

## Production Handbook



## Performance Dates

December 10th-12th

&

December 17th-19th

## PARTICIPANT PROTECTION POLICY

The Foundation of Arts values the participation of all children and adults in its programming and activities. We recognize the critical role of its volunteers, students, and parents. In order to assure parents and all participants that The Foundation of Arts values their safety, the following policies will govern all participants at all times during their involvement in activities of The Foundation of Arts:

### 1) Protection from Predators

No person who has pled guilty, or has been found guilty, of any sexually related offense or sexual offense relating to the harm or endangerment of a minor shall be granted inclusion in any way in any FOA programming or events.

The Rule of Three will be implemented at all times, unless there's a camera in the room. Three people must be present at any time during FOA programming.

### 2) Staff Training

All staff members will be made aware and are responsible for knowing these safety and security policies and procedures:

- a) if a child is behaving in a manner that is disruptive or dangerous, staff will advise the child to stop what he/she is doing. If the child refuses to alter his/her behavior, the parent/caregiver will be notified, and the child risks losing privilege of participating in future activities.
- b) if a child is in need of parental care, staff will make every effort to contact parents. In extreme cases, if the parent/caregiver cannot be reached, appropriate emergency officials will be called.

We also recognize that parents are a child's ultimate teacher, and therefore we expect parents to instruct their children how to be safe at all times, how to follow rules and instructions, and how to be responsible. In order to foster a welcoming and safe environment, the following **general responsibilities of parents/caregivers** are expected by The Foundation of Arts:

1. Parents/caregivers are ultimately responsible for the supervision of their children. Children unattended by parents are expected to be mature enough to follow rules, to take responsibility for their own safety, and to let a staff member know if they need help.
2. No child under the age of 8, or whose scheduled activity lasts less than 45 minutes, should be left unattended by a parent. Waiting areas are available for parents/caregivers.
3. The Forum and The Arts Center are public buildings, and not alternatives to long or short term child care. Staff cannot monitor everyone who enters, and all citizens are free to use any public area in our facilities.
4. Parents/caregivers are expected to ensure that their children arrive no earlier than 20 minutes, but no later than 5 minutes, PRIOR TO THEIR ACTIVITY START TIME. Also, parents/caregivers must pick their children up from their activity no later than 15 minutes after it ends. The Foundation of Arts does not employ babysitters or security guards. While staff and other hired personnel are capable of supervising children during scheduled events, they cannot be responsible for children during times that occur outside of scheduled events.

If the staff of The Foundation of Arts is aware of a situation of a child being dropped off early or picked up late, every effort will be made to monitor that child; however, The Foundation of Arts nor its staff can be held responsible for the negligence of a parent or caregiver. To avoid these situations:

## Statement of Commitment

### I, having been cast in this production, understand that:

- being selected is a privilege.
- a production requires the hard work and dedication of many people, on stage and off-stage.
- I must respect all the commitments involved.
- I must follow the FOA procedures if I have a concern
- my tardiness/absence is not acceptable. It puts unnecessary difficulty on my cast mates.
- my punctual attendance is required and expected at ALL rehearsals and performances.
- I am expected to arrive on time, ready to learn, obey my Instructors and Director, be and ready to work.
- I must maintain a positive attitude and always give my best effort.
- NO MONEY will be refunded if I drop out of, or am removed from, the class.
- the technical aspects of this production (lights, sound, scenery, props, costumes, etc.) are created by human beings who work very hard. **Just as I would not want my dancing to be openly criticized, I will not demean, condemn, or complain about the creative products of anyone else.**

### I am willing to:

- style my hair according to what the director needs for the show.
- wear a wig, stage makeup, and my costume in the manner intended by the director.
- follow all the instructions that The Foundation of Arts and the Director give me.
- help with all other aspects of the technical and set build of the production as assigned.

### I will:

- respect all direction given by those in authority.
- not allow my cell phone to interrupt (or take priority of) rehearsals.
- be present and accounted for during every moment of class.
- treat my costume with care and respect.
- NOT EAT OR DRINK WHILE IN COSTUME.
- hang my costume after I take it off, and keep all my costume pieces together in the area that is assigned to me.
- follow the rules of The Forum (ex: no food in the auditorium or dressing rooms, no smoking anywhere in the building, no foul language, no "playing" with or on the set, no unauthorized use or contact with backstage equipment, etc.)
- use good judgment, common sense, and *courtesy* in my words and actions and speak positive messages only on social media or in person.
- be a great team member with regard to helping out when someone needs me and "laying low" when I need to stay out of things.
- Not post lewd, violent, or unsavory content on social media (Facebook, Snapchat, Instagram, Etc.) in regards to the Foundation of Arts, the show, or its participants.
- Not participate in harassment of the Foundation of Arts Staff, volunteers, other participants in the show, or towards Foundation of Arts students by sending texts, social media private messages, phone calls, etc by sending unsavory content.

