

WELCOME

Welcome to Pius Players! We are so happy you want to grow in your love for the arts and hone the gifts God has given you. God is the author of all things, including the arts: music, acting, dancing, poetry, speech, art, etc. Our goal at Pius is to “reclaim” the arts for God...that the gifts He has given us reflect HIS power, majesty, and beauty. All our productions, whether secular or religious in nature, aim to bring greater glory to Him and His creative genius. We invite you into the process of bringing life to the gifts He has given you. In order to provide the best environment possible to cultivate those gifts to their fullest potential, all students are to comply with the guidelines within this handbook. All students will need to read through this handbook with their parent or guardian and sign the agreement form (Appendix C) before the first rehearsal of any show.

LEARNING AND PERFORMING ARTS CENTER (LPAC)

We are gifted with a theatrical space with which to create art. Regardless of any personal feelings about the space, we are most blessed that Pius allows us this space to learn and perform. In order to be better stewards of the LPAC, the following requirements are non-negotiables:

- 1) Cast and crew are to enter and exit the LPAC from ONLY the front of house doors (Door 6). No other doors are to be used to enter and exit the space. Door 6 allows students access to both the East and West parking lots, and parents can pick up students from the loading zone at Door 6.
- 2) Students are allowed in the LPAC ONLY during rehearsals or crew calls. No students are allowed in the space during the school days, after rehearsals are concluded, or on the weekends unless working with an adult.
- 3) Students are to exit the premises immediately upon concluding rehearsals or meetings. No loitering in the space.
- 4) Students are not allowed to go back into school after rehearsals conclude. All schoolwork and personal items should be brought to the LPAC by the start of rehearsal and taken with the student when they leave.
- 5) All students are to be good stewards of the LPAC space: Absolutely no food or drink (other than water) is allowed in the space at ANY time, and all trash should be promptly picked up and put in trash cans.
- 6) Chairs should be taken care of and respected – they are not your personal property. No feet on the backs of chairs, crawling over seats, or general disregard for Pius’ property.

REHEARSAL PROTOCOLS

The purpose of rehearsal is not simply to have a good production at the end (though that is obviously a primary goal). The purpose of rehearsal is to learn and grow as a performer and to grow as a contributing member of this team. All students are required at rehearsals as indicated on the rehearsal schedule. Not all students are required to be at every single rehearsal – the rehearsal schedule will detail who is called and who is off. In order to be as efficient as possible and not waste anyone’s time, there are several rules in place:

- 1) **Absences:**
 - a. Because the rehearsal process is condensed to just a few short weeks, students must be at all rehearsals they are called to. Absences will be deemed excused or unexcused.
 - b. Since it is vital to have all students at each rehearsal, students will be penalized for unexcused absences. The first unexcused absence will result in 2 demerits. The second unexcused absence will result in detention. The 3rd unexcused absence can result in being removed from certain

scenes of the production or entirely removed from the show. These penalties exist to express the seriousness of the commitment to this team and to take ownership of one's own schedule.

c. The following list is not exhaustive but provides an outline of excused vs. unexcused absences.

| Examples of EXCUSED Absences: | Examples of UNEXCUSED Absences: |
|--|---|
| Illness – please have a parent email the director as soon as possible to let the production team know their child is sick | Work – the rehearsal schedule is given to students prior to auditions; students are expected to be present at all rehearsals they are called for and must communicate with their place of work. |
| Required School Activity – this is subject to approval ahead of time. Please discuss this unavoidable conflict as soon as possible with your director. Required school activities will be considered UNEXCUSED if sufficient communication ahead of time of two weeks is not given. (e.g. A student is required to participate in an Academic Decathlon competition on the same night as a rehearsal; the competition would “trump” the rehearsal but MUST be communicated at least two weeks in advance.) | School activity not required – E.g. A student will incur an unexcused absence if they choose to go to another school event as a spectator or fan. They are expected to make their commitment to their team a priority in the Fall Play, One Act or Musical. |
| Unavoidable family event with sufficient advance notice. (E.g. A student is the Confirmation sponsor for their sibling; that student would be excused from rehearsal provided that had been communicated at least two weeks in advance.) Examples of family events that are NOT excused would be family dinners or a family deciding to go to a sporting event as an evening out. | Any other event, appointment, or activity that was not listed on their initial conflict sheet. |

2) **Tardy policy:**

- a. Students are expected to be on time to rehearsals. A student's tardy will be excused if they have a note from a teacher saying they were working with said student. All other tardies will result in demerits. 1st tardy will result in 1 demerit. 2nd tardy will result in two demerits. 3rd tardy will result in detention. 4 or more tardies will be treated as an unexcused absence and applicable penalties will incur (see 1b).

