

THE PUBLIC THEATRE OF KENTUCKY GENERAL POLICIES

The Public Theatre of Kentucky is a non-profit theatre providing a complete theatre experience for youth and adult actors. This program and all participants benefit from the mutual respect gained by following a standardized set of rules.

Parent Contract

You are required to read and understand these policies before participating in any program at the Public Theatre of Kentucky. You will be asked to acknowledge receipt and acceptance of these policies when you enroll.

Parent Volunteers

***Every student is required to have one adult volunteer in attendance for at least one performance and on any work or set build days.

Parents who sign up for a volunteer position are expected to follow through with this commitment. We are a small nonprofit organization that provides a lot of free and affordable programming, and the only way we can continue to provide high quality programming like this is with the committed help of parents and the community.

Conflicts

Actors are required to create a conflict list ahead of casting to let the director know when they are unable to rehearse. This conflict list must be strictly adhered to. All casting and rehearsal schedule decisions are made based on this list. **You may not add conflicts later.**

Please look CAREFULLY at the rehearsal calendar and list all possible conflicts. It is important to be truthful about conflicts and obligations. Casting decisions can be influenced by a student's availability and excessive or added conflicts may result in removal from the show. Not all cast members will be scheduled for every rehearsal or for the entire rehearsal session.

Absences

You may not miss rehearsal other than pre-stated conflicts. Unlike most activities, when an actor is missing there is no one who can fill in. An unscheduled absence requires everything to be relearned the next rehearsal and sets the whole show back. Due to limited rehearsal time, we will not be able to go back and re-teach or re-block scenes for students who are absent. If a cast member misses a rehearsal, they may not be placed in that particular number or scene. A detailed schedule will be given out in advance. It is extremely important that you keep track of the schedule and which days your character is scheduled. In the case of illness or emergency we ask that you notify the stage manager as soon as possible. It is your responsibility to reach out to the stage manager for blocking, music or choreography notes learned that day. If you have a fever or stomach virus, please remain home until you are 24 hours symptom free.

Casting

No child will be cast until all paperwork has been submitted. Role offers will be sent out via email within a week of auditions. After all roles have been accepted, a full cast list will be sent to the participants. There are many things to consider when making casting decisions, but our goal is always to tell the story the best way possible. Preparation and a great attitude are a must. Recent rehearsal or performance behavior and attendance will also be a consideration in casting. Auditions are hard. We sincerely appreciate the courage it takes to put yourself on the line and to risk what feels like rejection when you don't get the role you want, or even a part in a show. We also know that the casting decisions we make will inevitably disappoint some of you. We are committed to keeping exceptional training at the heart of what we do, and so we want to offer every student an opportunity to learn from their audition experience. Most of the time an actor has done all they can in an audition to work toward the role they want. Casting is a complicated puzzle where each role affects another and many of those variables are out of a student's control. The following guidelines are meant to help students and their parents know just what they can expect from us once a cast list has been posted, and what in turn we expect of them.

What we won't do:

- Reconsider a casting decision. Once a casting decision has been made, it is final. The casting team will not offer explanations for, entertain complaints

about, or discuss in any way the decisions that have been made, with anyone.

- Discuss the casting decision with parents. The casting team will not discuss the casting decision or the student's audition with the student's parent(s).

What we will do:

- Encourage ongoing training. We urge students to continue their training through workshops and classes, whenever possible, and will happily point any student toward upcoming opportunities at PTK (or elsewhere) that require no audition to participate. We believe it is much more productive and effective to work on one's performance skills when the pressure of auditioning is not looming ahead.

Character Roles/ Stage Time

Every show and cast is unique. The number of students participating in each show also varies. We strive to put students in roles where they will shine the brightest and provide honest and captivating storytelling for our audiences. An actor's stage time is not always reflective of their skill or audition, but when you are a part of The Public Theatre of Kentucky community it is understood that the show quality is high because every actor in every size role is strong and giving their best effort no matter how many lines they have.

Memorization of Lines, Blocking and Scene Work

Each actor is an invaluable part of the team and is expected to arrive prepared, with a positive attitude, ready to do the work in and outside of rehearsal to make sure everyone is ready for opening night. Expectations regarding memorization will be communicated with the cast and parents throughout the rehearsal process.

Communication

Communicating with staff or instructors on their personal cell phone is prohibited, unless they request otherwise. Unless otherwise instructed, if there is an issue, please contact them using the provided email address. The exception to this policy is communication with the stage manager who MAY offer their personal cell

phone.

