



ROSE CHILDREN'S  
THEATRE

# PARTICIPANT HANDBOOK



## **ROSE CHILDREN'S THEATRE**

Empowering children and their families through the experience of the performing arts

### **ATTENDANCE REQUIREMENT:**

Participants are expected to attend as many rehearsals as possible. The last two weeks of rehearsals are mandatory for everyone. Tech week and all performances are mandatory attendance for everyone. More than 3 unexcused absences could result in the loss of your part or opportunity to be in the show.

### **AUDITIONS**

RCT requires everyone interested in being part of an RCT Production do a live audition at one of the approved RCT audition times. No pre-recorded auditions will be accepted.

### **REHEARSALS:**

You will receive a schedule from the director. Participants are expected to attend as many rehearsals as possible. The last two weeks of rehearsals are mandatory for everyone. Tech Week and all performances are mandatory attendance for everyone.

### **TUITION:**

There is tuition for each show. Operating Expenses, which include venue costs, rehearsal space fees, director fees, royalties, costumes, makeup, lighting, etc., are funded by tuition.

PAYMENT IS DUE IN FULL BY THE FIRST REHEARSAL AND PARENT MEETING. IF NEEDING A SCHOLARSHIP OR PAYMENT PLAN, THIS MUST BE COMPLETED BY FIRST REHEARSAL OR YOU WILL NOT BE ABLE TO PARTICIPATE AND WILL NOT RECEIVE YOUR SCRIPT.

We follow the same financial guidelines for scholarships as schools do for free and reduced lunch. Please bring your award letter to the first meeting.

### **OUTSTANDING PAYMENTS:**

If you have outstanding payments, due or owing with RCT (this includes summer camps and previous shows), you will not be able to participate in the show until these outstanding payments are made.

### **PARENT PARTICIPATION:**

Volunteers are an important part of any RCT production. One of the goals of the Rose Children's Theatre is to involve parents in their children's theatre experience. This also helps to build community and provide services to the theatre that would otherwise require payment. All of the needs of RCT cannot be met by tuition and ticket sales alone. To make this a truly outstanding experience, there will be specific volunteer requirements for parents of children cast in this production. See the volunteer coordinator with any questions.

### **SAFETY:**

We ask that parents make sure there is an RCT adult onsite before they leave their child at either a rehearsal space or a performance venue.

RCT is not the only organization that uses rehearsal or performance spaces (ie First United Methodist or Wildish). For the safety of the children please bring them to their rehearsal space and make sure there are RCT adults present before you leave.

Students are required to check in with the director or designee before leaving. It is the policy of RCT that no adult will be alone in a room with a child. If there is no other adult or child present, the door must remain open at all time.

### **TICKETS**

Ticket information will be handed out for each show. Anyone watching an RCT production is required to have a ticket, including volunteers. All ticket sales are final.

### **SCHEDULE**

RCT will post the seasons calendar online at [www.therct.com](http://www.therct.com), this calendar is subject to change without notice.

### **VIDEO:**

RCT works with Stafford Video Productions, to order videos of current or past productions please contact Stafford Video at 541-683-5445.

## PREPARING FOR THE THEATER

### WHAT TO WEAR TO THE THEATER?

Our dressing room space is cozy and privacy is something that is not always possible except when using the restroom area. To avoid embarrassment or worry about dressing, actors should come to the theater dressed in **public underwear**. This may be worn under street clothes and then the actor's costume.

**Boys:** Undershirt, light-weight gym type shorts, bike shorts (nothing baggy or bulky)

**Girls:** Undershirt, sports bra, tight bike type shorts, leotard (light colors that won't be seen under costumes.)

**NO JEWELRY!** (Unless it's part of your costume.) **NONE!** NO WATCHES, EARRINGS, BRACELETS, ANKLETS, NO NAIL POLISH UNLESS YOU HAVE BEEN INSTRUCTED BY THE DIRECTORS TO WEAR IT.

**For shows at *The Wildish*** - Actors are asked to enter the theater off of the alley between the parking garage and the north side (back) of the theater. If you are coming down Main Street past the theater, turn right onto 6<sup>th</sup> Street and then into the alley on the right. **Please make sure that your actor enters the theater safely supervised, either with a parent or in a small group.** We will have a parent volunteer inside the alley door greeting actors and helping with check-in.

