

Free State High School
4700 Overland Drive Lawrence, KS 66049
bryce.jones@usd497.org | 785-330-4634



**2023-2024 Troupe 5773 Handbook
Lawrence Free State High School**

Table of Contents

<u>2023-2024 Free State Theatre Season</u>	3
<u>FSHS Theatre Department Information</u>	4
Free State Theatre Department Communication	
Free State Theatre ‘Rents’ Booster Club	
Black Box Theatre & Film Festival.....	5
Free State Improv	
Free State Live	
Kansas Thespian Festival	
International Thespian Festival.....	6
Blue Star Awards	
Fundraising.....	7
Community Involvement & Outreach	
Lettering Requirements	
<u>Thespian & Drama Club Information</u>	8
International Thespian Society & Drama Club	
Thespian Induction Requirements	
2023-2024 Thespian / Drama Club Officers	
Thespian / Drama Club Officer Position Descriptions.....	9
Drama Club Meeting Dates 2023-2024.....	10
Officer Meeting Dates 2023-2024	
<u>Production Information</u>	11
Production Phases / Steps	
Production Team Descriptions.....	12
Production Team Application Considerations	
Technician Position Descriptions.....	14
Technician Crew Application Considerations	
Audition Procedures & Performer Expectations.....	15
Audition Considerations Auditioning Callbacks & Casting Script Pick-Up Rehearsal Schedule	
Scheduled Conflicts / Mandatory Attendance Performance Communication Academics	
Script & Content / Approval Performer Contract Agreement	
<u>Code of Conduct</u>	17
Collective Commitments	
On-Stage Backstage Off-Stage Academics Attendance / Absence Policy Digital Citizenship	
Field Trips Financial Payments Suspension Policy Substance Abuse Policy	

2023-2024 Free State Theatre Season

Black Box Theatre & Film Festival (September 21-22)

Fall Improv Performance (October 27)

Musical: *Bright Star* (November 9-11)

Free State Live (December 7-8)

Winter Improv Performance (December 15)

Winter Play: *The Women of Lockerbie* (February 8-10)

Valentine's Improv Performance (February 13)

Spring Play: *The Importance of Being Earnest* (April 25-27)

Spring Improv Performance (May 2)



FREE STATE THEATRE

Our mission:

To foster personal and academic growth through the creativity and stewardship of performing arts.

FSHS Theatre Department Information

Free State Theatre Department Communication

Free State Theatre Activities Page | The Free State Theatre Activities Page will be a conduit for accessing general production and troupe information: <https://www.usd497.org/domain/8483>

Google Classroom | Google Classroom is an app for students and parents providing digital “classroom” spaces for productions and the troupe writ large. Google Classroom will be a conduit for accessing specific troupe and production information for parents/guardians and students pertaining to the denoted “classroom.”

Students & Parents/Guardians

- Free State High School Theatre [code: hfajhqx]

Productions

- Black Box Theatre & Film Festival [code: rjq3oho]
- Bright Star* [code: ddkuplm]
- The Women of Lockerbie* [code: 6fq3kri]
- The Importance of Being Earnest* [code: xf3bkm7]

Educational Theatre Opportunities

- Kansas Thespian Festival 2024 [code: cwojui3]
- International Thespian Festival 2024 [code: zavx4ad]

GroupMe | GroupMe is a messaging-based app for students that will be used to provide detailed updates and reminders. Join the ‘Free State Theatre 23-24’ group.

Instagram | @fsttheatre

Director Contact | bryce.jones@usd497.org | 785-832-6050 x 2202

Free State Theatre ‘Rents’ Club

Parents/Guardians are encouraged to involve themselves in any/all goings on within the Free State Theatre Department by volunteering assistance to the ‘Rents’ Club. The goal of the ‘Rents’ is to support Free State thespians in myriad ways, including—but not limited to—the following:

- Volunteering time and expertise at Set Construction/Technician Workdays
- Aid in the providing of snacks or meals for FSHS Theatre Production Teams, Performers and Technicians—particularly during show week(s)
- Contribute concessions products to be sold at FSHS Theatre Productions
- Facilitate the Box Office or Concessions tables for FSHS Theatre Productions
- Assist with fundraising, community outreach, or Drama Club activities/events (e.g. FSHS Theatre’s patron drive, The Festival of Trees, Thespian Awards banquet, etc.)
- Regularly attend scheduled FSHS Parent/Guardian Informational Meetings—routinely held in advance of each new production—to stay up-to-date regarding upcoming FSHS Theatre Department activities/events and production needs

‘Rents’ Meeting Dates | August 24 | November 27 | February 19 | All meetings will be held from 7:00-8:00 PM in the Free State High School Black Box.

Black Box Theatre & Film Festival

The Black Box Theatre & Film Festival is held each fall as a showcase for student writers, directors, producers, and performers.

Writers submit rough drafts of short-form scripts (twenty page maximum) for review prior to making revisions and submitting final drafts for consideration.

Once scripts are selected, students audition, cast, rehearse, direct, and produce their pieces for on-stage performance or film. Cast and Production Team members are to be current Free State High School students. Rehearsals are scheduled and run by the Writers/Directors selected for participation.

Students cast and/or involved in Black Box Theatre & Film Festival productions remain eligible and able to participate in Free State Theatre's fall musical.

