be priority over any participation in theatre activities. If a student is not able to maintain their grades at a 2.0 GPA, they will not be able to audition or be a part of any theatre production. If you have a D or below in any class, students are expected to attend remediation during ie and/or tutoring after school whenever it is offered to them. If a student fails to communicate their need to miss rehearsal to attend these remediations, or if they are unable to manage keeping their grades up, they will be replaced.
- HEALTH: Illnesses/ medical issues will not be held against you. However, chronic illness will result in a massive amount of missed rehearsal time. As a result you may be replaced. If you fail to communicate that you are ill or must miss rehearsal for appointments or other medical reasons these absences will be held against you. Keep in mind that reporting illnesses to the Attendance Office is not the same as reporting to the Program Director. This is handled on a case by case basis.
- COMMUNICATION: If you have a history of missing rehearsals or showing up late, keep in mind that this may be counted against you when casting a show. You must tell someone in a leadership position of that show at least three days beforehand, or it does not count as excused.
- UNDERSTUDIES: If a student is cast as an understudy, they are expected to take this very seriously in showing what they are capable of doing. In the past six years, there has not yet been a show where understudies were not needed to step in at some point.
- ATTENDANCE: Cast members are required to attend 50% of the first 1/2 of the total number of rehearsals, or they will be cut from the show.
- AUDITION PROCESS: When auditioning for a lead role, students must present a 1 minute monologue along with a one liner. When auditioning for an ensemble role, students must present a one liner.

## Section 3.05... Technical Interviews and Selection Policy

- **INTERVIEW PROCESS:** If a student is interested in leading a technical crew for a production, they must sign up for an interview with the directors and stage managers. They must prepare ideas & research to show their dedication & be ready to answer any questions that may be asked of them. The more prepared, the better.
- **ATTENDANCE:** Cast members are required to attend 50% of the first 1/2 of the total number of rehearsals, or they will be cut from the show. If you have a history of missing rehearsals or showing up late, keep in mind that this will be taken into account.
- **COMMUNICATION:** If you have a history of missing rehearsals or showing up late, keep in mind that this may be counted against you when assigning crew for a show. You must tell someone in a leadership position of that show at least three days beforehand, or it does not count as excused.
- **GRADES:** School work must be priority over any participation in theatre activities. If a student is not able to maintain their grades at a 2.5 GPA, they will not be able to interview for a technical leadership position. If you have a D or below in any class, students are expected to attend remediation during ie and/or tutoring after school whenever it is offered to them. If a student fails to communicate their need to miss rehearsal to attend these remediations, or if they are unable to manage keeping their grades up, they will be replaced.
  - It is advised to take the available technical classes in order to learn the skills necessary for these roles.
  - If given a design or leadership position you are expected to mentor your crew/ assistants in order to facilitate future designers and leaders.

### **Article IV Ways to Get Involved**

- There are many ways that you can get involved in New Kent Trojan Theatre. There is always the option of auditioning/ interviewing for our next show. The dates and prerequisites for these auditions/ interviews will be advertised on the school announcements and on the call board. You may also attend one of our monthly drama club meetings- they are open to anyone interested.
- If you have participated in a show during the current school year or attended at least half of our drama club meetings you ARE an official member of NKHS Drama Club.

## Section 4.01... Productions

### **Technical**

- **Lighting Designer/ Board Operator/ Spot Operator**
  - Create and manage all aspects of lighting for a production. Lighting designers work with the artistic and production staff to support the director's plans for the production.
- **Sound Design/ Board Operator/ Mic Manager**
  - Responsible for obtaining all sound effects, whether recorded or live for a specific production. He/She is also responsible for setting up the sound playback equipment and must make sure the board operator is properly trained to use the correct equipment.
- **Props Master/ Run Crew Chief/ Run Crew**
  - Responsible for getting every prop needed for the specific production. Must work with actors to find out where they enter and exit the stage with the prop. Use a table to correctly label and place each prop.

- Responsible for helping the tech heads with anything that is needed. Work alongside them to create the best possible outcome.
- Set Design/ Construction Chief/ Build Crew/ Paint Charge
  - Responsible for working with the director so that each aspect of the set depicts what the director has in mind for each part.
- Hair/Makeup Design/ Crew
  - Hair and Makeup often work together to work on the overall look that needs to be achieved. Responsible for research and design of a specific plot of what is to be done for each character. Decide what should be changed on the actor to make them suit the role the best.
- Costume Design/ Wardrobe Crew
  - Responsible for research and design for each character in the show. Will need to understand the basics of sewing and measuring.
- Publicity Design/ Marketing Manager/ House and Box Manager
  - Responsible for creating the poster for the show. Must get the said poster approved by the administration in the building before hanging them.
  - Responsible for using marketing, public relations and advertising strategies to appeal to the public for the best possible audience outcome.
- Dramaturgy
  - Responsible for researching the history and time period of a show, creating a dramaturgy packet to distribute to the cast and crew, and upholding the integrity and accuracy of the show.

### **Performance**

- Acting
  - Responsible for showing up to rehearsals given to learn blocking and other things. Responsible for learning each line they are given before the "lines due" date.

