



Course Syllabus and Production Policies

After reading this document, be sure to locate, sign, and return the “Student Agreement,” which is part of the “Student Information Packet.” We strongly suggest that you keep this document for future reference.

Course Title and Description

Munchkin *Alice in Wonderland*

Teen Musical *The Sound of Music*

Fees The cost for *Alice in Wonderland* is \$300 per student. The cost for *The Sound of Music* is \$325 per student. There is a \$25 discount for those students that are paid in full **on or before 2/4/12**. There is a one time \$35 registration fee.

Enrollment

- Enrollment is open to any student up to the section limit. All appropriate student paperwork must be completed and turned in before the student will be allowed to attend class or rehearsals.

Transportation to and from Classes and Rehearsals:

- Students and their families are responsible for arranging suitable transportation to and from all classes, rehearsals and related events.
- For safety reasons, parents/guardians are asked to drop off their **children no earlier than 15 minutes** before the stated start time and pick them up **no later than 15 minutes** after the scheduled ending time. SYT is not able to provide supervision outside of these hours. Rehearsal locations do not provide for waiting areas.
- **Students must be picked up within 15 minutes of the announced release time. After 15 minutes, the family will be charged \$1 for every minute that a staff member must remain on his/her own time to watch over your child.** The student will not be readmitted to rehearsal until this fee has been paid.

General Attendance Policies – Classes and Productions:

- Regular attendance is an obligation assumed by every student at the time of registration. Excessive Absences may result in students being removed from sections of the production from and/or dropped from the class.

Special Attendance Policies – Productions (only):

- Students who are being considered for leading roles may be asked to eliminate certain conflicts before they are cast as a lead.
- Since the staff does not have the time to “catch up” actors on material they have missed, any absences from a scheduled rehearsal may result in the actor being excluded from a given scene or musical number. If the actor can later demonstrate to staff that he or she has mastered the missed material, he or she may be permitted to rejoin the scene or musical number at the staff’s discretion.
- **No absences are permitted during the ten days leading up to the first performance.** Any actor who is absent during tech/performance week will be dismissed from the show and will not be cast in a leading role until they have successfully participated in another production all the way through.

Materials Needed for Class and/or Rehearsal:

- Comfortable clothing (no outdoor jackets and no excessively loose or tight clothing) in which he/she can move, dance and sit on the floor. Midriffs should remain covered. Long hair should be tied back so it is out of the actor's eyes and face
- Sneakers or jazz shoes (no platform shoes, slip-ons, sandals or open-toed footwear)
- Three-ring binder for handouts, including script, score, schedule and other written materials. Please mark the student's name on the binder
- Pencils
- Water in a sport bottle. Please mark the student's name on the bottle. Dry snacks may be brought to class/rehearsal as long as they are consumed at break time in approved areas only

Expectations for Student Behavior

- Please see the "Student Agreement" for details on SYT's basic expectations for attendance and behavior.
- Behavior problems will be dealt with informally. Persistent problems potentially may lead to any of the following: a "tag out," temporary removal from rehearsal, suspension from rehearsals pending a parent conference and a specific behavior contract; a final warning; dismissal.

Parents at Class Meetings, Rehearsals and Performances

- Since students often react negatively to the presence of their parents at classes and/or rehearsals, and due to our very limited meeting space, SYT can only permit parents to observe the very first rehearsal or class. After that, SYT does not permit family members and/or friends to observe classes or rehearsals.
- Due to Federal Licensing Laws and Industry Standards, **videotaping or other video or audio recording is strictly prohibited at all rehearsals and performances.** Families may order professionally produced production photos through our affiliated vendor.

Withdrawal:

- SYT policy 6.10 states "**Students are expected to accept whatever role(s) they are assigned by the director.** Actors who withdraw from a production because they do not like their roles, or anyone who otherwise withdraws partway through the rehearsal process, may still enroll in future shows. However, please understand that these students will not be cast in a leading role until they have successfully participated in another production all the way through."

Refunds:

- Production Fee: If you withdraw before the first day of class or rehearsal, you are entitled to a refund of your participation fee(s) minus the \$35 registration fee. **Once casting has been announced, no production/workshop fee refunds will be made under any circumstances.**
- Please allow up to four weeks for processing of your refund.