Free State Improv

Each fall, Free State High School students are eligible to audition for the Free State Improv Team. Auditions entail performing designated improv games to display/represent your abilities as both a performer and teammate.

After a team roster is finalized and announced, team members rehearse on a weekly basis—at least three times a month. If the team opts to regularly rehearse off campus in addition to the weekly on campus rehearsals, they have the right to do so as long as all team members agree to the off campus meeting date(s)/time(s).

The Free State Improv Team performs at least four times per school year in the Free State Black Box; furthermore, five select individuals will represent Free State High School in the Competitive Improv event(s) at Kansas Thespian Festival.

Free State Improv Performance Dates 2023-2024

- Improv Team Auditions (September 13)
- Fall Improv Performance (October 27)
- Winter Improv Performance (December 15)
- Valentine's Improv Performance (February 13)
- Spring Improv Performance (May 2)

Free State Live

Free State Live is a sketch comedy production/performance opportunity allotted to individuals enrolled in Free State High School's Acting III class. Students in Acting III will write, cast, rehearse, direct and produce a sketch comedy show a la Saturday Night Live—befitted with a repertory cast, host (USD 407 Staff), and musical guest (Free State High School solo artist/group).

Kansas Thespian Festival

Students are encouraged to attend Kansas Thespian Festival each January. KTF is a three day conference run by the Educational Theatre Association featuring workshops, performances, guest artists, and the opportunities for camaraderie with fellow thespians from across the state.

At KTF, students can audition for attending college representatives and compete for performance and technical theatre scholarships. Individuals may participate in individual/group events (Thespy) for both performance and technical theatre. Students who receive a "superior" rating for their Thespy are deemed eligible to similarly perform at International Thespian Festival in June.

Kansas Thespian Festival also affords opportunities for One Act and Musical/Dramatic Performance adjudication. Lastly, students may participate in any number of competitive events including the Creative Costume Contest, Tech Challenge, Competitive Improv, Speed Charades, & Theatre Quiz Bowl.

KTF Performance Thespy Events	KTF Technical Thespy Events
Monologue, Duet Acting, Group Acting, Solo Musical Theatre, Duet Musical Theatre, & Group Musical Theatre	Costume Construction, Costume Design, Makeup Design, Lighting Design, Playwrighting, Scenic Design, Short Film, Sound Design, Stage Management, & Theatre Marketing

Registration for Kansas Thespian Festival is to be completed by October 1st. The following payment/balance schedule applies:

Registration Type	Prior to Oct. 1	After Oct. 1	After Nov. 1
Student—Full Conference	\$165	\$215	\$265

International Thespian Festival

International Thespian Festival is a week-long conference held each June in Bloomington, Indiana on the campus of Indiana University. Sponsored by the Educational Theatre Association, ITF features workshops, performances, guest artists, college auditions, Thespy events, and the opportunities for camaraderie with fellow thespians similar to that of Kansas Thespian Festival but on a national/international scale.

Registration fees include housing and dining, as well as tickets to ITF sponsored performances. The registration deadline falls in early May while full-payment is due in early June. Cost for the festival is \$999 for EDTA Thespians and \$1099 for Non-Thespians.

Free State Theatre Troupe 5773 will sponsor transportation and the chaperoning of students at ITF. Any/all students eligible for performance opportunities at ITF will benefit from Troupe 5773 fundraising campaigns designated as such.

Blue Star Awards

The Blue Star Awards recognize Kansas City area high school students' excellence in musical performance and technical theatre. Culminating in an awards ceremony at Starlight Theater each May, school musical and student submissions for adjudication are determined as a means of celebrating performers and the theatre arts in the surrounding area.

Free State Theatre Troupe 5773 regularly participates in the Blue Star Awards by having the fall musical's featured performers, technical components, and overall production adjudicated. Students are encouraged to pursue further individual participation in the adjudication process and/or the ceremony itself by applying for any number of the following Blue Star opportunities as described by Blue Star and Starlight Theater's community engagement program:

Rising Star Scholarship

Rising Star Scholarships are awarded to high school students who made outstanding contributions to their high school's musical theatre program. These students may have been performers, technicians, production coordinators, stage managers, and/or filled any other role within their musical theatre department.

Ceremony Ensemble

The Ceremony Ensemble category provides a path for students to perform in the Blue Star Awards Ceremony and have the opportunity to receive a monetary award to support future training. Two separate in-person audition sessions are offered. Those auditioning need only attend one of the sessions. For students unable to attend an in-person session, a virtual submission path is available.

Student Council

Blue Star Awards student council members serve as ambassadors and student advisors for the Blue Star Awards program. Activities may include: planning various non-competitive opportunities, assisting in the selection of event elements for the Blue Star Awards Ceremony, and providing insight on ways in which the Blue Star Awards can further benefit all students.

Technical Award

This award recognizes students who have given their time and talent in a backstage capacity (i.e. stage manager, crew head, board operator, etc.) or design field (i.e. lighting, scenic, costume, etc.). This application process may be initiated by a student or a teacher. Students at all high school grade levels may be considered.

Creative Award

This award recognizes students who contributed to the direction, music direction, and/or choreography of the production. Students at all high school grade levels may be considered. This application process may be initiated by a student or teacher. To qualify, the student/s had to have taken full responsibility for directing one or more scenes, teaching and working with performers/musicians in learning one or more songs, and/or creating and teaching the choreography for one or more songs.