### **Parking:**

Sometimes it is difficult to find parking in the parking structure off of the alley. Also, please be cautious about the parking lots behind the theater as well. Most of these are private lots or Pay-and-Park and they are monitored 24/7. We would hate for anyone to get towed! Most of us have been successful finding parking spots on the street surrounding the theater.

## What to expect during Technical Rehearsal Week

***Parents and siblings are not allowed at these rehearsals.***

### CALL TIMES:

Your director will give you specific call times. It is **extremely** important that you arrive on time or a few minutes prior to your listed call time. All actors should check in with our Green Room Supervisor **FIRST**. They will then wait quietly in the Green Room until asked to go for costumes, makeup and hair. Please remember that actors are not allowed in the theater auditorium unless directed to do so. **IMPORTANT-DO NOT DROP YOUR CHILD OFF BEFORE THEY ARE SCHEDULED TO BE THERE**

## WHAT TO BRING TO THE THEATER

### **Theater Bags:**

It is extremely helpful for each actor to bring a small bag that is marked with their name and filled with quiet activities for them to engage in should they have to wait before or after they are dressed for performances. Items to place in theater bags:

- ◆ Hairbrush (please DO NOT share brushes!)
- ◆ Book, word search, crossword puzzle, homework.
- ◆ Water bottle filled with water only (please put actor's name on bottle)
- ◆ Hair band to keep your hair off your face for make up
- ◆ **PLEASE** no cell phones or electronic devices

## **FOOD IN THEATRE**

Please send your actor with a simple, healthy snack and water. **We ask that peanut products not be sent in snack bags due to food allergy issues.** PLEASE **DO NOT** send large, fancy dinners. There is not enough room in the Green Room for actors to eat large meals. Crackers, cheese, bagels, apples, grapes, carrots, trail mix, granola bars are all examples of recommended snacks.

## **HAIR:**

Please arrive with your hair:

- Clean
- Dry
- Brushed
- No product (gel, hair spray...)
- Some actors may be asked to come with their hair already styled
- There maybe shows you are asked to arrive with your hair done a certain way

## **FACES:**

Please arrive with your face:

- Clean, no makeup
- No dry lips, please apply a bit of Vaseline or colorless lip moisturizer if dry
- No dry skin (makeup won't adhere)-light moisturizer if dry
- If your child has makeup allergies please see Parent Volunteer Coordinator, you will need to bring in their own makeup in a labeled baggie.

## **COSTUMES:**

- Costumes will be ready and waiting!
- RCT provides most costumes items, you maybe asked to provide specific items such as shoes, stockings, leotards, black pants etc.
- Please make sure your name is listed on every item
- Once you bring it to the theater, do not remove it
- It is your responsibility to make sure that your costume and accessories are not misplaced and that **EVERYTHING** used for your costume is returned to that bag or basket as it was found following the end of every performance.
- If you have items that go on hangers, please return them **NEATLY** to their place on the hanger.
- Please do not remove any costumes or props from the theater.
- Due to the small spaces, please keep your area tidy.

## **IMPORTANT DETAILS**

- The backstage area, Green Room, dressing room and theater spaces are very limited in size and, for this reason; we ask that **ONLY** parents who are signed up for volunteer duties be in these areas.
- We ask all volunteers to stay in the area assigned. For example, do not visit back stage if you are volunteering in the lobby.
- Siblings who are not in the performance are **not allowed** backstage before performances without director approval.
- If you are a parent volunteer who needs to arrive earlier than your child's call time, your child is welcome to come with you but, we ask that they wait in the Green Room for their designated call time to go upstairs to the dressing area.
- Please note that parent volunteers may **NOT** reserve seats in the theater prior to performances.

**Rose Children's Theatre**  
**Code of Conduct**  
**S.H.A.R.E. the Responsibility**

Rose Children's Theatre is a not-for-profit 501(c)(3) organization designed to produce theatre for children by children in a nurturing and positive environment. Please read the following expectations and sign at the bottom to indicate your willingness to abide by them.