All communication will be conducted via email. It is your responsibility to check your email regularly as email notices will be sent almost daily. Please make sure to list all email addresses that you wish to receive updates on your enrollment forms. The rehearsal schedule will also be sent out via email. If you have not received copious emails, then you need to let us know that your email address has fallen off the list.

What to Bring to Rehearsals

All cast members will need to bring their script and a face mask to each rehearsal along with a labeled bottle of water. Cell phones are allowed but must be put away. If students are seen with cell phones or electronics, and do not have permission to have them out, these items will be taken up by the stage manager and locked up until the end of rehearsal.

Dress Code

All actors are expected to wear comfortable clothing and close-toed shoes that allows for movement. Flip flops, socked feet, and bare feet are not permitted. Shorts should be worn under dresses and skirts.

Food and Drinks

No food will be allowed backstage. Please eat prior to rehearsals and performances. Cast members may bring a snack and will be given a short break during which they may eat.

We encourage children to bring healthy snacks and water in a container that can be secured tightly. Containers without secure lids are not permitted. All students are required to dispose of their own trash. Due to cast sizes, snacks or lunches that require microwave or refrigeration are not permitted.

Please note: If you have specific dietary concerns or allergies, please let us know and we will notify the students about what is safe to bring.

Rehearsals Drop Off/Pick Up

Rehearsals start promptly. It is important that cast members are dropped off and picked up promptly. If cast members are late, they need to contact the stage manager and let them know as soon as possible. The days are planned around each child's availability so when you are late, the whole rehearsal is held up. If you are late you may miss out on opportunities to be in scenes or musical numbers.

Students under the age of 16, must be signed in and out by a parent. Please walk your child into the theater and come into the theater to pick your child up. Students 16+ can sign themselves in and out. You must pick up and drop off on time and communicate if there is a problem. That said, we will never leave a student at the theater unattended.

On the first day of rehearsal we will have a carpool permission form and you may list any adult, other than yourself, that has permission to pick up your child. We will not release your child to anyone other than the individuals you have given us written permission to release them to.

Tech week(s)

Tech week (the week before and week of the performance) attendance is mandatory. Missing a mandatory rehearsal may result in being removed from the show.

Costumes

During each rehearsal process, we will send a detailed list of what each cast member needs for a costume. It is not mandatory for parents to provide costumes. If you are unable to provide a costume piece, you must email the Director with the performer's name, character name, item(s) needed and size by the date specified. Costumes should not be stressful or expensive for families, please communicate with us if you are running into problems. All items should be returnable, as the Director will have final say over costuming decisions, or we may find that the specified costume does not work for some reason. If a costume feels unsafe or uncomfortable, please communicate these needs directly with the Director.

Costumes may not match your taste preferences, but it is important to respect the design decisions made by the creative team.

Closed Rehearsals and Performance Expectations

During performances, no one except actors, crew, and any parent volunteers that are needed will be allowed backstage. We realize that it is fun to say "Hi" to your friends and family, but the actors need to be focusing and concentrating on their characters and the performance.

Parents are not permitted in the room during rehearsal. This is the easiest way to make sure that every adult in the room is a safe and trusted adult. It also allows students and instructors to feel like they can work without an audience.

Behavior and Dismissals Policy

Every student and parent is expected to be a kind, loving, hardworking advocate and member of this community. If an actor or parent is not able to be a positive part of PTK, the family may be asked to leave the show or program. It is our goal that every person involved feels that PTK is a safe place, and that no one's educational evolution is impeded by another student or parent's poor behavior.

All staff members must be treated with respect. If a behavior issue arises with a student, we will first address with the student directly, and then involve parents if needed to resolve the problem. Inappropriate behavior from parents, guardians, or other family members, and may result in the student's dismissal from the production.

Cell Phone Policy

We recognize the importance of students having cell phones in order to stay in contact with parents. We require that the auditorium be silent during rehearsals and that performers pay attention so that they can learn from the other actors working on stage and so that they do not miss their own cues. Cell phone use is permitted as long as it does not interfere with these conditions. Cell phones must be turned off if we find that they are being used excessively or interfering with rehearsal. During productions cell phones must be turned off to avoid distractions, missing cues, and unnecessary noises.

Cast Conduct

Cast members who do the following may be removed from the production:

Make derogatory comments or call bad names to someone's face or behind their back, spread lies with gossip or rumors

Make efforts to socially exclude or isolate someone

Physically abuse someone by hitting, kicking, shoving, and spitting, etc.

Take money or other belongings from someone

Force or pressure someone to do something against their will or encourage them to do something inappropriate

Brag about your abilities, talents and roles or criticize the talents and abilities of others

Non-discrimination Policy

It is the policy and commitment of the Public Theatre of Kentucky that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, sexual orientation or religion.