### **Production Staff**

- Stage Manager/ Assistant Stage Manager/ Production Assistant
  - Responsible for scheduling and running rehearsals, communicating the director's wishes to designers and craftspeople, coordinating the work of the stage crew, calling cues and possibly actors' entrances during performance, overseeing the entire show each time it is performed. He/She should also mark out the dimensions of the set on the floor of the rehearsal hall, make sure rehearsal props and furnishings are available for the actors, attend all rehearsals, notify the designers and crafts people of changes made in rehearsal. In rehearsals the stage Manager should also be recording all of the blocking of each character.
  - Responsible for assisting the Production Stage Manager with all of their responsibilities, can include attending production meetings, running rehearsals, clerical organization, and insuring the smooth execution of the performances.
- Student Director
  - Selected and approved by the Director of Theatre Arts to lead rehearsals for the cast, assisting in blocking and character work. Also responsible for open communication between cast, crew, and other tech heads. Works to uphold the vision of the show.
- Technical Director
  - In charge of heading the technical crews of the show and keeping up with deadlines of technical designers.

- Playwright
  - Creator and writer of the show. Responsible for communicating with the director (if this is a different person) to create their vision. Creates an understandable script.
- Dramaturgy
  - Responsible for researching the history and time period of a show, creating a dramaturgy packet to distribute to the cast and crew, and upholding the integrity and accuracy of the show.

*New Positions/ Crews will be added as needed.*

#### Section 4.02... Courses

- Introduction to Theatre
  - This is the 1st level to performance theatre course. You will learn what the actor's tools are and how to be comfortable on stage
- Theatre II (Advanced Acting)
  - This is the Advanced Acting course. Here you will learn about various acting teachers & their methods while determining which techniques you prefer as an actor.
- Theatre III
  - This is the Playwriting and Directing course. Here you will learn about the steps to writing a play and all that goes into directing a play.
- Theatre IV
  - This is the highest level of performance theatre courses. This is recommended for students who wish to pursue an acting, directing, or playwriting career in the future.
- Musical Theatre I-II
  - This is the studio theatre class. Here students will learn the foundations of musical theatre and what goes into putting on a musical production. This is usually paired with an international production year.
- Introduction to Technical Theatre
  - This is the 1st level to technical theatre. Here you will learn the basics of all that goes on backstage. Students will also have the opportunity to take the technical safety test in order to be certified to enter the catwalk.
- Technical Theatre II
  - The 2nd level of technical theatre. This is where you will learn how to create your own designs for a production.
- Technical Theatre III
  - The 3rd level of technical theatre. Curriculum covers how to approach stage management, technical direction, and the history of design.
- Studio Tech

- The highest level of technical theatre. This is recommended for students who wish to pursue a position within technical theatre as a profession.
- DE Theatre History
  - This is a college level course where students will go in depth on the history of Theatrical arts.

#### Section 4.03... Drama Club

- Purpose
  - To nurture and enrich the theatrical arts side of every individual. We help teach individuals valuable skills and lessons in the theatrical arts to prepare themselves for the real world. All while providing a fun experience for the students.
- Eligibility
  - To join the Trojan Theatre one must join and participate in some of the theatrical productions that take place throughout the school year.
  - Attend at least half of the Drama Club Meetings throughout the year

#### Section 4.04... Thespian Society

- Purpose
  - The International Thespian Society is an organization devoted entirely to supporting the theatre education for both students and teachers. It recognizes students for excellent work in the theatre.
- By-laws
  - The governing board consists of seven students who are elected into different positions with several duties.
  - The picking of shows for a season, the organization of fundraising events, and general decision-making is done by the DTA and the governing board of that year.
  - Governing board decisions are made by a democratic vote unless the DTA states otherwise.
  - Troupe 7644 will have at least one governing board meeting, one thespian meeting, and one drama club meeting each month. This ensures that all members stay on the same page. Some of these meetings must include a day held for cleaning hours.
- Quorum
  - Voting regulations on changing policies, dismissal. There must be a minimum of 5 Governing Board Members to be present for a vote to taken. Majority vote wins.
- Induction Eligibility Requirements:
  - Minimum of 10 Thespian Points earned
  - 2.0 GPA
  - Participation in at least one fundraiser, advocacy project, and/or community based project
  - Attended at least one Drama Club Meeting
- Maintaining "Active Thespian" Status
 

*Voting privileges, Court Awards, and Senior Recognition are only available to Active Thespians.*

  - Minimum of 10 points earned a year following the year of induction.
  - 2.0 GPA maintained

- Accumulated at least 1 Thespian point for Cleaning Hours a Year.
  - For Senior Recognition: Have completed at least one technical as well as one performance credit by May of their Senior Year.
  - Participation in at least one fundraiser, advocacy project, and/or community based project a year.
  - Attended at least half of all Thespian and Drama Club Meetings
- Points
    - One point is equal to 10 solid hours of work in theatre. To qualify as a thespian one must have 10 thespian points, or have completed 100 hours of work.
    - The next rank requires 60 points in order to achieve Honor Thespian.
    - To acquire the title of National Honor Thespian one must have 120 thespian points.
    - The highest rank is International Honor Thespian, and one must gain 180 points to achieve this.
- Inductions
    - Every year our troupe holds an awards ceremony to induct new thespians and to celebrate their hard work. Inductions officially make them thespians. We have a two part induction ceremony consisting of a formal and informal part.
    - The informal part of the ceremony has a theme to it (ie: Tim Burton, Tv Shows, Once Upon a Time), and consists of the giving out of awards for each specific show that took place within the season. Thespians dress up as the theme, and show up for some fun! The only people allowed to decorate for this are underclassmen who are already Thespians, for it is a surprise for Seniors and Plebes to show up to.
    - The formal part of the ceremony is a bit more sophisticated. Thespians change into fancier clothing, and it begins with the lighting of the candles. During this ceremony, The new inductees become Thespians, the new governing board is established, and the Honor Thespian Awards are given out. The night ends with senior recognition consisting of a slideshow, speeches, and tears.
- Plebe Week
    - Plebe week is the week leading up to inductions night. You are eligible to be a plebe if you have met induction requirements. Plebe week is not mandatory but is encouraged.
    - Plebes are assigned a big, who is already a Thespian, and this is who will guide them throughout the week.
    - In order to be a big, you must meet 'Active Thespian' Status.
    - Senior Bigs are required to share a plebe with a non senior.
    - There is a different theme to each day of the week that plebes and bigs are encouraged to follow. Plebes will soon see all of their hard work pay off.
    - It is important that bigs do not use this as a way to haze or undermine any plebe throughout the week. If this occurs in any way, the big will be taken out of plebe week and the plebe will be assigned a new big. Those found guilty of hazing will receive administrative consequences.
- Voting Privileges