### General Information and Reminders:

- Your **costumer** will invest just as much time making costumes as you invest memorizing your lines. Both you and she are going to be working very hard to make you look good on stage. You have an obligation to respect her time and work by taking CARE of your costume – keeping it hung up, not eating or drinking around it, treating it gently, etc. Also remember that costumes are NOT STREET CLOTHES. They are designed to fit a specific time period and style, and you are not permitted to make changes to them so that they will look like something “you” would wear. YOU are not wearing them; your *character* is.
- As always, **Absolutely No Food** is allowed in the auditorium or dressing rooms. If you do not get a chance to eat before rehearsal, you may bring food to eat upstairs on the mezzanine. This rule goes into effect as soon as you come in the front door, and it applies to **everyone** – cast, crew, volunteers, parents, etc. **Water** is the only beverage allowed in the auditorium, but it must be in a container that has a tight fitting lid or top. This privilege will be extended to the cast as long as empty bottles are not left in the auditorium. PICK UP AFTER YOURSELF. It only takes a few minutes, but it makes a BIG difference when we all work together. This is your theatre, too; please help us keep it clean.
- **Rehearsal and class attire** is comfortable clothing and shoes that you can freely move in. FLIP FLOPS are discouraged and BARE FEET are not allowed. Please do not wear large earrings. Do wear deodorant. Lots and lots of deodorant.
- All **rehearsals are closed**. Please make this clear to your friends and family. Members of the cast do not like “strangers” watching them as they perfect their roles. Audiences are intended for performances, not rehearsals.
- Please don’t miss any class other than what you wrote on your audition form. If an EMERGENCY arises (an emergency generally includes someone’s vomit, blood, or hospital stay), please call and leave a message. Remember, you made a **commitment** to this production.

*The Nutcracker*

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**Separate Documents for Your Use and/or to Turn In**

**Cast Ticket**

**Stage Notes**

**Production Form**

**Cast Member Statement of Commitment**

**Parent/Grievance Form**

**Ad Sales Form**

**Video Ad Sales Form**

**Rehearsal Schedule**

**Ticket Information**

Tickets can be purchased two different ways:

- online at [www.FOAJonesboro.org](http://www.FOAJonesboro.org) (any time night or day)
- at the Box Office in The Forum (Tuesday – Friday 10:00 – 6:00)

Tickets will not be held without payment. Refunds are not issued. Exchanges can be honored.

The Foundation of Arts accepts cash, checks, and all major credit/debit cards.

(Note: buying tickets online costs around \$.75 cents extra per ticket. This money goes directly to the ticketing company, not to The Foundation of Arts).

Complimentary passes are given to each performer. These passes are good for any performance, as long as seating is still available, and can be given to anyone you choose. You should give these passes to your guests of choice as soon as possible so they can redeem them for an actual ticket. If the show sells out before your guests redeem their passes, they will not be able to redeem them.

There are a few things you must remember in order to use your free passes:

1. The passes must be presented at the box office and exchanged for the actual tickets. This can be done **ONLY DURING BOX OFFICE HOURS** (Tuesday – Friday 12:00 pm – 6:00 p.m. and one hour before performance time on show days).
2. We will not open the box office for cast members (or anyone) who wants to redeem the passes outside of box office hours.
3. Credit for your passes cannot be given over the telephone or used for online purchases.
4. Your passes will not be replaced if lost, and no refunds will be given for tickets purchased.
5. Additional SPIN Night tickets can be purchased for \$35 each at the Box Office. Lost tickets cannot be replaced without charge.

**Theatre Policies  
for Parents, Grandparents  
Family Members, and Friends**

**No Admittance Backstage**

Authorized personnel only (actors, stage crew, FOA employees) are allowed to go backstage before, during, or after the performances (including intermission). *Only* pre-authorized personnel can enter the red curtains at the side of the auditorium, use the back doors at the rear of the theatre, or access the stage from the auditorium floor.

**Flower/Gift Tables**

It is customary to give flowers, candy, small gifts, etc. to the cast/crew of a show. Tables are provided in the lobby for such items, if you choose to bring them. Please be sure to securely attach the name of the recipient to the gift or flowers. Deliveries can be accepted only during our business hours which are Tuesday – Friday from 12:00 – 6:00.

**Cameras**

Cameras (flash or not), video equipment, and any recording devices are discouraged during performances. They are dangerous to performers, legally forbidden by federal copyright and licensing laws in many situations, and their use poses a threat to The Foundation of Arts' ability to obtain the rights to put on productions in the future. Please ask the FOA Staff if cameras will be allowed before bringing them into a performance .

