

# Rose Children's Theatre

*“To strengthen our community by empowering children, their families and adults through the experience of the performing art and the magic of theater”*

## **PRODUCTION GUIDELINES**

### **Junior Musical**

- **PRODUCTION SCHEDULE:** Fall
  
- **GOALS:**
  - Actor Education & Development***  
Actors will be provided with a safe, supportive environment that offers introductory to advanced opportunities in singing, movement and acting associated with musical theater.
  - Community Outreach***  
Junior musicals are well advertised and well attended by community adults and children. It is our desire to offer at least one weekday matinee performance at low to no cost for children at area elementary schools.
  
- **ACTOR AGES:** 2<sup>nd</sup> – 8th graders
  
- **REGISTRATION/AUDITION PROCESS:** Registration is completed online on a first come, first served basis. Actors do not participate in formal auditions for the Junior Musical. However, during the first week of rehearsals, group auditions are conducted for lead roles. Directors are encouraged to actively recruit participants via past productions or school and community connections. Pre-casting is not allowed.
  
- **CAST SIZE:** The director's goal should be to select a musical that allows for a large number of participants (both male and female). Participant numbers should be approximately 50, with 60 being the maximum cast size. Due to the generous cast size, directors please outline your plan to ensure a quality experience, that is educational and engaging, for all participants.
  
- All actors will be included in the Junior Musical cast with no exclusions based on abilities.  
  
***Cast size may be reduced by performance venue space accommodations.***
  
- **REHEARSALS:** Duration will be limited to seven weeks, including one week of technical rehearsals, unless an exception has been pre-approved by the Board of Directors (during the application process). During that time, no more than 24 rehearsals will be scheduled. Rehearsals typically last one hour and forty-five minutes. If needed, rehearsals may run up to 2 ½ hours in length. However, directors must publish and distribute the rehearsal schedule to parents during the initial parent meeting.

For the safety and supervision of our actors, directors are requested to arrive fifteen minutes prior to scheduled rehearsal times and stay until the last participant leaves.

Supplementary break out rehearsals, at alternate locations, will be at the director's discretion and parent coordination. Such rehearsals will be at no additional cost to RCT.

In addition to the director, a second supervisory adult must be present at all rehearsals, including those held at alternate locations.

- **BUDGET:** Expected to be profitable and contribute significantly to the administrative costs of running RCT, which includes, but is not limited to: storage, insurance, telephone, administrative salaries, postal services, tax reporting, and professional accounting/tax preparation services. Within the assigned budget are the costs for sound engineering, light engineering and musical direction. If additional staffing is required (choreographer, co-director, etc.), this must be requested during the application process.
- **PERFORMANCE SPACE:** The performance venue will be determined by the Executive Committee with the approval of the Board of Directors and in consultation with the director. The Executive Committee will take into consideration the resources of the venue (price, performance dates, backstage accommodations, storage space available during tech week and in between performances, lobby space, sound, lighting, parking and safety) in scheduling a venue. Due to the larger cast size and desired high volume of ticket sales this show will require a larger venue, generally a local high school.



## **Benefit**

- **PRODUCTION SCHEDULE:** As determined by the Board of Directors when the production season is set.
- **GOALS:**
  - Actor Education & Development***

Actors will be provided with a safe, supportive environment that offers opportunities in singing, movement and acting associated with musical theater.
  - Community Outreach***

The Benefit Concerts are well advertised and well attended by community adults and children.
  - Fund raising***

The intention of the benefit is to raise funds in order to provide scholarships, matinee performances at low to no cost for local elementary schools, and to assist with additional RCT administrative expenses.
- **ACTOR AGES:** Dependent on the show selected and director's vision. Alumni will participate by invitation only and will have tuition waived. Alumni production numbers will be limited and they will participate in workshops when possible.
- **AUDITION PROCESS:** By audition, conducted in accordance with the director's recommendation. Directors are encouraged to actively recruit participants from past RCT productions. Pre-casting is not allowed.
- **CAST SIZE:** Cast size will be determined by production and venue.
- **REHEARSALS:** Duration will be limited to five weeks, including one week of technical rehearsals, unless an exception has been pre-approved by the Board of Directors (during the application process). During that time, no more than 16 rehearsals will be scheduled. Rehearsals typically last one hour and forty-five minutes. If needed, rehearsals may run up to 2 ½ hours in length. However, directors must publish and distribute the rehearsal schedule to parents during the initial parent meetings.