Dream Production Award

This award highlights the creativity of students working in the areas of lighting design, scenic design, costume design, hair and makeup design, graphic design/publicity, direction, and choreography. After the Dream Production musical is announced, students will have three weeks to complete and submit a design/creative brief, artist statement, and initial design/creative work for the production. Students at all high school grade levels may be considered for this award. This application process may be initiated by a student or teacher.

Fundraising

All students involved in Free State Theatre Troupe 5773 benefit from fundraising endeavors undertaken by the troupe; such endeavors include—but are not limited to—a year-long donation campaign, patron drive(s), program ad selling, concessions donations, and our yearly badminton tournament.

Fundraising donations supplement our program and help with the licensing of scripts, creation/purchase of props, costuming, and building materials. Donations may also be used to help defray costs for students who attend the Kansas and/or International Thespian Festivals.

Students involved in Free State Theatre Troupe 5773 are expected to facilitate and participate in any/all fundraising endeavors in order to ensure the efficacy of the troupe.

It is requested that any/all financial donations collected by students (i.e. via a patron drive(s) and/or program ad selling) be collected in the form of a check made out to Free State High School with “FS Theatre” in the memo line.

Community Involvement & Outreach

Free State Theatre Troupe 5773 is dedicated to fostering positive relationships with its school, performing arts, and local community. Students involved in Free State Theatre Troupe 5773 are expected to facilitate and participate in any/all troupe sponsored Community Involvement & Outreach opportunities afforded them.

Community Involvement opportunities include—but are not limited to—participation in Free State High School’s homecoming parade festivities, advocacy for the troupe at Free State High School’s activities fair, supporting/attending USD 497 performing arts events, and supporting/attending area theatrical productions.

Community Outreach opportunities include—but are not limited to—Tommy’s Car Wash’s Tunnel of Terror, The Festival of Trees, and Theatre Advocacy Day (held at Kansas Statehouse in Topeka each March).

Lettering Requirements

Students desiring a letter in Theatre are to have completed one hundred hours of quality, theatre-related work that school year—commensurate with the earning of ten designated thespian points. Thespian points are accumulated by attending Drama Club meetings/events, acting, and/or fulfilling technician/production roles (e.g. stage managing, writing, directing, house managing, ect.). Free State Theatre’s Advocacy & Points Chair will facilitate documentation and maintenance of individuals’ thespian points and—in turn—the yearly earning of a Theatre letter.

Thespian & Drama Club Information

International Thespian Society & Drama Club

The Free State Theatre Department charters a division of the International Thespian Society (Troupe 5773). The International Thespian Society is the largest educational theatre organization in the world. Each US state has their own chapter (e.g. Kansas Thespians). Free State theatre students who are active members of Drama Club and productions at Free State are invited to become a “thespian” by joining Troupe 5773 via the International Thespian Society. Students involved in Troupe 5773 productions and Drama Club are encouraged to work towards International Thespian Society induction.

Drama Club will meet monthly. Club meetings are designated as opportunities for members to build camaraderie through activities/events and learn important Troupe information regarding upcoming productions and/or events. Special events (i.e. community service opportunities, fundraising events, movie nights, etc.) will be regularly scheduled throughout the school year.

Students can earn the ten thespian points necessary for induction by participating in Drama Club meetings/events, acting, and/or fulfilling technician/production roles here at Free State and in the community. Free State Theatre’s Advocacy & Points Chair will facilitate documentation and maintenance of individuals’ thespian points. Each individual thespian point is intended to honor ten hours of quality, theatre-related work. Point allocation guidelines are provided by ITS but at the discretion of the Troupe Director.

After initial induction as a thespian, additional thespian honors and distinctions can be achieved via the accumulation of additional points. Students’ thespian points totals are “running,” meaning points continue to accumulate across each successive year of involvement within Troupe 5773.

Thespian Induction Requirements

Students must meet the following criteria to be eligible for induction to the International Thespian Society:

- 1) Regularly attend Drama Club meetings/events
- 2) Earn at least ten thespian points by attending Drama Club meeting/events, acting, and/or fulfilling technician/production roles (e.g. stage managing, writing, directing, house managing, ect.)
- 3) Submit a one-time \$35 fee to the International Thespian Society

Thespian Induction	Honor Thespian Distinction	National Honor Thespian Distinction	International Honor Thespian Distinction
10 Points	60 Points	120 Points	180 Points

2023-2024 Thespian / Drama Club Officers

Co-Presidents: Cella Allison & Rowan Banker

Secretary: Ashtyn Ortiz

Treasurer & Fundraising Chair: Natalie Riley

Public Relations Chair & Troupe Historian: Lindsey Landholm

Advocacy & Points Chair: Ava Rivera

Community Outreach Chair: Becca Craft

Officers are inducted thespians elected by Drama Club vote each spring.