- As a member of the troupe, one has the right to vote on various things like end of year awards and governing board candidates. These rights can be revoked at the discretion of the Thespian Troupe Governing Board and/or DTA. A crucial point when it comes to voting is to vote for whom you think deserves the award not who you are better friends with.

- Governing Board

#### Governing Board/ Student Leadership Position

- Overview
  - The board of the NKHS Drama Club shall consist of a Chair, Vice-Chair, Treasurer, Clerk, Historian, Advocacy Officer, and Public Relations Officer.
  - The terms of these offices shall be one school year, from August to May, for all offices.
  - No officer shall be elected who cannot fulfill their duties for an entire term. In the event that an officer cannot complete their term, the Board will hold re-elections.
- Elections- Used to determine the next governing board and is a pivotal point in the following year's activities. After being interviewed by the Troupe Director and senior governing board members, the candidates for the elections prepare speeches to present to the troupe and are asked questions based on their platforms. Members of the troupe use this information to vote on who they feel is best qualified to lead the troupe in the upcoming year.
- Governing Board Eligibility Requirements
  - 2.5 GPA minimum
  - 40 Thespian Points minimum
  - Have been a current Thespian for at least one year, or have a second governing board members endorsement and a teacher endorsement
  - Form a platform
  - Have endorsements from one current governing board member, one active senior thespian, and one teacher.
  - Complete a letter of intent along with a campaign speech for the troupe.
  - Participate in an interview with the DTA and senior governing board members.
  - Give a campaign speech in front of the troupe.
  - If elected, you must
    - Participate in summer meetings/ leadership retreat
    - Participate in every single production of the season in some way
    - Attend State Festival planning meetings
    - Attend State Conference
    - One governing board member is required to attend ITF (preferably a junior) and attend leadership training workshops.
- Impeachment Process
  - If the Chair feels that another officer is not fulfilling the responsibilities of the office, impeachment proceedings can begin immediately, with a vote of the majority of Thespian Troupe members required for impeachment. Additionally, a majority of Thespian Troupe members may bring about a vote for impeachment. Should that



happen, the highest-ranking officer not in question would handle the impeachment proceedings. If a two-thirds margin of all Thespian Troupe members is reached, then a formal meeting shall be called to determine the fault of the officer in question. At this meeting, the officer in question will be allowed to defend the accusations against them. At the conclusion of the meeting, another vote will be taken. If at this time, a two-thirds margin is reached, the officer will then be removed from office and the Chair shall fill that position.

- Re- Elections After Impeachment
  - Officer elections shall be conducted by the Chair at a meeting called for that specific purpose. At the start of the meeting, the Chair shall appoint the Secretary as election official to count all the votes. The official members of the Thespian Troupe must nominate individuals to run for any one office. The election order is at the discretion of the Sponsor. Majority vote of those present is necessary to elect a new officer.
  
- Officer Duties and Responsibilities
  - The Chair shall be chief student executive of the NKHS Drama Club and Thespian Troupe. They shall have the power to call meetings and to preside over such meetings. The Chair shall also have the power to form any committees needed for specific tasks not covered by the standing committees. They shall serve as Executive Committee Chair. Additionally, the Chair serves as a liaison between the Director/Sponsor and the Club, and also represents the organization as a whole. The Chair is also responsible for overseeing that all executive board members meet their production responsibilities.
  - The Vice Chair is responsible for maintaining things when the chair is not able. Vice Chair is responsible for disciplinary action to be taken when needed, and also serves as a liaison between the Director/Sponsor and the Club.
  - The Treasurer shall be responsible for the management of all thespian hours and points for the troupe, as well as all Drama Club financial responsibilities including billing (accounts receivable), financial reports, all funding issues (SA meetings, etc.), budgets (club and productions), accounts payable, box office receipts, petty cash, box office change, and program ad sales.
  - The Board Clerk shall be responsible for all meeting minutes. They are also responsible for all club correspondences, including official invitations, and ordering printed material (scripts). This officer is also responsible for posting all ITS points for the purpose of membership, along with posting audition info & other events on the callboard.
  - The Historian shall be responsible for the keeping and obtaining of all Drama Club historical records. These records include an Alumni list, and a history of production (prompt books, posters, programs, video records), maintain script and reference library, and a scrapbook for each school year. The historian is also responsible for coordinating all necessary photographic documentation for the school yearbook.

- The Advocacy Officer is the liaison for all things outside of the troupe. They are in charge of coordinating community service projects for Trojan Theatre to participate in. They also manage recruiting new members and all recommendation letters. This person advocates for the values theatre provides in an educational setting.
- The Public Relations Officer is responsible for the maintenance of Trojan Theatre's Website and social media accounts. They also reach out to lead advertising for shows, fundraisers, and other promotional events. This officer heads communication within the troupe.