Liability for Damaged Property

- Please be aware that students and their families may be held financially responsible either individually or collectively for the repair or replacement of costumes, props, lighting, sound, stage, musical equipment or other property lost or damaged due to student neglect or misuse.

Questions?

- For answers to questions about rehearsal schedules, registration or attendance matters please approach your show's staff directly. Staff members' names, contact information and areas of responsibility are included on every rehearsal schedule.

- For questions which cannot be answered by the show staff, please feel free to contact the administrative office by e-mail at hhornlien.syt@youngartistsconservatory.org or call the office at (707) 451-7200 during normal business hours.

Student Agreement

SYT requires commitment and cooperation from everyone involved in workshops and productions. Personal responsibility is the key to success! SYT provides an exciting environment within which to work and create. There are expectations for attendance and behavior that must be met in order to maintain it. Here are some that will help everyone to achieve success:

PART ONE: ATTENDANCE

- I understand that I am an integral part of my class/show and that I am needed at every class meeting or rehearsal for which I am scheduled.
- I agree to arrive at class/rehearsals on time but no more than 15 minutes early.
- I will remain in class or at rehearsals until the session is completed and I am excused. I understand that I am not allowed to leave the premises without adult supervision during of class or rehearsal hours.
- If I must unexpectedly miss class or a rehearsal for any reason, I will contact my instructor or show staff (not the SYT office) before class or rehearsal to notify them of my impending absence.
- I understand that if I miss a scheduled costume fitting and do not call at least 48 hours in advance to reschedule that it will count as an unexcused absence.
- I understand that I may be excluded from any material that is taught while I am absent.
- I understand that if I incur more than three (3) unexcused absences, I may be dropped from the class or show.

PART TWO: BEHAVIOR

- I will pay attention to and follow the instructions of SYT staff members.
- I will display the highest standards of respect for myself and others.
- I will control myself and avoid roughhousing.
- I understand that physical violence of any kind against other students or staff is grounds for immediate suspension and/or dismissal.
- I understand that swearing is not allowed. I will also control my topics of conversation around younger participants.
- I agree that the following behaviors create an uncomfortable environment for other actors and are always inappropriate: sexual language, gossip about a person's sexual activities or sexual orientation, sexual gestures or movement, and physical contact of an intimate or sexual nature, whether the other person is willing or not. [If someone directs this kind of behavior at you, or if you observe it happening around you, please speak privately with someone on the adult staff with whom you feel comfortable talking. Don't worry - your identity will be kept confidential.]
- I will always wear appropriate clothing and shoes as instructed by SYT staff.
- I will not litter. Instead I will throw my trash in an appropriate trash receptacle. I will also help others keep the space tidy and clean.
- I will not bring unapproved food or drink to rehearsals or performances. I understand that I may have water with me if it is in a closed bottle. I'll eat only dry snacks but only during designated breaks in rehearsal and in designated areas.
- I understand that drinking alcohol or taking drugs at or prior to class, rehearsals or performances is grounds for immediate dismissal.
- I agree not to smoke before or during class, rehearsals or performances.

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- I will turn my cell phone off during class or rehearsal. I may only use it during official breaks.
- I won't bring any personal electronics including I Pod's, music players, video games, cell phones, PDA's, etc.) to class or rehearsal without express instructions from a staff member.
- I promise to support my fellow actors and the adult staff. I won't offer criticism or "advice" and if I overhear gossip of any kind, it will stop with me.
- I understand it is my responsibility to leave class or rehearsal with all of my personal belongings and I will promptly turn over to my parents any paperwork or notices that have been handed out for their information.
- I agree to meet all deadlines including line memorization.
- I will treat school and theatre property as well as anything that doesn't belong to me with great respect and care. I will not touch props that are not assigned to me.
- If I am in a show, I understand that I may not alter the length, color or general appearance of my hair four weeks prior to opening, without permission of the Costume Designer and/or Makeup/Hair Supervisor.
- I promise not to make changes to my role, costume or any other element of my performance without specific instruction from the staff. I realize that "pranks" are not part of a professional theatre experience and harm the integrity of the show. I also understand that if I participate in a prank during performance, I may be prohibited from participating in future SYT productions.