**Cell Phones**

Everyone has one, and they're not forbidden in The Forum. However, they do interfere horribly with the sound system, and therefore, they must be turned off (using "silent" and "vibrate" features isn't enough... they must be powered down completely to avoid transmission interference with microphone technology.)

**Babies and Young Children**

Every person in the auditorium, regardless of age, must have a ticket to the performance. This policy is standard and accepted in theatres all over the country, and has been instituted by The Foundation of Arts after audience members have become frustrated with noise and disruption caused by children who are too young to be entertained by a performance. We respectfully suggest that children under 3 years of age not be brought to the theatre, but if they are, they will need a ticket.

**Important Dates to Remember**

*\*Please see rehearsal schedule for all rehearsal times & dates\**

**Wednesday, September 1st**

- Production Form
- Statement of Commitment Due
- Grievance Policy Form Due
- Publicity Release Form & CrewApp Form Due
- Cast Only Flash Sale for Breakfast with Ballerinas: Discounted Price

Ends at 6:00 pm

- Shirt Orders Due

**Tuesday, September 28**

- Breakfast with Ballerinas tickets on sale

**Tuesday, November 16**

- Ticket online sale begins

**Tuesday, November 23**

- Tickets go on sale

**Friday, December 3**

- All Playbill Ads, Video Ads, & Stage Notes due
- All 4"x4" headshots due
- Cast Photos Due

**Performance Times**

**Friday, December 10th at 7:30**

**Friday, December 17th at 7:30**

**Saturday, December 11th at 6:00**

**Saturday, December 18th at 6:00**

**Sunday, December 12th at 2:00**

**Sunday, December 19th at 2:00**

## Theatre Policies for Performers

### Cell Phones

Everyone has one, and they're not forbidden in The Forum. However...

...they **shouldn't be used during rehearsal** when you need to be listening. The ringer should be turned to silent or vibrate, and you can check your missed calls during breaks. If there is a case of a **true emergency**, go to the lobby to use your phone.

### Arrival Time and Place

For *rehearsals*, check your schedule to see what time you need to arrive and where your rehearsal is being held. And...when you arrive in the theatre, go directly to a seat in the first 3 rows of the center section of the auditorium. **DO NOT go on stage or backstage**, and DO NOT run around aimlessly and loudly. Other people are trying to work, and you are disrupting them.

For *performances*, your director will provide a Call Time for you. If your dressing area is in The Forum dressing rooms, you will need to enter the theater by using the *backstage doors* in the alley behind the building. An adult will be posted there to make sure you can get in.

### Food and Beverages

This cannot be emphasized enough: they are NOT allowed past the BLUE CURTAINS. This building is old and attracts insects, vermin, and other unpleasant critters. The only way to keep them out of The Forum is not to invite them in at all. Also, our non-profit organization does not have the money to hire extra custodians to clean up after your snack time. And last, but not least, is *respect* for your costumer(s). And of course, no drugs or alcohol are allowed during rehearsals or to be consumed by cast or crew during programming.

### Set Pieces and Props

Again, a tremendous amount of time, energy, and money is put into building the set and props for productions. **DO NOT PLAY** with them. They are not playground equipment or toys. Most importantly, they can be (and sets ARE) **DANGEROUS**. Since 2000, we have had only two serious injuries involving a set (but several near misses). Let's not add to those counts.

### No watching the stage from the wings!

Wing space is reserved for the technical crew and the performers who are about to enter or exit the stage. The STAGE MANAGER will let you know if it's okay to be in the wings. Otherwise, you need to be in your designated "waiting area."

### Be Quiet and Stay Quiet backstage!

Performers and the technical crew will be concentrating. Do not disrupt the person next to you. The stage managers have to communicate; the fly rail operators and the crew in the sound booth have to listen. *Please do not bother the stage manager or the fly rail operators*. While downstairs under the stage, you will need to keep your conversations very quiet.

Bring a book to read or a quiet activity to keep you busy. Sometimes waiting is boring, so bring a book or iPod or video game with earphones. Be neat! Keep your personal items neatly arranged in your personal area. Label your bags and hangers with your name so that items don't get lost, and don't bring anything valuable.

### Keep yourself and your teammates healthy.

Please be aware that the success of the production depends on your health and the health of your teammates. If you experiencing symptoms of illness, please stay home until you are not, so as not to spread the illness to other.

### "Life" Words Only

The FOA seeks to provide a nurturing environment for all participants. We do not allow overt criticism or negative speak in person or on social media.

### Make Sure You're Watched

**If your're under 18, always be sure you are being watched by an adult if you go outside. Also, make sure you have an adult's permission if you go in the kitchen or the costume closet!**