Thespian / Drama Club Officer Position Descriptions

Co-Presidents

- Represent the Drama Club at all school and public functions (e.g. social events, homecoming parade, activities fair, fundraising events, community service or outreach endeavors, Festival of Trees, Blue Star Awards recognition, Theatre Advocacy Day, etc.).
- Function as a liaison between our thespian troupe and other thespian troupes (e.g. fostering engagement with LHS, BMMS, SWMS, WMS, LMCMS, and Kansas State Thespians).
- Schedule, plan, and attend all Drama Club Officers meetings—setting and maintaining an agenda for each. Organize and lead all Drama Club meetings or activities, overseeing the delegation of responsibilities of all drama club officers—communicating and monitoring duties that are to be fulfilled.
- Attend and facilitate closing-night celebrations and honors (e.g. thespian points advancement and administrator/educator “thank you”) for each production.
- Collaborate with officers and/or Rents to ensure successful end-of-season celebrations (e.g. officer elections, thespian induction, and the theatre banquet).
- Be a positive steward of any/all things Free State High School Theatre & Troupe 5773.

Secretary

- Finalize and disseminate the schedule for Drama Club Officers Meetings, Drama Club Meetings, and any/all Troupe 5773 events (e.g. social events, community outreach opportunities, USD 497 production attendance, etc.)
- Record meeting minutes/notes for every Drama Club Officers Meetings—maintaining organized, accessible records for each.
- Maintain attendance records for all Drama Club Meetings and Drama Club Officers Meetings.
- Create resources and information to be made public for Troupe 5773 sponsored events and field trips.
- Attend all Drama Club Officers and Drama Club meetings—helping to set and maintain the agenda for each.
- Attend and facilitate closing-night celebrations and honors (e.g. thespian points advancement and administrator/educator “thank you”) for each production.
- Be a positive steward of any/all things Free State High School Theatre & Troupe 5773.

Treasurer & Fundraising Chair

- Organize, facilitate, and create resources to be made public for Troupe 5773 fundraising events (e.g. badminton tournament, program ad selling, patron drive, etc.)
- Create resources and information to be made public for Troupe 5773 show shirt orders.
- Attend all Drama Club Officers and Drama Club meetings—helping to set and maintain the agenda for each.
- Attend and facilitate closing-night celebrations and honors (e.g. thespian points advancement and administrator/educator “thank you”) for each production.
- Be a positive steward of any/all things Free State High School Theatre & Troupe 5773.

Public Relations Chair & Troupe Historian

- Maintain and consistently update social media regarding Drama Club meetings, events, and all Troupe 5773 performances.
- Organize the dissemination of show posters throughout FSHS and to local business/patrons.
- Function as a liaison between our thespian troupe and other thespian troupes (e.g. fostering engagement with LHS, BMMS, SWMS, WMS, LMCMS, and Kansas State Thespians) via the social media space.
- Communicate with Rents regarding Troupe 5773 events and performance to publicize on additional platforms.
- Maintain photographic records and descriptions of Troupe 5773 and Drama Club events (e.g. fundraising, community outreach, performances, social events, etc.) for historical and KTF Troupe Book purposes (i.e. to maintain our Gold Troupe Status).
- Attend all Drama Club Officers and Drama Club meetings—helping to set and maintain the agenda for each.
- Attend and facilitate closing-night celebrations and honors (e.g. thespian points advancement and administrator/educator “thank you”) for each production.
- Be a positive steward of any/all things Free State High School Theatre & Troupe 5773.

Advocacy & Points Chair

- Organize, facilitate, and create resources to be made public for Troupe 5773 theatre advocacy events (e.g. Theatre Advocacy Day, middle school outreach, etc.).
- Maintain up-to-date Thespian points records and facilitate their accounting for the thespian points advancement (following each production's closing night) and induction.
- Attend all Drama Club Officers and Drama Club meetings—helping to set and maintain the agenda for each.
- Attend and facilitate closing-night celebrations and honors (e.g. thespian points advancement and administrator/educator “thank you”) for each production.
- Be a positive steward of any/all things Free State High School Theatre & Troupe 5773.

Community Outreach Chair

- Organize, facilitate, and create resources to be made public for Troupe 5773 community outreach events (e.g. Festival of Trees, community organization donations drives, etc.).
- Attend all Drama Club Officers and Drama Club meetings—helping to set and maintain the agenda for each.
- Attend and facilitate closing-night celebrations and honors (e.g. thespian points advancement and administrator/educator “thank you”) for each production.
- Be a positive steward of any/all things Free State High School Theatre & Troupe 5773.

Drama Club Meeting Dates 2023-2024

August 20 - 4:00 PM (Thespian Kickoff)
September 20 - 1:30 PM
October 18 - 1:30 PM
November 14 - 1:30 PM
December 13 - 1:30 PM
January 17 - 1:30 PM
February 14 - 1:30 PM
March 20 - 1:30 PM
April 10 - 1:30 PM
May 7 - 7:00 PM (Thespian Induction)
May 10 - 7:00 PM (Thespian Awards)

Officer Meeting Dates 2023-2024

August 15 - 1:00 PM
September 29 - ECT
October 17 - ECT
November 15 - ECT
December 12 - ECT
January 16 - ECT
February 13 - ECT
March 19 - ECT
April 9 - ECT
May 7 - ECT

Production Information

To access application, audition, rehearsal, and performance information specific to each of the season's productions, each production's designated Google Classroom page is to be joined by all interested students for reception and submission of important production materials relative to each phase of the production.