A Word About Lines and Blocking That May Make You Uncomfortable:

Sometimes actors are asked by their directors to say lines or act out blocking that makes them uncomfortable, especially if it involves strong or religious language, "pretend" flirting, hugging or even kissing between characters. Please understand that the director is doing this because it's part of the play. It is what the playwright intended for the characters. Everyone associated with the production, including the audience, knows that when actors speak or act on stage, they are acting as characters, not as themselves. There is little reason to worry that a character's "behavior" will reflect on the actor playing the role. Changing the language or actions of a character based on our own personal feelings goes against the playwright's vision. It destroys the unique world that the playwright has created to get his or her message across. For this reason, and with respect to copyright laws, we are not in a position to make "adjustments" to "tone down" scripts.

At the same time, we try hard to choose plays that are of high quality and attract participation from SYT families and audiences. If for whatever reason you are uncomfortable with something that you are asked to say or do on stage, please speak privately with someone on the adult staff with whom you feel comfortable talking. If we can adjust things to help you feel better, we will. If it's something we can't change, you may be given the choice to go ahead and do/say what's being asked or let another actor take your place for those words/actions. Just ask, and we'll talk about it!

Read this document, then sign and return the "Student Agreement Sign-Off Sheet." We suggest that you keep this document for future reference.

FAQs

Welcome to Solano Youth Theatre! The on-going goal is to provide young people with terrific experiences in the world of theatre. Here are the answers to some of the questions you may have about the rehearsal and production process.

What is Solano Youth Theatre? SYT is the award-winning youth theatre division of the Young Artists Conservatory of Music.

With our programs, we seek to stimulate, celebrate, and enhance young actors' and audiences' understanding of themselves and others through the shared magic of live theatre.

What ages does SYT serve? Our programs are geared toward students in grades 1 through 12.

Does a child need to have acting experience to participate? Absolutely not! We do our best to provide a safe and exciting experience for beginning students as well as a healthy challenge for more advanced "seasoned veterans."

Are auditions necessary to participate? Most of the shows and workshops do NOT require auditions to get in. We accept all interested applicants up to the enrollment limits regardless of previous training or experience. If the description says "BY AUDITION" then your enrollment in a workshop or show will be contingent on a successful audition.

How do you cast the parts in the shows? Once rehearsals begin, friendly, supportive "in-house" auditions are held to determine casting. We pride ourselves on an ability to find developmentally appropriate and rewarding roles for all of our young performers.

How much does it cost?

- Students participating in Spring 2012 programming pay \$300 - \$325, depending on the production. This fee helps to underwrite the cost of production expenses such as instructors, facility rental, instructional materials, scenery, costumes, lighting, royalties, etc.

Why does it cost that much? The average SYT musical costs about \$50,000 - \$60,000 to produce. Factors that influence costs greatly are space rental, (up to \$16,000 for a performance venue rental and \$3,500 for rehearsal space) royalties (up to \$9,000 for the right to produce a show like *Hairspray*)...now you add up the costs of the production (set, costume, lighting = about \$7,000 total) and the professional level instructors and artists and paper and advertising and script materials and you can begin to see where the money is going. SYT Munchkin shows have an average budget of \$15,000, in "large" part because they generate less in ticket revenue.

Are there ever any discounts? YES! You can earn a \$25 production fee discount by enrolling and paying in full on or before the registration fair. (Registration fair will be 2/4/12 from 10:00 a.m. until 1:00 p.m.)

Does SYT offer financial assistance? Yes! We offer easy installment payment plans, need-based scholarships, and volunteer scholarships. Scholarship guideline information and applications are available on our website.

How do I find out about future SYT programs? To join our mailing and e-mail list to automatically find out about future workshops and productions, send an e-mail to hhornlien.syt@youngartistsconservatory.org OR phone us at (707) 451-7200.

** Please bear in mind that some sections may already be enrolled to capacity by the first day of rehearsal. It is always a good idea to register early.*