#### Section 4.05... Junior Thespians

- Students that are below 9th grade that participate in a NKHS production can earn Junior Thespian points that will translate over to International Thespian points. As a Junior Thespian, 5 hours of work equals 1 point. With ITS points, 10 hours of work equals 1 point. Once the Junior Thespian leaves their troupe and heads into the high school, they can only bring up to 5 points with them that will go toward becoming a Thespian. Even if they have completed over 5 points worth of work with our high school troupe, only 5 points are allowed to be brought over.

#### Section 4.06... State or International Activities and Forms

- Each year, students have the amazing opportunity to attend the Virginia State Thespian Conference or International Thespian Festival. All related forms and fees are available via the Trojan Theatre website and on the callboard. Dates of availability are posted on the website. Please see [VAthespian.org](http://VAthespian.org) for more details about this year's conference.
  - Virginia Thespian Festival Opportunities Include:
    - 100 + Workshops for educators and students
    - 18 Individual Event Competitions
    - Scholarship Auditions
    - College Auditions
    - Main Stage Performances
    - One Act Performances
    - Annual Awards for Teachers and Students
    - Tech Challenge
    - All-State Production
    - Student Thespian Officer Positions
    - Keynote Speakers
    - All Meals Included
- In order to attend VA Thespian Festival, students must obtain, fill out, and return three forms:
  - Medical info/treatment consent form
  - New Kent County field trip permission form
  - VA Thespians registration forms

- International Thespian Festival information can be found at [Schooltheatre.org](http://Schooltheatre.org). Costs exceed \$1K per student historically. The festival is a week long residency on a college campus and includes innumerable opportunities to students.

VTF forms are made available in the Fall semester of each school year. ITF forms are made available in the Spring semester of each school year.

## **Article V Health, Safety, and Equipment**

### Section 5.01... Student Health Policy

- In order to help insure the health and wellbeing of students, if it is suspected you are ill you should remain at home until you are deemed non contagious for a minimum of 24 hours.. This goes for attending school, as well as after school rehearsals.
  - To help maintain good health, it is is also advised that students do not share personal items such as stage makeup or water bottles, utensils, drinking mugs etc, within the theatre, especially without permission.

### Section 5.02... Chemical Health

- During the school year a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol, any tobacco product, marijuana, steroids, or any controlled substance. It is not a violation for the student to be in possession of legally defined drug specifically prescribed by his/her doctor for the student's own use. When Administration confirms, following an opportunity for the student to be heard, that a Chemical Health violation has occurred the student shall face the following minimum consequences: (a) First violation: 14 consecutive days of extracurricular suspension. Students may not participate in rehearsals or other activities during this 14 day period. If cast in a show, the student will forfeit any role and become a member of the ensemble. If this 14 day period is concurrent with tech week or performances, the student shall not participate. (b) Second violation: Students may not participate in productions, special events or trips for the remainder of the year. Please note punitive decisions are entirely in the hands of school administration. A student may receive more severe consequences at their discretion.

### Section 5.03... Student Safety Policy

- In order for Trojan Theatre to remain a fun and enriching place, a space that is respected and safe must be provided to work in. Students must also help to maintain this safety and abide by the safety protocol set forth. Students also reserve the right during any rehearsal with Trojan Theatre to stop what you are doing if you feel your safety is being jeopardized. If this is the case please

### Section 5.04... General Safety

- It is important that students recognize the school's policy on visitors and intruders. Students should not let strangers who do not have a New Kent High School Visitor's Pass enter from the back hallway door, the bay door, or the Art Hallway entrance, especially during school hours. If you see someone in the theatre area that doesn't have a visitor's pass or that you suspect to be an intruder, please report this to a director or administrator immediately.
- In instances of bullying, physical, verbal, or emotional that could potentially lead to you feeling unsafe and unhappy in the theatre, please report to the sponsor. If you feel comfortable with a

Governing Board member you may report to them but know they are required to report it to the sponsor.

- In most cases, if an item from the theatre is broken beyond repair from a situation that could have been prevented, it is the responsibility of the person who broke it to replace it.

#### Section 5.05...Backstage and Onstage Safety

- Attire
  - All students must be wearing shoes in the theatre unless otherwise specified by a director (for purposes such as yoga, choreography, etc.) This includes class time, rehearsal time, and during shows.
  - If you are going to be using power tools, lifting heavy objects, going onto the catwalk, or doing any other type of major technical work, your shoes must be closed toed.
  - Please wear clothing that will allow you to rehearse safely and comfortably.
  - If operating power tools you must have long hair pulled back out of your face.
- Horseplay
  - Horseplay in the rehearsal space will not be tolerated. Things like play fighting, running, etc can lead to accidents and destruction of important materials, as well as jeopardize personal safety.
- Equipment Responsibility
  - All things in the theatre were obtained by hard work and a lot of money. Because of this, it is important to take pride and responsibility for our spaces and our equipment/ materials.
  - In all technical aspects, make sure you are trained or with someone who is trained before starting a task (Operating the light and sound boards, construction work with power tools, etc.)
  - All power tools are to be used with care. They should be used by those who are trained. Those operating them should have closed toed shoes, no jewelry on, and their hair pulled back.
  - After the use of power tools, they need to be returned to their charging stations.
  - When using paint, all materials must be cleaning up and returned to their proper spaces when does. Pain trays and brushes should be washed immediately after use, painted materials should be left to dry safely. It is also advised to wear paint clothes.
  - All costumes should be worn only by the person they are intended for. At the end of each rehearsal it is the actor's responsibility to return the costume to its assigned rack and to report any damage to the costume tech head. Actors are always responsible for costume placement.

