

Homewood-Flossmoor Park District



Performer's and Production Handbook

Homewood-Flossmoor Park District
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THE STAGE Philosophy

The Stage theatre troupe exists to give area residents the opportunity to participate in quality live theatre, as actors, technical crew and audience members. We strive to create a safe, enjoyable atmosphere where participants feel comfortable to take risks, express themselves and grow.

WELCOME

Welcome to the Homewood-Flossmoor Park District theatre program,

The Stage.

It has been 10 years since the park district offered Production Theatre; we are excited to bring this back to the area. Cultural Arts are an important aspect of any community; we are pleased for your interest in theater. This handbook is a guide for performers and production crew as we prepare for each performance. If you have questions or concerns throughout your experience, please call LeeAnn Fisk, Recreation Supervisor, at 708-957-0300.

ABOUT the DIRECTOR

Dawn Leader-Peloso holds a BA in theatre from Lewis University, is currently completing her MA at DePaul, and studied script writing at Second City in Chicago. She has more than 20 years of experience in teaching, directing, performance and technical theatre. Dawn's professional experience includes work at many Chicago area theatre and dance companies, including the Goodman Theatre, AlphaBet Soup Productions, The Center at Governor's State, Theatre II, the Trinity Irish Dancers and the Joffrey Ballet. Many of her former acting students can be seen on both the large and small screen, as well as in print ads and on the stage.

CASTING

The Stage is committed to racial, cultural and individual diversity. Casting for all productions is open to any member of the community regardless of race, religion, ethnic origin or orientation.

Non-traditional and equal opportunity casting is encouraged. Age and gender will be considered only when called for by a particular role.

AUDITIONS AND CALL BACKS



Casting shall be determined by open auditions. Notices detailing the time, place and any specific requirements of each audition shall be listed in the Park District catalog and website. You will not be required to stay for the entire posted audition time. Attend one of the listed days, between the starting and ending time, and plan on staying for at least 30 minutes. (May be longer depending on the number of people waiting). The director may ask you to stay longer, but will attempt to make the process move along as quickly as possible.

After the open auditions, the director may elect to hold "call-backs." This will allow the director to further audition some actors, to help in the decision making process. Being called-back does not mean you are cast, and not being called back does not mean you will not be cast. Once casting has been determined, the cast list will be posted on the Homewood-Flossmoor Park District website www.hfparks.com. Click Recreation Programs, then Theatre.

Double casting will be used when possible to allow as many people as possible to participate in the production.

If, in the opinion of the director, a suitable cast cannot be selected from those who have auditioned, auditions may be extended beyond the original schedule, or else specific individuals may be invited to fill the need(s).

FEES/ADS

Each cast member is expected to pay an activity fee of \$35 **or** sell a minimum of \$35 in program business ads. A prize will be awarded to the actor or crew member who sells the most program ads. Personal ads do not count towards this fee. Advertising forms will be available at the first rehearsal.

There will be a \$7.00 script replacement fee.

ATTENDANCE

Attendance and promptness are mandatory. You will be required to attend EVERY scheduled rehearsal.

Anyone under the age of 13, being dropped off at rehearsal, must be brought into the rehearsal facility by a parent to guardian; No one under the age of 13 is allowed to leave the facility at any time without a parent or guardian coming into the facility to pick them up.

You will be required to arrive on time. All rehearsals will begin at the posted time. If you are habitually late, you will be replaced. Arrival times for performances will vary depending on the amount of time required to prepare for the performance. If you are late for your call time for a performance, you will be replaced by an understudy for that performance, and may be replaced for all remaining performances, at the discretion of the director.

A rehearsal schedule will be posted at the time of auditions. If you know you are unable to attend a rehearsal due to a prior commitment, please make a note in the appropriate place on your audition form, and we will attempt to accommodate you. You will be excused from rehearsal **ONLY** in an emergency or extreme circumstance. Please plan vacations, appointments, etc. accordingly. Extended or unexcused absence from rehearsal may result in a replacement being cast in your role.

All cast and crew members are expected to attend every tech week rehearsal and performance.

Performers are encouraged to bring books, homework, cards etc. to occupy their time when not on stage at rehearsal.

****NOTE:** Every actor is not scheduled for every rehearsal. Scheduling will vary depending on the role in which you are cast.

DRESS

While we encourage individualism and creativity, we encourage all participants to dress in attire that allows them to move comfortably, freely, and without distraction at rehearsals. You may be required to sit on the floor, stand for a long time, etc. Gym shoes or other comfortable shoes are encouraged during rehearsal, unless a particular type of shoe is essential to your character's costume.