**SAFETY:**

- I can help make RCT a safe environment.
- I will refrain from behaviors that threaten the physical or emotional safety of others. Therefore, I will praise, encourage, and critique rather than put down, slander, or criticize others or my directors.
- I will listen carefully and follow directions given rather than do my own thing. I will show kindness, respect, and cooperation rather than bullying, shoving, pushing, or other aggressive behavior.
- I realize that I am responsible for my behavior. I further understand that if I have trouble with my behavior my parent or guardian may be asked to supervise me, or I may be asked to leave for the day or dismissed from the show.
- I will be responsible and report any unsafe behavior to an adult.
- Once I am on theater grounds, I will leave only with my parent/guardian or parent-approved driver.
- If I need to leave the theater grounds early, I will seek approval from my director or a board member in advance.

**HOMEWORK:**

- I will take the responsibility to learn my lines and dance steps. I will get help in learning if I need it.
- I will take responsibility for my work in whatever position I am granted.
- I will practice and help others learn as well.

**ATTENDANCE:**

- I understand that I am expected to attend each rehearsal for which I am called, stay in the assigned rehearsal room, or designated area as assigned by the production staff.
- It is my responsibility to write preplanned vacation dates on my audition sheet. I understand that my vacation dates may impact the type of role I am given.
- If other appointments or commitments arise, I understand that it is my responsibility to tell the director/production coordinator.
- If I have an emergency, I will make an effort to let someone in charge know.
- I understand that if I have three unexcused absences, my role may be given to someone else or I may be dismissed from the show.
- I understand that our rehearsal times are limited, so I will make every effort to be on time and ready to work when I am called upon.

## **RESPECT:**

- I will model respect to my directors, adult chaperones, and members of the board.
- I will be quiet and listen attentively of any adult providing instruction.
- I will cooperate with parent volunteers who help with the show, whether it is on or off stage.
- I will respect my fellow actors and actresses.
- I will respect the rehearsal and theater grounds by throwing away my trash, by not allowing others or myself to destroy it, and by touching only the props, sets, microphones, sound equipment or costumes which I am asked to touch.
- I will demonstrate respect for the family friendly environment by refraining from foul or derogatory language, cigarette use, alcohol or drug use, or public and/or private displays of affection.
- I will not touch another actor or actors inappropriately at rehearsals or performances.
- I will respect members of the other casts by leaving their props, sets, and costumes alone unless asked by an adult to move them.
- I will further show respect by treating my props and costume with care and by returning them to their proper places.

## **ENVIRONMENT:**

- I will help create a safe, creative, family-friendly, focused environment in which we may work together to enjoy the magic of theater and to share that magic with the public.

I understand that the director or his/her designee maintains the right at all times to take any action, in his or her sole judgment, necessary to uphold the integrity and positive reputation of RCT.

I understand that RCT has a three step disciplinary policy. First step in discipline will be a conversation and warning to the actor. Second, will be a call home to the parents/guardian and a written description of the offense and actions taken. Third offense may require immediately dismissal from the show.

I understand that if I display conduct in violation of the above terms or other inappropriate behavior it will be reviewed by the director who will have the final disposition of disciplinary action which could include immediate and permanent dismissal from the show, without following the three step policy. Disciplinary action will be shared with the Board of Directors. If the behavior is severe, participation in future shows may be prohibited.

## **Share Agreement Form**

### **BRING THIS PAGE TO THE FIRST REHEARSAL**

### **Required for Children and Teens**

I \_\_\_\_\_ (print your name) agree to S.H.A.R.E. the responsibility of making the magic of theater come alive at Rose Children's Theatre. I have received a copy of and have read the expectations and am willing to follow them to the best of my ability. I further understand that if at any time during the RCT show I feel or see anything unsafe or uncomfortable, I will tell one of my directors or a RCT board member.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date



**PAYMENT FORM**

ACTOR'S  
NAME\_\_\_\_\_

AGE\_\_\_\_\_ BIRTH DATE\_\_\_\_\_ GRADE\_\_\_\_\_ SEX M / F

SCHOOL\_\_\_\_\_

PARENT'S NAME\_\_\_\_\_

ADDRESS\_\_\_\_\_ CITY AND ZIP\_\_\_\_\_

PARENT'S EMAIL \_\_\_\_\_/\_\_\_\_\_

PARENT'S HOME PHONE\_\_\_\_\_ / \_\_\_\_\_

PARENT'S WORK PHONE\_\_\_\_\_ / \_\_\_\_\_

PARENT'S CELL PHONE\_\_\_\_\_ / \_\_\_\_\_

**T-shirt Size**            **YS YM YL AS AM AL**

Payment Arrangement

\_\_\_\_\_ Full Payment in the Amount of \_\_\_\_\_

\_\_\_\_\_ Payment Arrangement

\_\_\_\_\_ Monthly payments \_\_\_\_\_ Payment Installment \_\_\_\_\_

\_\_\_\_\_ Scholarship Application (Attached)