3) **School day:**

- a. Students must be present in school for at least the second half of the school day in order to participate in rehearsal.

4) **Bullying policy:**

- a. Pius Players has a zero-tolerance policy for bullying in any form and will follow school protocol on bullying situations.
- b. First offense will result in student(s) being addressed by Director and other pertinent production team members.
- c. Second offense will result in student(s) being called to the office for disciplinary actions by Pius administration.

5) **Drama:**

- a. We put the drama on the stage, not behind the scenes. For the good of all involved, leave all drama at home and respect each other as members of your team. If drama between students is

disrupting the professionalism of the production, students will be addressed by Director and pertinent members of the production team.

- b. If drama persists to the detriment of the production, the directors will contact the parents of the students with the possible result of disciplinary actions as directed by Pius administration.

6) **Rehearsal etiquette:**

- a. Directors will do everything in their power to never waste your time. There may be brief periods at a rehearsal when you are not needed onstage. You are allowed to quietly work on homework in the LPAC until you are needed onstage.
- b. No students called to rehearsal that day are allowed to leave the LPAC space if they have a brief break from being onstage.
- c. All rehearsals are **CLOSED**. Students not called to rehearsal that day are not allowed to sit and watch, nor are outside friends or family members unless given permission by the Director(s). This helps maintain the professionalism of the show and the safety of all our cast and crew members.
- d. Students are required to bring pencils and librettos to every rehearsal.
- e. Cell phones are to be off and out of sight in backpacks. If a cell phone is out and disrupts rehearsal, a member of the production team will take the cell phone until rehearsal is concluded and the student will receive a demerit.

CREW EXPECTATIONS

Crew members are vital to every production and are expected to professionally fulfill the duties of their assigned crew. The Technical Director (TD) and Director of the production will work together to ensure all crew members are given the time and space to fulfill their duties to the show.

1) **Work Time:**

- a. Crew calls generally take place from 6:30-9:30 pm on Mondays through Fridays. This time frame may periodically vary; a crew schedule will be posted the previous Friday for the upcoming week.
- b. Crew will accept anyone willing to help with the production, and actors are encouraged to lend a hand when possible. We are one united team, whether working behind the scenes or on the stage.
 - i. No crew member or cast member will be asked to pay double fees for participating both on and off stage.
- c. The Tech Director may end crew call early if the production is ahead of schedule and there are no more jobs that can be performed that day.
- d. Crew members are expected to use work time for work. Any crew member called to a particular work session is to report to the TD for work duties of the day. If a duty is completed, student(s) need to report back to the TD who will either give another job or release the student(s) for the day.
- e. If a student is in the LPAC during crew call, the TD will assume you are there for work and assign you a job. If you are not there for work, you will be asked to leave.
- f. Appropriate clothing must be worn at all times for crew calls. This means work clothes that are able to get dirty, as set construction can be messy. NO school uniforms may be worn during crew calls, and students must ALWAYS have closed toed shoes. Additionally, students should be sure to dress for the weather, as the crew sometimes needs to be outdoors.

- g. Time-cards will be kept for each student who works during crew calls. The number of hours worked will determine which students will participate on running crews for the production and count toward lettering.
- 2) **Safety:**
- a. All crew members will be required to complete basic safety training before being allowed to use power tools and saws.
 - b. Students will be required to turn in signed safety and permission forms before being allowed to use any sort of power tools. (Appendix A and B)

CAST/CREW FEES

It is a very expensive process to put on a production. To help defer some of the cost, cast and crew members are asked to pay the following fees. No student will be penalized if finances do not allow the full fee to be paid, but we do ask for a portion of the fee and/or some other donation of time and talent. Cast and crew fees are applied to snacks/meals during tech week, food for cast/crew parties, costumes, and make up supplies. If finances allow a family to contribute more than indicated below, that extra money will gratefully be applied to any student unable to assist financially.