For the safety and supervision of our actors, directors are requested to arrive fifteen minutes prior to scheduled rehearsal times and stay until the last participant leaves.

Supplementary break out rehearsals, at alternate locations, will be at the director's discretion and parent coordination. Such rehearsals will be at no additional cost to RCT.

In addition to the director, a second supervisory adult must be present at all rehearsals, including those held at alternate locations.
- **BUDGET:** Expected to be profitable and contribute to the scholarship fund, as well as administrative costs of running RCT, which includes, but is not limited to: storage, insurance, telephone, administrative salaries, postal services, tax reporting, and professional accounting/tax preparation services. Within the assigned budget are the costs for sound engineering, light engineering and musical direction. If additional staffing is required (choreographer, co-director, etc.), this must be requested during the application process.

- **PERFORMANCE SPACE:** The performance venue will be determined by the Executive Committee with the approval of the Board of Directors and in consultation with the director. The Executive Committee will take into consideration the resources of the venue (price, performance dates, backstage accommodations, storage space available during tech week and in between performances, lobby space, sound, lighting, parking and safety) in scheduling a venue.
  
- **ADDITIONAL EXPECTATIONS:** Cast will not be asked to purchase more than one outfit.



## Play or Additional Musical

- **PRODUCTION SCHEDULE:** As determined by the Board of Directors when the production season is set.
- **GOALS:**
  - Actor Education & Development***  
Actors will be provided with a safe, supportive environment that offers introductory to advanced opportunities in acting, movement and singing associated with theater.
  - Community Outreach***  
It is our desire to offer at least one weekday matinee performance at low to no cost for children at area elementary schools.
- **AGES:** 2<sup>nd</sup> – seniors in high school
- **AUDITION PROCESS:** By audition, conducted in accordance with the director's recommendation. Directors are encouraged to actively recruit participants via past productions or school and community connections. Pre-casting is not allowed.
- **CAST SIZE:** Cast size will be determined by production and venue.
- **REHEARSALS:** Duration will be limited to six weeks, including one week of technical rehearsals, unless an exception has been pre-approved by the Board of Directors (during the application process). During that time, no more than 20 rehearsals will be scheduled. Rehearsals typically last one hour and forty-five minutes. If needed, rehearsals may run up to 2 ½ hours in length. However, directors must publish and distribute the rehearsal schedule to parents during the initial parent meeting.

For the safety and supervision of our actors, directors are requested to arrive fifteen minutes prior to scheduled rehearsal times and stay until the last participant leaves.

Supplementary break out rehearsals, at alternate locations, will be at the director's discretion and parent coordination. Such rehearsals will be at no additional cost to RCT.

In addition to the director, a second supervisory adult must be present at all rehearsals, including those held at alternate locations.
- **BUDGET:** Expected to break even or be profitable and contribute modestly to the administrative costs of running RCT, which includes, but is not limited to: storage, insurance, telephone, administrative salaries, postal services, tax reporting, and professional accounting/tax preparation services. Within the assigned budget are the costs for sound engineering, light engineering and musical direction. If additional staffing is required (choreographer, co-director, etc.), this must be requested during the application process.
- **PERFORMANCE SPACE:** The performance venue will be determined by the Executive Committee with the approval of the Board of Directors and in consultation with the director. The Executive Committee will take into consideration the resources of the venue (price, performance dates, backstage accommodations, storage space available during tech week and in between performances, lobby space, sound, lighting, parking and safety) in scheduling a venue.