MEMORIZING

All performers are encouraged to memorize their lines as soon as possible; however, all are required to memorize their lines and blocking by the deadlines shown on the rehearsal schedule. (Note: blocking is the stage direction given to the actors.)

COSTUMES AND PROPS

You may be asked to bring in costume and prop items. Please label them on the inside with masking tape and your name. In most cases, performers will be required to supply their own shoes.

MAKE-UP

Make-up is a requirement for both woman and men. It is suggested that you provide your own make-up unless it is specialty make-up required for your character. The director recommends getting the Ben Nye Student Kit. You can locate this item on-line. We recommend everyone purchase a foundation (base) one shade darker than your natural skin tone, a lipstick that is also a shade darker than your natural lip color, a light blusher(cheek color), brown or black eyeliner and mascara. Sharing makeup is done at your own discretion. We do not encourage sharing for sanitary / hygienic reasons.

PROGRAM BIOGRAPHY FORM

This form should be filled out by each cast member and include a brief description of your past shows, theater experiences, hobbies, etc. We reserve the right to edit as necessary.

TECH WEEK

Tech week is the entire week before the performance (Sunday through opening night). Tech week is a time for the technical crew to put the finishing touches on the lights, sound, effects and set. Actors will have the opportunity to rehearse with lights, props and costumes at this time. Everyone is required to be patient during this time. There will be a lot of starting and stopping while adjustments are being made. Actors must remain quiet and in their assigned places during

tech adjustments. This is for the safety and sanity of everyone involved. All performers and crewmembers are required to attend all tech week rehearsals.

STRIKE

After the final show is completed, everyone is required to strike the set. Strike involves a tear-down of the set including curtains, set decorations, costumes cushions, props, etc. Unless otherwise specified, no one is exempt from this process. Strike day will be listed in the rehearsal schedule.

BEHAVIOR

While performers and crew will range in interests and abilities from serious to those participating as a recreational activity, all rehearsals will be conducted in a manner consistent with the standards of professional theatre. All participants are expected to conduct themselves in the spirit of inclusion and encouragement of others. Bullying, harassment, intimidation, criticism, name-calling and other negative behavior will not be tolerated, and anyone behaving badly will be asked to leave the production. If you experience or witness any negative behavior, please come to the director immediately. Your concerns will be handled in a sensitive and confidential manner.

CELL PHONES and ELECTRONIC DEVICES

Please do not bring any video games, mp3 players, etc. to rehearsal. Please turn all cell phones to vibrate, or off during rehearsals. No phone calls may be placed or answered during rehearsal. No exceptions. If you must make a call, do so in the lobby during a break.

FOOD AND DRINK

Please note that there are no vending machines at the Auditorium, and no one will be permitted to leave the building at any time during rehearsal or performance. If you need refreshments, etc., please plan to bring them from home. Please clean up all food and wrappers, etc. If there is excessive food mess, this policy will be changed. NO FOOD OR DRINKS including water will be permitted on the stage area. NO GUM will be allowed anywhere at any time during rehearsal. NO FOOD or DRINKS may be handled or consumed while wearing your costume!

PARENTS/VISITORS/OBSERVERS

With the best interests of the production in mind, only performers and crewmembers will be allowed at rehearsals. Interruptions and distractions from visitors inhibit the progress of the rehearsal and may make a performer nervous.

No parents or visitors will be permitted in the back stage areas or dressing rooms at any time before a performance, unless they are there as part of the working crew.

If you are coming to pick up someone from a rehearsal or performance, please remain in the lobby until they are dismissed.

CAST PARTY

There will be a cast party following the final performance.

CAMERAS AND VIDEO CAMERAS

Videotaping and flash photography are prohibited during all performances. A professional video of the performance will be made and available for sale at a reasonable rate. You will be able to enjoy the performance without watching it through a viewfinder, there will be fewer distractions, and it will ensure the safety of the performers.

VOLUNTEERS

- **Volunteers** are needed to assist in various roles for each production. Parents of child actors are encouraged to volunteer.
- **Volunteers** will receive complimentary tickets for the performance. (If their volunteer duties do not allow them to see the play, volunteers will receive complimentary tickets for the performance of their choice.)
- **Volunteers** are needed at performances to assist with concessions, house management and tickets.
- **Volunteers** are needed before performances to assist with costumes, props and set construction.

Watch the hfparcs.com website for updated theatre performances and auditions.