Production Phases / Steps

Pre-Production

- Student Submission of Production Team Applications
- Production Team Finalized & Posted
- Student Submission of Technician Applications
- Preliminary Production Team Meeting & Technician Interviews
- Technician Crew Finalized & Posted
- Parent & Production Information Meeting [interchangeable with previous two steps]
- Audition / Callbacks
- Cast List Posted

Production

- Script Read Thru—Full Cast, Production Team & Technicians
- Rehearsals & Set Construction / Technician Workdays

- Tech Week [Full Cast, Production Team, & Technician Crew]
 - Production Team Deadlines
 - Technician / Production Team Watch
 - Paper Tech
 - Costume Parade
 - Cue to Cue / Dry Tech

- Show Week [Full Cast, Production Team, & Technician Crew]
 - Dress Rehearsals
 - Final Dress [Open]

- Performance Dates [Full Cast & Technician Crew]

Post-Production

- Strike [Full Cast, Production Team, & Technician Crew]
- Closing Night Honors [Full Cast, Production Team, & Technician Crew]

Production Team Descriptions

The various job descriptions listed will give you an idea of the roles and expectations of Production Team members for all productions by Troupe 5773 at Free State High School. At the start of pre-production, students may apply for Production Team Positions including—but not limited to—the following:

Stage Manager

The SM is a liaison among the director and all members of the production—Actors, Technicians, & Production Team. The SM works with the director to establish and maintain the rehearsal schedule; ensures that actors are at rehearsals; attends all rehearsals; writes down line and blocking notes given by the director; is available for line cueing; calls the show during its run; prepares the rehearsal space—setting up rehearsal props, furniture, and costumes; returns rehearsal materials following each rehearsal; aids in the assignment of Technician roles—including light and sound board operators; and attends all Production Team & Tech meetings/work days. Once the show opens, the SM has the ultimate responsibility to run the show and maintain the artistic integrity of the performances.

Assistant Stage Manager

The ASM assists the SM in all their duties and is often directly responsible for preparing the rehearsal space or stage for performance. The ASM is stationed backstage to facilitate communication between the SM in the booth and actors during performances. The ASM often organizes and assigns running crew duties for complex set changes onstage and quick costume changes offstage; is responsible for spiking set pieces; and supervises the backstage running crew; and attends all Production Team & Tech meetings/work days.

Technical Director (USD 497 Staff)

The TD is responsible for turning the set design and technical drawings into a completed set, while ensuring a safe acting/working space for actors onstage. The TD plans the build schedule; obtains the construction materials; supervises student labor during the preparation and build time; assigns individual and group tasks; coordinates with LDs and crew; coordinates with the SD and paint crew; determines the means by which scenic and lighting elements of a production are executed; creates working drawings from designer plans when required; supervises the operation of the scenic shop and all technical equipment; and attends all Production Team & Tech meetings/work days. The TD is the efficiency expert on all the technical elements of running a production; is responsible for the maintenance of the set and lighting during the run of the show; and oversees the SM, Box Office, electrical, and sound crews.

Student Technical Director

The Student Technical Director assists the TD in all duties, including production-related research; stewardship of all theater facilities; procurement and upkeep of materials; cleanliness and efficiency of the construction shop; and execution of running crew and usher assignments. They attend all Production Team & Tech meetings/work days.

Scenic Designer^

The Scenic Designer works with the Director and Technical Director to create the physical space of the play. They draw up the ground plans and elevations to be executed by the TD and build crew; creates a white or color scale design of the set; creates color elevations for the paint crew; is responsible for the creation or locating of furniture, props, and set decorations; collaborates with the costume, lighting, props, and sound designers; and attends all Production Team & Tech meetings/work days.

Lighting Designer

The LD, in cooperation with the Director and Technical Director, decides on exactly how a production should be lit—using natural or artificial light sources. The LD is responsible for figuring out the specifications of the particular theatre; works within the physical space and inventory; draws up the light plot and dimmer plot; coordinates the number of instruments and circuits, allocating cabling, gels, and other accessories required in the plot; supervises and completes all hanging and focusing; writes the light cues; works with the Director and TD to fix notes and make changes during the tech rehearsals; collaborates with the scenic, costume, and props designers; and attends all Production Team & Tech meetings/work days.

Sound Designer

The Sound Designer works with the Director and Technical Director to establish a soundscape for the production. They work to create, find, and modify all of the sound effects and music; record the shows' incidental tracks on the appropriate media; prepare the cues; works to mix or create particular effects or songs; implement any/all mic plotting and mic sharing for the production; collaborate with the scenic, costume, lighting, and props designers; and attend all Production Team & Tech meetings/work days.

Costume Designer[^]

The CD works with the Director to determine costuming needs and requirements. They are responsible for actualizing costuming needs by selecting and/or organizing the purchase of materials for construction—assembling, building, renting, pulling, or borrowing so costumes are ready for the first technical rehearsal. The CD also schedules measurements, fittings, and alterations sessions; coordinates costuming expectations and requirements for Actors; aids in the assignment and execution of quick changes; and attends all Production Team & Tech meetings/work days.

Properties Master

The Props Master works with the Scenic Designer, Stage Manager, Technical Director, and Director in order to organize purchase, borrowing, pulling, altering, and/or creating all props used in the production; prepares the props table and storage; maintains or repairs props during the run of the show; works with the assistant Stage Manager to set props prior to performance; collaborates with the scenic, costume, and props designers; and attends all Production Team & Tech meetings/work days.

