

Treehouse Theater Inc. (THT)

Production Policies & Procedures

Area: PRODUCTION	Date Approved: 2/26/24
Policy Name: STUDENT EXPECTATIONS	Supersedes: 1/21/20
Policy Number: PRD – 02	
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Policy

THT expects a full commitment from each participating student. This policy is designed to ensure a healthy, creative environment for all students, families, and THT staff members.

Procedure

Prior to completing enrollment or audition registration, students must share their desire to participate with their family. Students should be open to new experiences, including the opportunity to make new friends.

Students must check their calendars to assess all previous commitments, ultimately confirming the ability to fully prioritize and commit to the classes or production calendar.

Ages to participate:

- ages 6-14 who are new, inexperienced, and/or looking to expand their skill set are encouraged to enroll in classes and/or register to audition for a Home Stage production
- ages 15-18 who are looking to develop or expand their skill set are encouraged to enroll in classes and/or register to audition for a Main Stage production
- Minimum age:
 - Summer Camps: students must have reached this age by the first day of camp
 - Home Stage (fall, winter) and Main Stage (fall, spring): students must have reached this age prior to registering for auditions
- Maximum age:
 - Home Stage: students may not turn age 15 before the final performance
 - Main Stage: students may not turn age 19 before the final performance

Students are expected to arrive on time, attend all classes and/or rehearsals, and to treat all THT instructors, production team members, and fellow students with kindness and respect. If deemed necessary, a THT staff member will discuss an issue directly with the student and if appropriate, with the student's family.

No food, drink or street shoes are allowed in the studio's rehearsal rooms. Food and drinks may be consumed in the Lobby area during rehearsal breaks and students must properly dispose of their own trash.

Students should routinely check the Lost & Found table in the Lobby.

THT strives to provide a safe, encouraging environment that is "Bully Free"

BULLY Definition: Someone who intentionally causes physical or emotional harm to someone else as a way to gain power or influence. May be accomplished in person, by cell phone or via multiple social media outlets.

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Examples:

- Bragging about your abilities, roles and/or criticizing the abilities, roles of others
- Making derogatory comments to someone's face or behind their back
- Spreading lies with gossip or rumors
- Taking efforts to socially exclude or isolate someone
- Physically abusing someone by hitting, kicking, shoving, spitting, etc
- Taking money or other belongings from someone
- Forcing or pressuring someone to do something against their will or encourage them to do something inappropriate

If you experience or recognize bullying, seek out help from an adult. THT asks that students and/or families alert a staff member to bullying behavior among enrolled students or cast mates as we cannot address an issue if we don't know about it.

Failure to comply with above stated Student Expectations policy and procedures may result in class removal, role reduction, and/or dismissal from cast ~ any of which will likely negatively affect a student's future consideration for enrollment or casting in THT programming.

CLASSES

Group communication is sent via email from the Education Director. All relevant family/student email addresses must be provided during registration and students are responsible to regularly check emails in order to stay informed.

It is imperative that students attend all scheduled classes. Unexcused absences and missing classes negatively impacts the instructor's preparation efforts as well as the other students.

Students/families should report all illnesses or family emergencies to the Education Director using text or email.

MUSICALS

Cast and Crew must work together equally, as a team, to make each production a success. THT staff expects and encourages students to take positive efforts toward being inclusive and supportive of all others. This behavior encourages personal growth and the elevation of others.

It is imperative that students attend **all** rehearsals when their role/character is scheduled/"called." Unexcused absences and missing rehearsals negatively impacts the production team's preparation efforts as well as the students who are present, significantly slowing the show's progress. Students need to arrive on time for each rehearsal and be ready to practice for the allotted time.

Students must bring their script, a pencil, labeled water bottle, and a change of shoes (preferably jazz shoes) to each rehearsal. Actors should wear appropriate clothing (no crop tops or jeans for dance rehearsals and have their hair pulled off from their face.

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Students must consult with the Director prior to making any changes to their hair (cuts or color) or appearance (visible tattoos, etc).

Group communication is sent via email from the Producer. All relevant student/family email addresses must be provided during registration and students are responsible to regularly check their emails in order to stay informed.

Students/families should report all illnesses or family emergencies to the Producer using text or email.

Students are expected to meet ALL memorization deadlines. At the discretion of the Director, an actor not meeting their deadlines may lose part or all of his/her role. THT works hard to make sure each student is not given more lines than they can handle. If the student is struggling, he or she must discuss with the Director before the deadline, in order to respect all involved.

THT recognizes the importance of cell phones in order to stay in contact with parents, however, cell phone use is not permitted during rehearsals at the THT studio. Appropriate use is permitted during rehearsal breaks and Tech Week, as long as it does not interfere with student's ability to focus and observance of show cues. Cell phones must be silenced during Dress Rehearsals and Performances to avoid distractions, missed cues and unnecessary noise.