### **Article VI Insurance**

#### Section 6.01... Insurance

- All students are covered by non-duplicating school insurance. It is essential that each injury, however minor, be immediately reported to the director.
  - The student should obtain insurance claim forms from the Director and return them as soon as possible.
  - Failure to, or a delay, in returning the completed insurance forms may result in possible loss of coverage for this injury.
  - Injuries reported outside of one week from the date of occurrence will not be covered by school insurance.

*The New Kent Trojan Theatre follows the NKCPs code of conduct for all students.*

## ARTICLE VII - CONDUCT

### Section 7.01... School Day Attendance

- Students must attend at least HALF of the school day (2 full classes) in order to participate in any after school rehearsals/activities.
- It is the student's responsibility to report their unexcused absence, dismissal, or tardiness to the director/stage manager in a formal email.

### Section 7.02... Rehearsal/Show/Strike Attendance

- You must be present AT LEAST 50% of the rehearsal hours you are called for to remain in a show.
- You must attend AT LEAST one day of set build and one day of strike to receive the points you earned from a show.

### Section 7.03... Suspension from School

- You may NOT attend any rehearsals on days you have OSS. These are not excused absences. You may, however, attend rehearsals after ISS.

### Section 7.04... Detention

- Rehearsal is not and will not be an excuse to miss detention. These are not excused absences.

### Section 7.05... Bus Decorum

- While on a bus to or from a Trojan Theatre event, students are required to exhibit polite behavior towards their fellow students, faculty, and teachers on the trip. Students are also required to only sit with their identifying gender. A person attending the trip must have signed and turned in a permission form.

### Section 7.06... Field Trip Decorum

- When off of school grounds, you are expected to represent the Trojan Theatre and New Kent High School as well as hold yourself up to the highest standard. Permission slips must be filled out and signed by a parent. Failure to abide by rules set will result in punishment decided by the supervisor.

### Section 7.07... Dressing Room Areas

- The dressing rooms are provided for us to use during rehearsals and shows only. Students should only be in the dressing rooms during the day if granted permission by the sponsor first. Students should not be spending their free time or lunches loitering in the dressing rooms. Students found misusing the spaces in anyway will be given a strike. More serious offenses will be dealt with on an individual basis. Students are responsible for cleaning the area immediately surrounding their changing area following rehearsal and performances. No personal belongings should be left out in the space. New Kent Trojan Theatre is not responsible for the theft of any personal items left out in any of the spaces.

### Section 7.08... Rehearsal/Performance/Production Areas

- The spaces we use for rehearsal will most of the time either be where we produce the show or as close as we can get to it. The policy on how to treat the spaces is with respect and to clean up after yourself after using the space. Food is not allowed in the area nor is any drink other than water. Spaces that are almost always guaranteed to be at our disposal for rehearsal is the band room, theatre classroom, the stage, prep room, and choir room. On tech work days

and set build days, any space we have at our disposal is authorized to be strictly tech work space.

Section 7.09... Theft

- Anything stolen must be reported immediately. Stealing from the program will result in a suspension from all activities until the next show & a letter of apology. A second offense will result in expulsion from participating in any theatre activities.
- Theft of personal items should be reported. Please note secure locations for all personal valuables are provided and should be used. Theft of this nature will be handled by administration and the SRO.

Section 7.10... Section 7.11... Good Citizen/School Representative Clause

- While participating in Trojan Theatre events, students are representing themselves, their school, and their troupe. Students are required to act in a polite and respectful manner.

Section 7.12... Suspension from Production Activities and Reinstatement

- We have a three strikes policy
  - 1st strike - Verbally addressed by Governing Board or Troupe Director
  - 2nd Strike - Written Notice from both Governing Board and Troupe Director
  - 3rd Strike - You will be asked to leave unless you write a letter of apology to the Troupe Director

**\*\*\*Notice: The Troupe Director has the right to dismiss students without the ability to return to the program depending on the severity of the offense.**

Section 7.13... Social Media

- Trojan Theatre maintains multiple social media accounts. Please be advised that all communications, dialogue, and responses are monitored. Content deemed inappropriate for school or for our program will be removed. Content in violation of the school's code of conduct will be reported to school administration or the appropriate authorities as deemed necessary.
- Cast lists, events, and other updates about Trojan Theatre can be found here. It is maintained by the Public Relations Officer throughout the year, and this is a great tool for advertisement.

Find us at...

Our Facebook page:  
NKHS Trojan Theatre

Our Snapchat page:  
Trojantheatre

Our Instagram page:  
Trojan\_theatre

## ARTICLE VIII - RECOGNITION

Section 8.01... VHSL Letters and Bars

Students receive a VHSL letter for completing VHSL One Act. Bars are earned for each subsequent year they participate in VHSL One Act. When made available by the Activities Director 4 Year Recognition Plaques will be made available to those who've earned them.

## Section 8.02... End-of-Year Drama Club Awards

At the end of the year all of the inducted Trojan Theatre Thespians that are not seniors are expected to put together a formal and informal awards ceremony for the End-of-Year Awards. The seniors are not allowed to take part in preparing for the ceremony. The theme for the ceremony is voted on by the troupe.

