

Treehouse Theater, Inc. (THT)

Production Policies & Procedures

Area: PRODUCTION	Date Approved: 6/21/16
Policy Name: FAMILY EXPECTATIONS	Reviewed:
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Policy

THT expects a full commitment from each cast member and their family.

Procedure

Prior to Auditions, actors/families should check their calendars to assess previous commitments; determine the actor's ability to fully prioritize and commit to the upcoming production calendar.

At Auditions, actors/families must provide all known conflicts (including sports, camps, vacations, dance, chorus and band concerts, work schedules, school activities, etc) for the entire production calendar. No absences are allowed during Tech Week and actors/families understand that reporting excessive conflicts negatively affects the actor's consideration for lead (speaking) roles.

The Production Team will work around known actor conflicts when creating the full Rehearsal Schedule AFTER the Cast List is released. Each cast member's known conflicts will be noted as excused absences on the detailed Rehearsal Schedule.

Once rehearsals begin, additional actor conflicts (including illness or family emergency) must be immediately emailed or texted to info@treehousetheater.com or (920) 242-6842. Approval is not guaranteed and absence may be noted as unexcused.

Repeated unexcused absences will not be tolerated. Executive Director will meet with any actor reaching two unexcused absences. If unexcused absences continue, the actor faces forfeiture of role, lines and/or limitation on participation within scenes. Inappropriate or unsafe actor behaviors on THT premises may lead to full dismissal from the cast.

Cast Participation Fee (or Scholarship application) must be paid and submitted by stated date deadline. Participation fee is non-refundable.

As THT is heavily dependent upon the grace of volunteers, each Cast family is required to fulfill at least two volunteer slots and assist at Strike (clean-up after final performance). A \$100 (Level1) and \$150 (Level 2) family buy-out option is available and may be assessed by the Executive Director if the family is unable/unwilling to complete the volunteer slots.

Families must pick up and drop off student actors ON TIME. If an actor is consistently late or left after rehearsal hours, the Executive Director may impose an after-hour fee of \$20 per half hour. That said, THT staff would never leave a student at the studio or theatre unattended.

All group communication - Cast List, Rehearsal Schedules, Cast/Crew Updates – are sent via email from Executive Director. Cast families must provide all relevant family and student email addresses at auditions. Families are responsible for regularly checking for emails in order to stay informed.