Hair & Makeup Designer[^]

The Hair & Makeup designer works closely with the Director and Costume Designer to determine stylistic needs, materials, and designs for Actors' appearance on stage. They are responsible for selecting and/or organizing the purchase of materials, scheduling sessions for applying designs for/with Actors prior to technical rehearsals; executing designs prior to and during production performances; and communicating expectations and personal responsibilities regarding hair and makeup with Actors. They attend all Production Team meetings and Technical Rehearsals.

Publicity Director[^]

The Publicity Director works with the Director and oversees disseminating information to the school community and public regarding the production and events leading up to the production (i.e. programs, posters, and digital media). They attend all Production Team meetings and Technical Rehearsals.

Production Team Application Considerations

The application form will ask for information regarding the position(s) for which you are applying; inquire of your theatre experience, leadership, and collaborative skills; provide you the opportunity to share—based on the position for which you apply—an artist's statement and sketches images to express your preliminary ideas and concepts; request you make any/all scheduling conflicts known.

In addition to attendance stipulations provided in the descriptions, Production Team Members are expected to attend the Script Read Thru, all rehearsals during Show Week, all Performance Dates, and Strike.

Submission of an application for the Production Team confirms your receipt, understanding, and agreement to the stipulations set-forth on the Production Team Contract (provided via the production's Google Classroom page at the time of your application)—similar to those stated here.

[^] Production Team positions marked as such denote the possibility of applying for this position and auditioning to be cast for a role on stage.

Technician Position Descriptions

The various job descriptions listed will give you an idea of the roles and expectations of Technician Crew members for all productions by Troupe 5773 at Free State High School. Near the start of pre-production, students may apply and interview for multiple Technician Crew Positions including—but not limited to—the following:

Properties Crew

Aid the Property Master in pulling, altering, and/or creating all props used in the production; facilitate the actors' use of properties during the show.

Sound Crew

Aid in the cueing and mixing of sound elements, mic sharing, and mic application during the production.

Lights Crew

Aid in the hanging and focusing of lights when needed, changing bulbs and gels, and running any spots or on-stage specials.

Set Crew

Aid in the building and maintenance of set pieces, the painting of set pieces, and the overall execution of the Scenic Designer's set design.

Run Crew

Spike set piece locations, run scene shifts—including fly rails, and execute any on-stage effects.

Costume / Hair & Makeup Crew

Aid in the building, pulling, and/or altering of costume pieces; facilitate actor's quick changes during the production. Aid in the execution of the Hair & Makeup Designer's vision throughout the production.

Technician Crew Application Considerations

The application form will ask for information regarding the position(s) for which you are interested; inquire of your theatre experience, leadership, and collaborative skills; and request you make any/all scheduling conflicts known.

Technician interviews accompany application submission. The interview process is conducted by the Production Team and intended to provide them the opportunity to get to know you and follow-up regarding the information you've provided on your application in hopes of finding the best fit(s) possible.

Technicians are expected to attend the Script Read Thru, the majority—if not all— of scheduled Set Construction / Technician Workdays, all rehearsals during Tech Week, all rehearsals during Show Week, all Performance Dates, and Strike.

Submission of an application for the Technician Crew confirms your receipt, understanding, and agreement to the stipulations set-forth on the Technician Contract (provided via the production's Google Classroom page at the time of your application)—similar to those stated here.

Audition Procedures & Performer Expectations

Audition Considerations

A theatrical production is a substantial commitment and requires participants to balance academics with this extracurricular endeavor; by agreeing to audition and participate, you feel confident you will do so.

Auditioning

Auditions for each of the season's productions will be held from 3:30-6:00 PM on their designation audition date(s) and consist of scenes (sides) from the script and/or relevant musical numbers. Actors will be released throughout the afternoon and into the evening, but all should be prepared to stay until 6:00 PM. Those with "hard-outs" prior to 6:00 PM are to let the Stage Manager, Assistant Stage Manager, and director know when submitting their application; furthermore, they are to record their name and "hard-out" time on the whiteboard in the Black Box.

Upon your arrival for auditions, you will be asked to "sign-in" and fill out a hard-copy of the Audition Form; if you'd like to arrive with a hard-copy of the Audition Form already filled out, please feel free to do so via the copy provided on the production's Google Classroom page.

Important information regarding the audition process and production expectations will also be provided via a Performer Contract; please carefully read the document and review it with your parent/guardian—review of the document with a parent/guardian is an important expectation for you to fulfill.

After general housekeeping and introductory announcements are made, auditions will begin. Please note: auditions will take place with your fellow auditioners in attendance; additionally, per the provided audition sides, you will potentially be accompanied by one or more of your peers during your audition as the side(s) may include multiple characters.

In advance of your audition, please select and prepare an audition for one of the play's characters based on the character descriptions and sides provided on the production's Google Classroom page. Similarly, prepare a selected musical number(s) and any stipulated choreographed elements in advance (i.e. for the season's musical). You may eventually be cast for any of the production's roles; however, you are to select a character and prepare your audition for a character of your choosing. You are encouraged to memorize your selected character's lines and applicable music components preparation for your audition.