- Drama Club Awards- All members of the drama club who participated in a production this year are encouraged to come to this event.. Small awards are made for each play and the cast and crew of the production vote on the receivers of these awards. It allows members to be recognized for their talents and the effort they put into our production. In order to earn a formal award, you must be an active thespian.
- Thespian Court Awards- Like the Drama Club Awards the members of the drama club vote on the court. It consists of the King, Queen, Prince, Princess, and the Jester. They are divided by grade. The Kings and Queens must be seniors. The Prince and Princess can be any grade other than seniors.. The Jester is any grade. For Thespian court you must be an active Thespian.
- Thespian Honors- When a Thespian reaches sixty points then they are classified as a Honor Thespian. When the treasurer logs the points and finds a new Honor Thespian it will be posted out on the board outside the drama room. It should encourage students attendance by seeing other students awarded for their commitment.
- Seniors- On the day of the awards ceremony the final section of formal awards focuses on the seniors. Only seniors that were active in the current year are allowed to be part of senior recognition. If the senior wants to be spoken about a member of the Theatre Department is encouraged to get in contact with a junior to communicate their want to write that seniors speech. The speech should be about how that senior impacted the students life as well as the troupe's. The speaker should not tell the senior that they are speaking for them before the ceremony. Also seniors are expected to have a speech to talk about their experience. A slideshow should be in the background with the senior accomplishments and future plans.
- Exceptional Behavior Slips- If a governing board member notices that a member of the troupe is showing qualities that represent exceptionally hard work being done, or kindness towards others. A member will write exactly what they noticed from the person onto a slip, and the slip will be posted onto the board. These are given out randomly throughout the year as a way to recognize everyone in the troupe.
- Award Categories  
Each category has various awards associated with it, changing with each year and each show. Here are some examples of awards voted on and given out at the end of the year ceremony.
  - One-Acts
    - MVP
    - Best Actor/ Actress
    - Best Supporting Actor/ Actress
    - Best Ensemble Member

- Best Techie- Booth
  - Best Techie- Backstage
- Musicals
  - Best Musician (Only voted on by other musicians)
  - Best Singer (M/F)
  - Best Actor/ Actress
  - Best Ensemble (M/F)
  - Strongest Dancer (M/F)
  - Most Growth as a Dancer (M/F)
  - Most Animated (M/F)
  - Best Booth Crew Member
  - Best Backstage Crew Member
  - MVP
- Mainstages
  - Best Actor/ Actress
  - Best Supporting Actor/ Actress
  - Best Ensemble Member (M/F)
  - Best Booth Crew Member
  - Best Backstage Crew Member
  - MVP
- Honor Thespian Awards
  - Royalty: King, Queen, Prince, Princess, Jester
  - Rookie of the Year
  - Techie of the Year
  - Best Thespian
  - Tracy Burruss Award for Bravery
  - Super Trouper (Specifically chosen by Troupe Sponsor)
  - Most Growth
  - Dramatist Award
  - Future Educator Award
  - Spirit of Thespis Award
  - Best Director

#### Section 8.03... Company Members of the Month

- At the end of designated Drama Club Meetings, 4 students within the troupe are chosen to be the company members of the month. They are recognized for meeting one of the core values: "People Matter", "Strive for Excellence", "Work Together", and "Be the Person Whom You Want to Work With". This is announced at a drama club meeting & their picture is then displayed on the callboard for the rest of the month until replaced with the next group. It is governing board's job to discuss all the attributes that each nominee displays & decide on who deserves it the most. Recipients receive a sticker/ button for their core value.

#### Section 8.04... Gypsy Coat

- This tradition is meant to recognize someone who has taken the leap of faith by taking part in their first mainstage production. Directly after the closing night of a production, the gypsy coat is awarded to someone who is participating in their first mainstage with Trojan Theatre. This person exemplifies



what it means to jump right into a new experience with a positive impact, and this could be in many different ways. After being given the gypsy coat, the student is responsible for creating a decorative patch summarizing that show & sewing it onto the coat. For the next mainstage, this student should be on the look-out for any new faces & reasons why they display qualities deserving of this honor. They hand it off before minute to give it on closing night of the show.

#### Section 8.05... Holidays

On most holidays we offer troupe activities for a bonding experience for the students involved in our club. The event features games, activities, and food. The most popular events are the Winter Holiday Celebration and Theatre Thanksgiving. At Theatre Thanksgiving participants pull another participants name from a hat and their job is to get a gift for them to open at the Winter Holiday Celebration. This tradition allows students to get to know each other a little better and gets them involved in the holiday spirit.

#### Section 8.06... Freshmen Welcome Letters

- During freshman orientation, Trojan Theatre sets up a booth and informs the up-coming freshmen about the program. There should be a clipboard for interested students which will collect their name, homeroom, and which aspect of theatre they are interested in (acting, tech, or both). Any inducted Thespian is then allowed to sign up to write a freshman a letter to tell them more about our program, explain what we stand for, and encourage them to join the troupe. These letters will be collected and delivered within the first week of school.

