



Midland Christian School Musical Theater

# Company Rules

## Artistic Team:

Ms. Abigail Holmes, Director / Vocal Coach  
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Mr. Joseph Jung, Music Director / Technical Director  
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Mr. Dylan Roundtree, Technical Director  
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Cami Truett, Stage Manager  
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Prior to reading these rules, it must be made clear that the theatrical staff/team and administration of Midland Christian School have the right to administer discipline in accordance with the school code of conduct, or may dismiss a student from a rehearsal, or even from participation in this production. This applies also to behavior on social media and outside of school as well.

## Attendance:

Student participation in this production is voluntary, and eligibility to participate in future productions will be partially determined by the student's attendance and work ethic in this production. If a student is absent from more than two rehearsals without notification or properly clearing those absences with the directors, they will forfeit their place in this production.

# Rehearsal Process:

The rehearsal period is a process – each rehearsal builds on the previous one and prepares you for the next. Please come to rehearsals prepared and ready to work. Please be courteous and help one another. In an effort to make everyone's experience as pleasant, fun, and creative as possible, we ask that everyone respect the following policies:

## Etiquette:

- Always be at rehearsals at least 15 minutes prior to rehearsal so you can be ready to go with your script, pencil, and any other required materials or props on time.
- Always bring your script and a pencil with an eraser.
- Bring a good attitude, an open mind and your full attention to rehearsals and performances.
- We only have three hours per night to work and every minute counts.

## Types of Rehearsals:

There are several types of rehearsals; music, blocking, choreography, sequence, tech, and full dress. Below is a list of the various types of rehearsals to expect:

- **Music Rehearsals:** The focus is completely on music (learning correct parts, working for memorization, and style)
- **Blocking Rehearsals:** “Blocking” refers to stage direction, or actor placement and movement on the stage during their dialogue
- **Drill Rehearsals:** Drill rehearsals involve the actors/actresses coming to rehearsals with the scheduled scene(s) fully memorized. Blocking will always take place before drilling a scene. Once a scene is blocked, the next time that scene is worked on, it should be memorized.
- **Choreography Rehearsals:** Dance and movement
- **Sequence Week (2 weeks prior to opening night):** Sequence week focuses on putting the show together in sequence. Scenes will NOT be blocked or drilled in order during rehearsals marked “BLOCKING” or “DRILL.” Sequence week also focuses on working the transition times in between scenes (moving set pieces on and off stage and timing).
- **Tech Week (1 week prior to opening night):** A rehearsal that incorporates some or all of the technical aspects of the show, such as lights, sound, set movement, etc.
- **Full Dress Rehearsals:** Rehearsals that are run with all pieces together (sets, lights, costumes, set pieces, props, etc.), just as if it was a performance.

## Set Construction:

- Eating and drinking is not allowed backstage or in the proximity of any costumes, props, or scenery.
- All backstage, onstage, and work areas shall be left clean after each use.
- Power Tools may only be used by adults (18 years and over) or with DIRECT adult supervision.
- Understand all parameters of the job and appropriate use of tools before beginning to work.
- Ask for instruction before using unfamiliar tools or techniques.
- Observe and obey all safety signs and instructions.
- Ask an adult or supervisor if you have any concerns about workplace safety.
- Wear work boots or closed-toe shoes in all work areas.
- Take all necessary precautions against getting caught up in power tools or moving machinery.
- Always use appropriate safety gear = goggles, gloves, hearing protection, face masks, push-sticks, equipment guards, respirators, hard hats, etc.
- Report all accidents, however small, to another adult or supervisor immediately.
- Leave equipment in a clean and safe operating condition after each use.
- Do not remove any guards or safety devices from any tool or machine.
- Report damaged tools or equipment to an adult or supervisor.
- Do not repair any tool or equipment without notifying the owner or a supervisor.
- Keep clear all passages, corridors, exits, and access to emergency equipment, such as fire extinguishers, at all times.
- Use ladders, step stools, and scaffolding in an appropriate manner.
- Never dispose of solvents, chemicals, or oils down the drains.

## Schedule:

We will be adhering as closely to the schedule you will receive at least one week prior to the first rehearsal. If there is a need to alter the rehearsal schedule, a notification will be sent out via email, so please pay close attention to your incoming email, and if you haven't received anything from us by the first rehearsal, please let us know as your email address may be incorrect in our system. Rehearsals will be mostly scheduled on Monday, Tuesday, Thursday, and Fridays from 6:30PM – 9:30 PM. These are time frames. **Not every student will be called to each rehearsal.** We understand that these rehearsals are mostly on school nights and will schedule in a way as to release actors as early as possible.

Some rehearsals may extend to 10:00PM. We desire to honor each students' time and get them home at a decent hour.

