

THEATER AT LATITUDE 58

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## Policies & Guidelines

*Theater at Latitude 58 welcomes performers ages 8 and older*

*and ages 5 – 7 years on a limited basis*

*Actors must maintain appropriate focus, behavior, and attendance standards.*

### **REHEARSAL SCHEDULE**

A general rehearsal schedule calendar will be issued at the Orientation Meeting. Students are expected to be available for every rehearsal and production shown unless noted on their registration forms. After casting, specific calendars will be issued for each role.

### **SCHEDULE CONFLICTS**

Please indicate any and all pre-existing schedule conflicts on your registration. We try to work around them. However, do not schedule anything further that conflicts with the schedule unless you have checked with the director(s) first. Otherwise, this will result in unexcused absences.

### **REHEARSAL ATTENDANCE**

An excused absence consists ONLY of the following:

- A previously scheduled conflict indicated on your registration and approved by the director(s)
- Illness (phone call or 24 hour notice by email)

The attendance requirement is firm, and prompt arrival is obligatory. Take your calendar with you when scheduling those orthodontist or other appointments!

### **LATE ARRIVAL**

Performers are expected to be in place and ready to work at the scheduled start time. Please plan accordingly.

## **TEAM WORK & RESPECT**

Every cast member is an essential member of the team. Respect and courtesy to each other and the director(s) as well as the parent volunteers is required. Bossiness, rudeness, bullying, or other attitude difficulties will not be tolerated. Cast member will receive only one warning. If the situation persists after the warning, a parent conference will be mandatory. If the behavior persists after the conference, the cast member will be removed without refund.

## **SNACKS & WATER BOTTLE**

There are snack breaks provided during any rehearsal 2 hours or more. If you wish to bring a snack, it should be quick and healthy. Do not bring sugar or any type of soda pop. Trips to nearby stores or restaurants are not allowed. Students must ALWAYS bring a water bottle. Additionally, please see that students do not consume sugar or soda pop right before coming to rehearsal or performance. In other words, if it's a last-minute trip though McDonald's drive thru, the beverage should be juice, milk, or water.

## **ATTIRE**

Cast members should always wear casual comfortable clothing that allows for movement. Gym shoes or approved dance shoes are highly encouraged. Please leave clogs, sandals, and open-toed shoes at home. All clothing should be free from derogatory statements, foul language, or alcohol advertisements.

## **ELECTRONIC DEVICES**

Performers will not be allowed to play with electronic devices during rehearsal. This includes breaks and free time. All actors are expected to interact with others during their time here. Electronic items will be confiscated by director(s), staff, or parent volunteer and released to parent or guardian at the end of rehearsal. Cell phones are permitted, but they need to remain in silent mode and only be used during break times for important communication.

## **E-MAIL COMMUNICATION REQUIRED**

E-mail is the method used (other than illness—see above). Every parent/guardian or adult cast member is expected to check email daily for updates. If this presents a difficulty for you, we will help you get an "email buddy." Please request this on your registration form.

## **VOLUNTEERING**

There is a volunteer requirement for each student's parent/guardian or other adult mentor. Theater at Latitude 58 is possible because of the help and support of our families. To keep the program running and also keep costs reasonable volunteer participation is vital. If this requirement presents a difficulty for your family, please indicate this on your registration form.

We need approximately 15 hours (or more if you want!) to assist with various rehearsal tasks. Please sign up for these duties during the orientation meeting. Adult performers are required to put in a minimum of 15 volunteer hours in lieu of tuition.

To ensure a safe and positive experience for all youth performers, all adult cast members and adult volunteers in direct contact with children (including, but not limited to, costumers, hair/makeup persons, and other inside-the-auditorium helpers) will be required to complete a background check.

### **CASTING**

All who attend orientation and auditions can expect to be cast, unless schedule conflicts or other issues arise. By auditioning, cast members are agreeing to **accept whatever role they are assigned.** Withdrawing after casting is announced will be interpreted as not being willing to accept the assigned role and will preclude that performer from participating in any future productions. No refund will be available for students who withdraw after casting.

**DO NOT CONTACT DIRECTORS OR ANY MEMBER OF STAFF THE EVENING CASTING IS ANNOUNCED.**

### **PAYMENT**

Tuition is due to be paid in full at orientation unless arrangements for scholarships or payment plans are made with the treasurer(s). Students with an open balance from a previous show will not be allowed to register until said balance is paid in full.