- 1) **Fall Play:**
 - a. Cast members are asked to pay \$65, crew members are asked to contribute \$30.
- 2) **One-Act:**
 - a. Cast members are asked to pay \$50, crew members are asked to contribute \$25.
- 3) **Musical:**
 - a. Cast members are asked to pay \$100, crew members are asked to contribute \$50.

PRODUCTION WEEK

You've made it to tech week! This is by far the toughest (but also most exciting) week of the process. In order to give the most professional production possible, these are the non-negotiable rules of production week:

- 1) **Absences:**
 - a. In general, there are no excused absences this week. IF sufficient communication has occurred in advance (at least two weeks in advance), there may be periodic exceptions. See list above for possible excused absences. You are expected to do absolutely everything in your power to ensure there are no absences during show week.
- 2) **Main Stage Show Meals:**
 - a. Heavy snacks and/or meals will be provided during these longer rehearsals of tech week. Your cast/crew fee helps to defer the cost of these meals.
 - b. Snacks/meals are served in the Commons.
 - c. ALL STUDENTS MUST CLEAN UP AFTER THEMSELVES AND THROW ALL TRASH ITEMS AWAY.
- 3) **Pre-show ritual:**
 - a. Though the directors understand the desire for bonding during a pre-show ritual, that is neither the time nor the place for senior speeches and other emotional displays. The time between 'call' and 'places' is to be used strictly for preparing for the show and minimizing backstage drama. As such, the following timeline will be adhered to:
 - i. 5:30 Call – Students arrive at Pius and double check all props, costume pieces, and make up needs.

- ii. 5:30-6:15 – Students change into costume, put on makeup, pre-set props, and any appropriate pre-show preparation.
 - iii. 5:45-6:15 – any students using a mic are to report to the LPAC for mic check within this half hour.
 - iv. 6:15-6:30 – vocal and physical warmups run by seniors
 - v. 6:30-6:40 – any notes from the Director(s)
 - vi. 6:40-6:45 – full cast/crew prayer led by senior leadership
 - vii. 6:45-7:00 – final preparation before places are called
- b. At no point during the hour and a half of pre-show preparation are there to be personal speeches, sing-offs, dance-offs, etc. Those activities can be enjoyed at cast/crew parties. Your job is to focus on the show and the use of your gifts for His glory in the hours ahead.

4) **Cast/Crew Parties:**

- a. Because of the grueling nature of a production, Pius understands the desire for community gatherings after a production to celebrate and bond. As such, the following gatherings are allowed for main stage productions, excluding One-Act:
 - i. Opening Night: Cast and crew are invited to Pius for the 7:20 Mass as a team and are allowed to wear their show shirts for the school day. All students are expected to be in school for all periods that day. No party or restaurant gathering will happen on opening night.
 - ii. Friday Night: Cast and crew are allowed to have a party at a home following the Friday evening production.
 - iii. Saturday Night: Cast and crew are allowed to have a party at a home following the Saturday evening production (Cast and crew members are encouraged to attend 4 pm vigil Mass at any of the Lincoln parishes in order to sleep in on Sunday morning. Directors will look into the possibility of offering 4:00 Saturday vigil Mass at Pius but that is not a guarantee unless confirmed by Directors.)
 - iv. Sunday: Due to the needs of strike and the exhaustion of the week, no party will be hosted on Sunday after strike.

5) **Strike:**

- a. All students involved in the production will be expected to participate in strike immediately following the last performance.
- b. Strike duties will be assigned to each student by the Director(s); all students are required to fulfill their duties and help with other unfinished duties once their assignment is completed.
- c. No one is allowed to leave until the Director(s) dismiss cast and crew

6) **Initiations:**

- a. It is the policy of Pius that there are absolutely zero initiations allowed by any students. The Director(s) will close out the production with final notes and thank yous after the strike of each show. No other initiations will be allowed.