Thank you,  
RCT

# ★★ Audition Information and Release Form ★★



## RELEASE FROM LIABILITY

## Audition and Registration Form

I hereby give permission for my child, \_\_\_\_\_  
to participate in the Rose Children's Theatre program.

I declare that I am the parent or legal guardian of the above named child, and I have custody and control of the child. In the event my child is injured or should require medical attention, I hereby request that you contact our family physician or myself. In the event that we cannot be reached, I hereby authorize the Rose Children's Theatre to secure necessary medical treatment for my child. I further acknowledge that I will be responsible for any medical or hospital fees or costs associated with my child's medical treatment. I understand that as a participant, my child may be climbing on and off of stage and set pieces. I further understand that my child may be running, jumping, dancing and varied other movements on stage. I understand that my child may be running, jumping, dancing near moveable set pieces. I assume all risks and hazards to such participation including transportation to and from rehearsals and performances and hereby waive, release, absolve and indemnify and agree to hold harmless, School District 4J, Wildish Community Theatre, Lane Community College and Rose Children's Theatre it's organizers, sponsors, supervisors, and participants for any claim arising out of accidental injury to my child.

My signature indicated that I have read, understand, and agree to the terms of the above RELEASE FROM LIABILITY.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

DO YOU GIVE PERMISSION TO THE ROSE CHILDREN'S THEATRE FOR THE FOLLOWING:

|   |        |
|---|--------|
| Public news media photos, film, and interviews?   | Yes/No |
| Publicity photos to be used for future RCT publications?  | Yes/No |
| Field trip/performance with transportation provided by actors own parents or parent volunteers? | Yes/No |

\_\_\_\_\_  
Signature of Actor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ACTOR'S NAME \_\_\_\_\_  
AGE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_ GRADE \_\_\_\_\_ SEX \_\_\_\_\_ M / F  
SCHOOL \_\_\_\_\_  
PARENT'S NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY AND ZIP \_\_\_\_\_  
PARENT'S EMAIL \_\_\_\_\_ / \_\_\_\_\_  
PARENT'S HOME PHONE \_\_\_\_\_ / \_\_\_\_\_  
PARENT'S WORK PHONE \_\_\_\_\_ / \_\_\_\_\_  
PARENT'S CELL PHONE \_\_\_\_\_ / \_\_\_\_\_

You may use the back if needed for the following info.  
Please list any plays or musicals you have been in:

Acting experience (please include organization/school and director/teacher):

Dance Experience (please include organization/school and director/teacher):

Special Skills or Talents, (ie: cartwheels, gymnastics, juggling, splits, partner dancing):



Emergency Contacts if parent unavailable:

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Medical Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_

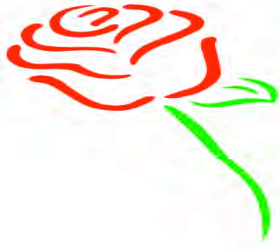
Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Any Medical Conditions? \_\_\_\_\_

Is your child on any medications? \_\_\_\_\_

Any allergies to food or medications? \_\_\_\_\_



# ROSE CHILDREN'S T H E A T R E

## Scholarship Application

Cast Members Name \_\_\_\_\_ DOB \_\_\_\_\_ School \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address \_\_\_\_\_

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Step #1 Are you eligible for the free or reduced lunch program at your school?

YES NO

How many People live in your household? \_\_\_\_\_ How many in the Show? \_\_\_\_\_

Amount of Scholarship for which you are applying \$ \_\_\_\_\_

If the cast member is not eligible for free or reduced school lunch are there circumstances you would like to share in order to further the consideration of your scholarship application. If so please write a short explanation.

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\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

The scholarship committee will review your application and notify you immediately. Financial Assistance is provided on a sliding scale. Be assured that no child will be turned away due to financial need. We respect your right to privacy and all information is kept confidential.