## **Main Stage Musical**

- **PRODUCTION SCHEDULE:** As determined by the Board of Directors when the production season is set.
- **GOALS:**
  - Actor Education & Development***  
Actors will be provided with a safe, supportive environment that offers introductory to advanced opportunities in singing, movement and acting associated with musical theater.
  - Community Outreach***  
Main stage musicals are well advertised and well attended by community adults and children. It is our desire to offer at least one weekday matinee performance at low to no cost for children at area elementary schools.
- **AGES:** Dependent on the show selected and director's vision. May be multi-generational. Participants 19 years and older will have tuition waived.
- **AUDITION PROCESS:** By audition, conducted in accordance with the director's recommendation. Directors are encouraged to actively recruit participants via past productions or school and community connections. Pre-casting is not allowed, with the exception of adult roles that are cast by invitation.
- **CAST SIZE:** Cast size will be determined by production and venue.
- **REHEARSALS:** Duration will be limited to eight weeks, including one week of technical rehearsal, unless an exception has been pre-approved by the Board of Directors (during the application process). During that time, no more than 32 rehearsals will be scheduled. Rehearsals typically last one hour and forty-five minutes. If needed, rehearsals may run up to 2 ½ hours in length. However, directors must publish and distribute the rehearsal schedule to parents during the initial parent meetings.

Supplementary break out rehearsals, at alternate locations, will be at the director's discretion and parent coordination. Such rehearsals will be at no additional cost to RCT.

In addition to the director, a second supervisory adult must be present at all rehearsals, including those held at alternate locations.

- **BUDGET:** Expected to be profitable and contribute significantly to the administrative costs of running RCT, which includes, but is not limited to: storage, insurance, telephone, administrative salaries, postal services, tax reporting, and professional accounting/tax preparation services. Within the assigned budget are the costs for sound engineering, light engineering and musical direction. If additional staffing is required (choreographer, co-director, etc.), this must be requested during the application process.

**PERFORMANCE SPACE:** The performance venue will be determined by the Executive Committee with the approval of the Board of Directors and in consultation with the director. The Executive Committee will take into consideration the resources of the venue (price, performance dates, backstage accommodations, storage space available during tech week and in between performances, lobby space, sound, lighting, parking and safety) in scheduling a venue.



## Camps or Summer Projects

- **PRODUCTION SCHEDULE:** Spring and summer
- **GOALS:**  
*Actor Education & Development*  
Actors will be provided with a safe, supportive environment that offers introductory to advanced opportunities in singing, movement and acting associated with theater.
- **AGES:** Requested by camp director during the pre-approval process and approved by the Board of Directors.
- **REGISTRATION OR AUDITION PROCESS:** If by open registration participants will be admitted on a first come, first served basis. If by audition, it will be conducted in accordance with the director's recommendation. Directors are encouraged to actively recruit participants via past productions or school and community connections. Pre-casting is not allowed. Participant space will be held with a 50%, non-refundable deposit, unless otherwise arranged with the RCT Treasurer.
- **CAST SIZE:** Camp size will be determined during the application process. High school interns are encouraged, with one unpaid intern per each 10 students. This will be waived for any middle or high school camps, which shall have 2 supervising adults present at all times.
- **HOURS:** Requested by camp director during the pre-approval process and approved by the Board of Directors.
- **BUDGET:** Expected to be profitable and contribute to the administrative costs of running RCT, which includes, but is not limited to: storage, insurance, telephone, administrative salary, postal services, tax reporting, and professional payroll/tax preparation services. If additional paid staffing is required, this must be requested during the application process.
- **PERFORMANCE SPACE:** The location will be determined by the Executive Committee and approved of by the Board of Directors. The Executive Committee will take into consideration the resources of the venue (price, camp dates, space, parking and safety) in scheduling a venue.