7) **Lettering:**

- a. All students involved in Pius Players productions are eligible to earn points toward lettering. A detailed list of how to attain points will be posted online.

APPENDIX A

The following are the crew safety rules and expectations.

Your safety and the safety of those around you should always be your first priority while you are working. With that in mind, here are some basic rules that should be followed at all times.

SAFETY

1. Safety glasses will be worn while working with any power tools
2. No bare feet, sandals, open toed shoes, flats, etc. Closed toe shoes will be worn at all times
3. No loose clothing
4. Hair should be tied back at all times
5. No running
6. No roaming the halls or hanging out in the parking lot during stage crew
7. Use your head
8. If you have questions or EVER feel unsafe, stop working and come find the technical director

EXPECTATIONS

1. You are responsible for cleaning up for yourself
2. You must turn in this signed safety form
3. Follow all instructions given

Failure to follow all of the rules, expectations and verbal instructions from the Technical Director, the Assistant Technical Director, or the Director may result in disciplinary actions. Disciplinary actions will vary based on the severity of the infraction and are NOT limited to the following.

1. Verbal Reprimand
2. Being sent home for the day
3. Being suspended from crew for the week
4. Being suspended from the crew for the show

By signing, I agree to all of the rules and expectations laid out by the Technical Director and the Director.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Student Name: _____

Student Signature: _____ Date: _____

Pius Players Crew

Parent Consent Form

Student's Name: _____

Year in School: _____

I understand that my student will be using power equipment while working with the Pius Players crew, with proper adult supervision. I give permission for my student to use this equipment after they have attended the tool safety training. I also release the sponsoring organization and all of its members from any liability, damages or injuries which may occur during this event.

Parent/Guardian Signature: _____

Emergency Contact Information (REQUIRED)

Name: _____

Relation to Student: _____

Please list the best means of quickly contacting you in case of emergency. Reminder, crew calls are typically from 6pm to 9pm Mon-Fri. Please mark whether this is a Work, Home, or Cell Number.

Phone #1: _____ Work ___ Home ___ Cell ___

Phone #2: _____ Work ___ Home ___ Cell ___

APPENDIX C

THIS FORM MUST BE PRINTED OFF AND SIGNED BY ALL STUDENTS INVOLVED IN ANY PIUS PRODUCTION

PIUS PLAYERS AGREEMENT FORM

As a member of Pius Players productions, I have read this handbook and agree to the following expectations:

- 1) I agree to respect the LPAC space with the expectations laid out above.
- 2) I understand the importance of being present at all crew calls rehearsals or I am called to; I understand the differences between excused and unexcused absences and tardies and the consequences of those absences and/or tardies.
- 3) I understand that my attitude and behavior toward my fellow cast and crew members directly impacts the production AND the dignity of the other person. I agree to keep all drama out the door and treat my fellow human being with dignity and respect, regardless of whether I like them or not.
- 4) I understand that when I am at rehearsal or crew call I am there to work. If I am present in the LPAC I am expected to be rehearsing or working for crew; anyone not called for rehearsal or crew is not supposed to be in the space.
- 5) I understand that cast and crew fees are a part of each production. If I am unable to pay the full amount requested, I will not be punished but am expected to pay what I can and/or contribute in other ways of time and talent.
- 6) I understand that production week takes extra focus and dedication and I am expected to be there the whole time.
- 7) I understand that pre-show ritual may look different from the past, but I agree to utilize pre-show time to focus on the task ahead, utilize my time professionally and always behave with kindness toward my fellow cast and crew members.
- 8) I understand that there are clearly laid out cast parties and Pius approved gatherings. I will respect the decisions of the school and the production team and participate in only the gatherings and options laid out above.
- 9) I understand that I am required to participate in strike and may not leave until the Director and Production team members have released the cast and crew.
- 10) I understand that this production is an incredible opportunity to grow in my gifts – it is a privilege, not a right – and I will do everything I can to respect and honor the expectations in the handbook in order to have a successful and life giving process and production.

Student Signature

Date

Parent Signature

Date

As a parent, I support my child’s involvement in the Pius Players production and agree to help them honor and respect the expectations laid out in this handbook.