***\*Please note that sequence and tech weeks will most likely run later (We will NOT exceed 10:30PM).***

## Daily Call Email:

The night prior to any rehearsal, everyone on the email list should expect to receive a “Daily Call” email, which will contain information and reminders for the next rehearsal. Please read these carefully every time they are sent. Those reminders can include (but are not limited to):

- Reminders about cast and crew members who are called for the next rehearsal (including notification of possible changes)
- Reminders about times, locations, and content of the next rehearsal (including notification of possible changes)
- Reminders about items you are required to have with you at rehearsal
- Reminders about behaviors expected at rehearsals
- Reminders of upcoming deadlines for information, money, orders, etc.

## Care & Feeding:

Eating should not impede the rehearsal process. Food is NOT permitted in the rehearsal areas, including the choir room, Ms. Holmes’ classroom, the Student Life Center, and the McGraw Stage and dressing rooms. If you must bring food with you, it must be consumed outside of these areas, and not during a time that you are expected to be rehearsing. Please remember to clear away any trash for which you are responsible.

During the final week of rehearsals (April 15th - 18th) and the first night of the performance (April 19th), we will be eating together as a cast (only on school days). If your child has food allergies, please let us know so we can make sure there are appropriate options for them to eat.

## Props, Costumes & Characters:

The costumes have been selected by the production staff for the look of your character and how it fits the overall production. It is designed to fit your character and your body, but not you and your personality.

- You may need to be available for measuring and fitting outside of rehearsal time.
- Performers may need to be able to perform WITHOUT glasses if they conflict with the time period portrayed in the production.
- Please bathe and use deodorant regularly.
- Please wear underwear for fittings and any time you will wear a costume.
- Please do not significantly alter your appearance without consulting the directors, including tanning, haircuts, hair trims, and piercings.
- To aid your character, please wear appropriate clothing for rehearsals (heels vs. sneakers or full skirt vs. jeans or shorts).
- All props used in rehearsals must be returned to the prop person or prop table.
- No props are allowed to leave the theater unless prior approval is made.
- Do not touch props that are not assigned to you.
- Please, no alterations to props or to costumes without the approval of the Directors.

- When loaning items for a production – costumes or props – make sure your items are labeled with your name and contact information. Please do not offer precious or sentimental items as accidents can happen.

## Weaponry:

Only combatants may work with the weaponry chosen for them for the production. No weaponry may be used or seen outside of a controlled rehearsal or performance.

## Cell Phones:

All phones must be on silent or, if possible, turned off. If you are an active part of rehearsal, you may not be using your phone at all. Students will be asked to place their cell phones in a basket during rehearsals.

## For Your Health:

To reduce the sharing of colds, wash your hands, sneeze and cough into the crook of your arm, and drink plenty of water. If you have a contagious illness, please email Ms. Holmes to determine the appropriate course of action.

## Good and Bad Habits:

All school rules pertaining to foul language, alcohol use, bullying, or other inappropriate behavior will be enforced, and are subject to disciplinary intervention with the appropriate principal.

## T-Shirts / Videos / Pictures:

- We will be taking orders for Show t-shirts that students and family members will be able to wear as advertising for the show.
- Photography and video recording of any performance is illegal outside of the approval of the Music Theater International. The show will be photographed and professionally video-recorded and may be purchased for home use only.

## Publicity:

The best publicity for this show is YOU! We will provide posters for you to distribute where you work and play and worship! You are the number one promoter of the show... on Facebook, Twitter and Instagram!

In the interest of creating the best possible experience for all concerned, we ask that everyone keep all online comments (email, Facebook, Twitter, etc.) about the production, actors, crew, and the school positive. Thoughtless postings can hurt people, and once posted are there forever.

## Water for Rehearsal:

Parents will need to sign up to bring 2 cases of bottled water for an assigned week of rehearsal. Please sign-up for your turn on the list passed around at the first cast meeting. Please also set a reminder for your week on your phone.

## Tech Week Parent Supervision:

Throughout the majority of the rehearsal process, all students will be very busy during the time they are at rehearsal. However, when we get to full run-throughs of individual acts and of the whole show, students will have more down time, and are more likely to get distracted and engage in horseplay, especially the younger students. At that point in the rehearsal process, the staff members of the production will be very busy bringing the final pieces together, and so we will not be able to monitor the students who are not on stage. We will need parents to volunteer for one night of these rehearsals / performances.

## Front of House:

“Front of House” refers to the operations that have to do with the audience experience (ticket sales, concessions, program distribution, audience seating, etc.). We are needing a group of people to volunteer to oversee the front of the house. Most of the work associated with this takes place in the final days of the production.

## Student Participation Fee

We do ask each cast/crew member to provide \$100 to cover the costs of the meals and snacks that will be provided as well as the cast/crew member’s show T-shirt.

## Family Involvement:

You and your family are encouraged to help with ticket sales, set construction, painting, costumes, concessions, ushers, and a host of other areas.

ALL cast and crew members are **required** to assist with Strike. Again, family members are encouraged to help. This takes just a couple hours and is scheduled to take place the day after the final performance (on Sunday, April 21<sup>st</sup>). Snacks will be provided.

## Ticket Order Information

Once the tickets are set up online, you will receive an email with instructions on how to purchase your tickets before they are made available to the general public. This way you can have the first option to purchase tickets for your family and friends and get the best seats available.