

# PRODUCTION GUIDELINES

Please note the following rehearsal rules and guidelines.  
<http://www.salinasouththeatre.com/shows/cinderella/>

Miss Lindsay's cell phone – (785) 452-1406 Drama Room phone– (785) 309-3675
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## I. REHEARSAL ATTENDANCE.

Students will attend all rehearsals required for their role unless excused by a director.

- A. Excused absences include illness, participation in a school activity, church activity, family obligation. All of these, except illness or family emergencies, must be cleared with a director in advance.  
**Contact a director or stage manager if you are going to be absent, stating the reason for the absence.**
- B. Unexcused absences (cutting rehearsals) may result in expulsion from the production.
- C. It is very important that students not miss rehearsals. Plan ahead and try to arrange work schedules to avoid missing rehearsals. If this is not possible, contact a director as soon as possible.
- D. Please arrive early – ready to start at designated time. ***“If you’re not 10 minutes early – you’re 10 minutes late!”***

## II. REHEARSAL BEHAVIOR

- A. Students are to stay in the designated rehearsal area (Vocal Room, Theatre...) throughout the practice. Students may go to the restrooms, lockers, or vending machines with permission from a director or stage manager.
- B. When not on stage, students are encouraged to do homework or study lines/lyrics. Or to assist with production areas such as costumes, props, etc...
- C. Unless you’re asked to help with them or you use them in a scene, please do NOT touch props. This will help keep everything in its place and in good condition. This applies to all production areas such as costumes, set and lighting.
- D. Treat the props, equipment, and facilities with care. (No feet on backs of chairs, writing on chairs, etc...)
- E. **STUDENTS SHOULD NOT USE CELL PHONES DURING REHEARSALS. (Except stage managers!) If cell phone usage becomes a problem, we will have students turn in cell phones at the start of a rehearsal and pick them up at the end.**

## III. REHEARSAL MATERIALS

- A. Students will receive a copy of their script and music that they may highlight and write in. **PLEASE BE SURE TO BRING YOUR SCRIPT/MUSIC TO EACH REHEARSAL – AND A PENCIL!**
- B. The script/music is yours to keep! (Students are told specifically if it is an item that must be returned. Spiral-bound items must be returned.)

## IV. FACILITY INFO

- A. When coming to rehearsal, please park on the southwest side of the building and enter through the hallway doors near the classrooms and theatre.
- B. A Stage Manager will be at the door prior to rehearsal to let people in. Once rehearsal has begun, students might have to text/call for entrance. *Unless otherwise posted/announced, please use KL's phone number – 785.452.1406.*
- C. No food or drink in the auditorium. Water bottles are great!
- D. **WEAR SHOES APPROPRIATE FOR REHEARSAL OR CREW WORK – ABSOLUTELY NO FLIP-FLOPS!**

## V. PRODUCTION COSTS to CAST MEMBERS

- A. Cast members may be asked to purchase (or provide payment for us to purchase) certain costume pieces such as tights, socks, or other items required specifically for this production. This could include shoes such as character, dance, or tap shoes. Please contact Kate Lindsay if you have any questions or concerns about this, we will work with cast members and families where this fee may be a concern.
- B. Families are asked to contribute items for the concession stand and to help work areas during performances. Monetary donations and donations for Drama Booster door prizes are also appreciated.

## VI. STRIKE

All cast and crew members are required to attend strike.

<b>Reminder – it is a general policy in theatre that cast members should not drastically change appearance (cutting/dying hair) without checking with the director in advance. (Getting hair trimmed to maintain the style you had at auditions is usually fine.) It's always best to ask – especially when we get closer to performances!</b>
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**Any questions or concerns should be directed to Miss Lindsay or Mr. Creer.**

The following info is from a memo that cast and stage managers received this week. Any links mentioned are on the webpage – [www.salinassouththeatre.com/shows/cinderella](http://www.salinassouththeatre.com/shows/cinderella)

1. Please read “[So You’ve Been Cast In a Show... Now What?](#)”
2. **The Rehearsal schedule** - is posted online. We have two schedules --  
- [Weekly Rehearsal Schedule](#) is the one that you need most often. This will provide more detailed information about the song/scenes/dances that are scheduled at each rehearsal.  
Bookmark that link so you can find it easily. (It’s also located on our webpage - [www.salinassouththeatre.com/shows/cinderella](http://www.salinassouththeatre.com/shows/cinderella) - where you can also find links for dance videos and other info.)  
- [Tentative \(long-term\) rehearsal calendar](#)
3. One of the most important things you should know is that you need to make sure you are communicating with us when you aren’t able to attend a rehearsal. Communication is very important. **You are responsible to make sure you check the schedule.** If you have a conflict with a rehearsal, let us know ASAP. We have a place in my classroom (room 603/604) where you can write down your name, date of absence, and reason for absence and leave it there. Email, text, message through the app - all those work, too.  
When you miss a rehearsal, YOU are responsible to find out what you missed and catching up. If you miss a dance rehearsal, watch any dance videos posted on the web page and/or on ‘BAND.’
4. We are developing a list of songs/scenes to help you have a clearer idea of which ones you are involved in. **It is helpful, though, for all cast members to learn any large group song.** Even if you aren’t on stage for some songs, you may be singing off stage. We often need additional voices for some of the group numbers.
5. **PLEASE JOIN** - BAND app. <https://band.us/n/a2aa86k7har3z>  
This is the app we are using to make communication to cast/stage managers/crew better. We are asking students to use this app on your phones. (Please let Miss Lindsay know if you cannot add this on your phone.) Parents may join too if they’d like, but it’s not required. We appreciate your help!  

6. We have an **email newsletter** that students and parents should sign up for if you aren’t already receiving it. It’s called the ‘**BackStage Booster.**’ Email me if you need to be added to the list - [kate.lindsay@staff.usd305.com](mailto:kate.lindsay@staff.usd305.com). (Or fill out the form at <https://goo.gl/forms/nWrGboDVnFJctkuF2> )  
It’s important that you get into the habit of checking your email so that you know the schedule and any other info that is sent out.

General reminder -- Information concerning the show is available on the [webpage](#). Students wishing to apply for crew chief positions and/or the stage management team can still do so! Please let us know if you have any questions. [www.salinassouththeatre.com/shows/cinderella](http://www.salinassouththeatre.com/shows/cinderella)

Thank you  
Miss Lindsay, [kate.lindsay@staff.usd305.com](mailto:kate.lindsay@staff.usd305.com)  
school – 785.309.3675 cell - 785.452.1406