### ARTICLE IX - OTHER

#### Section 9.01... Parent-Director Communication Guide

- Parenting and directing are difficult vocations. If we understand each of these roles and establish good communication, we are better able to accept our respective responsibilities and support our students. Effective communication is vital and requires participation, dedication, sacrifice and communication from parents, students and the director.
- From the director, you should expect communication regarding: (a) Director's and program's philosophy. (b) Individual and group expectations. (c) Location and times of all rehearsals and shows. (d) Production requirements: rehearsal, costume pieces, tech, performances and strike times (e) The Procedures followed if your child is injured during rehearsal or a show. (f) Any discipline that may result in the denial of your child's participation.
- From parents, the director should expect: (a) Attendance at any corresponding production's student/parent team meeting. (b) Concerns, including those about a director's philosophy and/or expectations, expressed directly to the director. (c) Notifications of schedule conflicts well in advance. (d) Support for the program and the commitment and responsibility that are essential ingredients for success and excellence. Encourage your child to excel.
- Accepting your child not getting the role or position you or he/she would hope is difficult. The full payment of the activity fee does not entitle a student to a minimum amount of stage time. Casting is an involved process and decisions are made based on what is best for all of the students and the final production. Certain issues should be discussed with your child's director [after the student to director conversation has been exhausted]. Other issues should be left to the decisions of the director.
- If you have a concern to discuss with the director: (a) Call to set up an appointment with the director. (b) Please, do not confront the director before, after or during a rehearsal or performance. This interaction, at times that may be emotional for both the parent and the director, does not promote objective analysis or resolution.

- Theatre Arts support the academic mission. They are an integral part of a good educational program. Students who participate in theatre programs tend to develop good time management skills, self-discipline, self-confidence, and the ability to handle competition. Experience in theatre teaches life skills through valuable lessons in teamwork, collaboration, dedication and hard work. Participation in high school theatre is often a predictor of later success - at college, in a career and as a community member.

#### Section 9.02... Expectations For Participation

- Theatre Arts is a collaborative process. This means all participants need to contribute equally to the success of the production. When all members work towards this goal together the experience becomes a rewarding and enjoyable time.
  - Being on time is a courtesy to your fellow artists. Please arrive ready to begin prior to the rehearsal start time so that we may make the most of the time together.
  - Please have all materials ready for use at rehearsals and production meetings. This includes scripts, a pencil, an additional notebook if necessary, and appropriate rehearsal attire.
  - Cell phone use is not permitted during rehearsal time. During breaks you may check for messages, but once rehearsal resumes you must put your phone away.
  - Any water bottles, trash or other items must be removed from the auditorium at the end of the rehearsal or show.
  - Attendance is important and unexpected absence is difficult for all. Please note any conflicts on your audition form. Any additional conflicts/absences may result in a casting or production position change. When a rehearsal is missed, it is your responsibility to see the stage manager or director to see what you need to learn and make up.
  - Your health is of the utmost importance! Please stay well rested and hydrated. If you do become ill, please contact the director and do not attend rehearsal. Your first priority is your health and well being.
  - Preparation is the key to success. Definite "Off book" dates will be found on the rehearsal schedule. Please manage your time wisely to balance time for homework and additional practice at home.
  - Rehearsals will be executed in a professional manner and all actors and technicians should accommodate the work by staying alert and focused. Please utilize breaks for conversations. Silliness during breaks is encouraged, but please re-focus before returning to the rehearsal room. Leave your personal problems at the door please!
  - Please arrange for a ride home to arrive promptly at the end of your scheduled rehearsal time. Please note that rehearsals may run a bit longer than scheduled, but no rehearsal will run past 6:30pm unless it is the week of show or noted in the calendar.
  - The director will make every effort to supply costumes and props within the limits of the production budget. At times you may be asked to supply items from home. Please make sure these items are labeled clearly so that they may be returned at the end of strike.
  - Stage makeup is required for all productions. The dressing rooms have a small supply, and depending on what kind of special effects are necessary, actors usually will not have to supply any materials. However if you are interested in obtaining your own personal stage makeup kit, Ben Nye sells everything you need. It is recommended you visit Premiere in Carytown to have your skin matched. You may buy makeup there or order it online.

- Fundraising is a vital aspect to the support of our program. Please do your best to participate as often as possible. This is how we budget for productions.
- Participation in tech may be required to fulfill production. Please sign up for at least the minimum time required and dress appropriately for work that may be messy or dirty. Friends and family members who wish to volunteer at these times are welcome and encouraged to come.
- It is important to thank your guests for coming to the show. However care must be taken to preserve the integrity of your production. Before greeting guests, actors must completely change out of costume and hang it up and return any props to the props table. Unless otherwise noted by the director, performers may not greet guests in costume.
- Strike is required for all participants. Failure to participate in strike may mean failure to gain your hours from work being done on that show.

#### Section 9.03... Recommendation Letter Policy

- If you wish to receive a letter of recommendation letter from the DTA you must first write an advocacy letter for the New Kent Trojan Theatre. Your letter should include topics such as why students benefit from doing theatre, what you have learned from theatre, what makes New Kent Trojan Theatre special, and why theatre is valuable, etc. After you have written your recommendation letter and turned it into the troupe's current advocacy officer they will communicate with the DTA and you will be on your way to receiving your letter of recommendation.

#### Section 9.04... Permission and Treatment Release

New Kent Trojan Theatre, requires that a form be completed for each delegate (students and adults) participating in an overnight trip or a trip that involves performing, loading and unloading technical elements, or any participation in a physicality based workshop. If a Delegate is a minor (under 18), a parent or legal guardian must complete this form. The cost of any prescribed medications will be charged to the Delegate. Information needed for the form include:

Legal Name, Date of Birth, Gender, Home Address, Cell Phone #, Home Phone #, Name of Parent/ Guardian/ Next of Kin and their contact #, Emergency Contacts (2) and their #, Known Allergies, Medications Presently Being Taken, Any past illnesses or other information that would be useful in the event medical treatment is necessary, Family Physician and Contact, Health Insurance Details/ Copy of Insurance Card.