Audition Recommendations

- Consider the character's given circumstances (the character and situational details provided by the playwright—where you are, when you are, who you are, who you know, what you know and what you've done) and objective(s).
- Consider any difference in power exhibited by the relationship between characters in the scene.
- Engage the physicality of the character.
- Make big and bold vocal and character choices.

Callbacks & Casting

Actors needed for further auditions will find their names on a Callback list posted by 8:00 PM on the final day of auditions to the production's Google Classroom page. Be advised: Callback attendees are not assured of being cast in a role, and casting is not dependent on an actor being asked to attend Callbacks. The Cast List is scheduled to be posted by 8:00 PM on the final day of Callbacks to production's Google Classroom page.

Please adhere to the "24 Hour Rule" after casting is posted—waiting to offer your comments or concerns to the director until 24 hours have passed and casting decisions have had ample time to be processed.

Script Pick-Up

Performers cast for the production are to pick-up their scripts in the Black Box at a time designated prior to the scheduled Script Read Thru.

The Script Read Thru is to be attended by the Full Cast, Production Team, and Technician Crew.

Rehearsal Schedule

Performer rehearsals will begin following the Script Read Thru. A Rehearsal Schedule with Acts, Scenes, and/or Musical Numbers of focus will be provided on the production's Google Classroom page to ensure the cast is aware of when they are called, what they are to prepare, and what to expect (i.e. choreography, singing, blocking, etc.) at each rehearsal.

With the exception of Show Week, performer rehearsals will be scheduled within the 3:30-5:30 PM window—Monday through Friday. Dress rehearsals during Show Week are scheduled for 3:30-7:00 PM, while the window for Final Dress is extended to 3:30-9:30 PM.

Scheduled Conflicts / Mandatory Attendance

Performer scheduling conflicts—as noted on the Audition Form—factor into casting decisions. A theatrical production is a complex collaboration of dozens of participants, and even one absence impacts the quality of the full process.

Accommodations will be made for illnesses or emergencies, but attendance is still expected in all but the most extreme situations beyond scheduled conflicts noted on the performer's audition form. Please make careful note of any scheduled conflicts on your Audition Form. Attendance is mandatory beginning Show Week.

Your submission of an Audition Form confirms your understanding of the Rehearsal Schedule and mandatory Show Week, Performance, and Strike attendance.

Performance

Evening performances are scheduled for 7:00 PM with a 5:30 PM call time for Full Cast, Production Team, and Technician Crew. In the event of a scheduled matinee performance, the performance time will be 2:00 PM with a 12:30 PM call time for all aforementioned individuals.

Communication

You may reach your director, Stage Manager, and Assistant Stage manager via the production's GroupMe account—established after casting. The director is also available at the following email: bryce.jones@usd497.org.

It is expected that students and/or their parents/guardians communicate unforeseen scheduling conflicts in a timely manner—with at least 48 hours notice. Any questions or concerns regarding participation in the production or the production itself are to be directed to Mr. Jones.

Academics

Academics are considered when casting actors for a production. It is imperative that academics not suffer as a result of extra-curricular activities. Any cast performers with two or more failing grades will be "benched" from the production in order to attend to their academics; in the event that the grade(s) does not improve during the "benched" grace period, performers will be excused from the production for the sake of their academics.

Script & Content / Approval

Actors auditioning are expected to have an awareness of the plot and content of the play. Parents/Guardians must consent to their child being involved in the production prior to the actors engaging in the audition process—your submission of an Audition Form is confirmation of Parent/Guardian approval.

Performer Contract Agreement

Submission of an Audition Form for the production confirms your receipt, understanding, and agreement to the stipulations set-forth on the Performer Contract (provided via the production's Google Classroom page at the time of your audition)—similar to those stated here.

Code of Conduct

As the mission of Free State Theatre is to foster personal and academic growth through the creativity and stewardship of performing arts, please honor and adhere to the Code of Conduct set forth for Troupe 5773.

Collective Commitments

OPEN EYES Be present and ready to participate in the world around you.

OPEN EARS Be receptive of others' viewpoints; be open to forming and sharing your own ideas.

OPEN MIND Be aware of what you know, honest about what you don't know, and steadfast about what you want to learn.

Honor your commitments to the troupe—no matter your role, position, or obligation—by arriving on time and prepared.

Regularly review schedule/calendar specifics (subject to updates) to ensure you are aware of what is upcoming and/or expected of you (i.e. when Production Team materials are due, what Acts/Scenes are being run at each rehearsal, when lines are due, what is to be accomplished at a Technician Workday, etc.).

Communicate schedule conflicts to Mr. Jones, your Stage Manager, or Assistant Stage Manager in an anticipatory manner (i.e. via your Audition/Application Form). You may reach Mr. Jones at any time via the troupe's GroupMe or email.

Students and/or their parents/guardians are to communicate unforeseen scheduling conflicts in a timely manner—with at least 48 hours notice.

Please direct any questions or concerns regarding productions or troupe activities/events to Mr. Jones, the Drama Club Co-Presidents, or the appropriate Drama Club Officer.

Strive to leave any/all rehearsal and performance spaces (i.e. the Black Box, Auditorium, Auditorium Shop, Dressing Rooms, Costume Shop, and Booth) cleaner than how you find them—returning any/all materials used to their appropriate/approximate starting location and picking up any/all trash.

On-Stage

- Positively and productively engage with your fellow Performers, Stage Managers, Technicians, Directors, and Mentors.
- Be prepared to be involved in production responsibilities beyond "performance" (i.e. facilitating scene changes, moving set pieces, placing props, changing mics, etc.).
- Arrive for rehearsals with your script, music (when applicable), and writing utensil in hand.
- Maximize the productivity of rehearsal time by preparing for each rehearsal and utilizing "off-stage" time by running or reviewing lines/components of the production (e.g. blocking, choreography, and/or vocal parts).
- Dress in appropriate rehearsal attire—including footwear—based on rehearsal components set forth on the rehearsal schedule.
- Take proper care of all costume pieces—returning them to the Dressing Room daily.
- Check your props prior to rehearsals and performances. Refrain from handling others' props unless specifically designated to do so.

Backstage

- Positively and productively engage with your fellow Technicians, Stage Managers, Performers, Directors, and Mentors.
- Dutifully serve the production by maintaining focused engagement with what is going on on-stage and your related task(s).
- Be a caretaker of all performance related-spaces (i.e. the Black Box, Auditorium, Auditorium Shop, Dressing Rooms, Costume Shop, and Booth).
- Take proper care of tools and equipment—returning materials to their appropriate location after use.
- When designated to do so, appropriately handle props and set pieces so as to ensure their upkeep and repeated use.
- Dress in appropriate attire—including closed-toe footwear—based on the directives set forth on the schedule (i.e. wear “painting” clothes on days designated as such).
- Refrain from running, horseplay, and use of headphones when working Backstage and/or in the Auditorium Shop.
- Follow appropriate safety and “best practice” protocols at all times (i.e. protective eyewear when cutting lumber, ventilation when utilizing paint, the wearing of gloves when handling the fly system, etc.).

Off-Stage

- Positively and productively engage with your fellow troupe members, Mentors, Free State High School Staff, and other thespian troupes—fostering relationships with LHS, BMMS, SWMS, WMS, LMCMS, and Kansas State Thespians.
- Be an advocate for Free State Theatre Troupe 5773 and the Performing Arts by attending/publicizing troupe activities/events, Free State Theatre productions, USD 497 productions, area theatrical productions, and concerts/performances of your fellow Free State students.

Academics

Academics are considered when students apply for production positions and roles. It is imperative that academics not suffer as a result of extra-curricular activities. Any Performers, Production Team members, or Technician Crew members with two or more failing grades may be “benched” from a production in order to attend to their academics; in the event that the grade(s) does not improve during the “benched” grace period, individuals will be dropped from the production for the sake of their academics.

Attendance / Absence Policy

Students will be excused from scheduled rehearsals/workdays noted on their Audition/Application Form(s). It is expected that students and/or their parents/guardians communicate unforeseen scheduling conflicts in a timely manner—with at least 48 hours notice.

Digital Citizenship

Be a responsible digital citizen by engaging with social media in a respectful manner that is supportive of your fellow students and the troupe’s endeavors. Refrain from posting or engaging with content that may be destructive to the present/future success of yourself, peers, and troupe—this includes inappropriate language and references to illicit substances. Digital irresponsibility may result in “benching” or dismissal from troupe activities/events/productions at the discretion of the director.

Field Trips

Students are to be on their best behavior during any off-campus activity and/or field trip—this includes being respectful of all clinicians/artists/representatives, the performance/classroom/transportation/lodging environments (i.e. leave any/all spaces cleaner than how you find them), guidelines set forth by organizations/institutions with whom we are interacting (e.g. EDTA), and general theatre etiquette. An individual’s inability to comport themselves as a responsible ambassador of Free State Theatre Troupe 5773, Free State High School, and USD 497 may result in “benching” or dismissal from troupe activities/events/productions at the discretion of the director.

It is the responsibility of the student to have any/all required permission slip and documentation signed by a parent/guardian and submitted prior to attending the event/activity. Submission of a permission slip is required for all Free State Theatre sponsored off-campus activities that take place within the school day or require significant in-state/out-of-state travel. Failure to submit the appropriately signed permission slip and/or documentation by the date required will result in the student not being permitted to attend the event/activity.

Financial Payments

It is requested that any financial payments incurred by students (i.e. for production t-shirts, KTF/ITF cost, Thespian Induction, etc.) be paid in a timely manner to Mr. Jones and/or by the date specified for receipt. Cash or check is the preferred method of payment; checks are to be made out to “Lawrence USD 497 Free State High School” with “FS Theatre” in the memo line.

Suspension Policy

Students may face troupe/production suspension or dismissal for conduct detrimental to the success or aims of the troupe/production; such disciplinary action is at the discretion of the director. Any individual who receives any form of school suspension from Free State High School administration will—per school policy—be similarly suspended from troupe activities/events/productions ongoing at that time.

Substance Abuse Policy

Students are not use or possess tobacco, alcohol, illegal drugs, or substances that are dangerous to a student’s health. The use, distribution, or possession of tobacco (including electronic cigarettes and vaping devices), illegal drugs, or alcohol on or off school property will be considered a violation of published policy; violation of this policy will result in the “benching” or dismissal of the individual(s) from troupe activities/events/productions at the discretion of the director.