The form must include the following:

Please read the following and sign. I CONSENT TO MEDICAL TREATMENT. The undersigned hereby gives permission and consents to New Kent High School Trojan Theatre and its Organizers to provide routine first aid, supervise the self-administration of over-the-counter and prescription medications and to seek medical assistance and/or treatment on behalf of the Delegate in the event that an illness or injury requiring such medical assistance and/or treatment occurs while the Delegate is attending or participating in the designated activity. In the event that reasonable attempts to contact the individuals listed above are unsuccessful, the undersigned hereby authorizes and consents to (1) the administration of any treatment deemed necessary by the physician listed below or, if unavailable, such other licensed physician or other healthcare provider as may be available and (2) the transfer of the Delegate to the nearest hospital or other medical facility for emergency medical evaluation, care and treatment. The indemnification in Section below shall expressly cover any claims related to the actions by New Kent Trojan Theatre, its Organizers in (A) providing such routine first aid or supervision and (2) seeking such medical evaluation, care and treatment,

and in providing any information reasonably requested by such emergency medical providers for purposes of providing or billing for such service.

I. RELEASE & INDEMNIFICATION The undersigned hereby releases and agrees to indemnify, save and hold harmless New Kent High School Trojan Theatre, the Educational Theatre Association, its programs, Chapters and other Group Affiliates, and all respective officers, employees, agents and representatives of the aforementioned entities (each an "Organizer" and collectively the "Organizers") from and against any and all claims, demands, causes of actions, losses, liabilities, judgments, damages, costs and expenses (including reasonable attorneys' fees) resulting from the Delegate listed above participating in specified event. The undersigned shall give each Organizer prompt written notice of any claim or facts or circumstances that might give rise to any claim for indemnification. The undersigned further agrees to be responsible for Delegate while traveling to and from the specified event including any expenses incurred by the Delegate, caused by the Delegate and/or any personal injuries which may occur to the Delegate. The undersigned authorizes the Delegate to be released to the Troupe Director or Chaperone listed on Page 1 of the form.

II. RULES AND REGULATIONS The undersigned agrees that the Delegate shall abide by NKCPs code of conduct, security rules and regulations (as described in detail in this handbook) and those of the Organizers. The undersigned understands that, if the Delegate violates any of NKCPs code of conduct, security rules and regulations or those of the Organizers, the Delegate may be returned home, and undersigned (or other parents and/or legal guardians) may be financially responsible for all necessary costs incurred while sending Delegate home. The undersigned also understands that specified event registration fees cannot be refunded after a specified date..

III. PHOTO/VIDEO RELEASE The undersigned irrevocably consents to being photographed or being recorded by means of video or audio tape recording by the Organizers, or a designated representative of the Organizers. These photographs and/or recordings can be used, without compensation to undersigned and/or the Delegate, in any public display, publication or media, or website, or in any manner or form, and at any time by the Organizers in promotion of the mission to promote the theatrical arts and have theatre arts recognized in all phases of education. The undersigned releases the Organizers, and their employees, agents, representatives, associates, Board of Director members, and consultants from any liability in connection with the use of such photographic, video and/or audio materials.

IV. AUTHORIZATION I consent to the use or disclosure of protected health information by New Kent Trojan Theatre, or its Organizers, or any third party health care provider, for the purpose of analyzing, diagnosing, and providing treatment to the above stated Delegate, obtaining payment for health care services rendered or to be rendered, or to conduct health care operations. A copy of this consent is as valid as the original. I authorize my insurance benefits to be paid directly to NKCPs, New Kent Trojan Theatre, or its Organizers, or any third party health care provider. I assume full responsibility for and agree to pay for all services rendered or to be rendered. I understand I have a right to receive a copy of this consent upon request, and to revoke this consent in writing at any time except to the extent that the specified healthcare provider, or another third party health care provider, has taken action in reliance on this consent. This authorization is valid one year from the date signed or through the term of coverage of the policy, and during the required period to process the claims.

#### Section 9.06... District Volunteer/Chaperone Forms

- These forms can be found in the main office and must be filled out at least a week in advance of the event.

#### Section 9.07... Guest Speaker/Artist Policies

- Guest speakers, alumni, and artists often visit the space to do workshops, or to help produce our shows. As a member of the troupe you are required to respect them and their time given to the troupe. You are also encouraged to help them with whatever tasks they require, or you can talk to them about their profession at the time of visit, as long as it does not become a distraction.
- All Guest Speakers/ Artists must be approved by Administration at least 2 weeks in advance via the form located in the main office.

#### Section 9.08... Fundraising Process

- Fundraising is beneficial and necessary to the success of our troupe's shows and activities. It is the responsibility of the students to explore fundraising options, and even head the fundraisers themselves. In most cases, fundraising will be a troupe effort. This is for shows, some trips, and supplies needed for the program. However, some trips (ITF, State Festival, etc.) require individual fundraising. This means the money you make from your fundraising effort will directly benefit you. The process for establishing a fundraising event is as follows:
  - Research - find options that work for our troupe specifically, do not pick things that we will not be able to tackle.
  - Work out the logistics - It is not the troupe director's job to do this. Use your resources and talk to the adults you have at your disposal. The bookkeeper and principal are your best friend.
  - Present your idea clearly and concisely to the director - have all of the answers ready!
  - Set a date - Make sure people can come and it will not conflict with other troupe activities.
  - Get it approved! - There are fundraising applications in the office. Find one, fill it out, and wait for it to be approved.
  - Advertise! - People cannot help out/come if they don't know it is happening!