

# ***Ghostlight Actor Expectations***

Parents/Guardians and students please sign at the bottom. This document must be BROUGHT TO AUDITIONS!

## **Fee Deadline – Due March 27th, 2026**

- **District Activity Fee:** \$150 (paid via My School Bucks)
- **Production Dues:** \$145 (paid via My School Bucks)— covers rights, scripts, and music. Includes t-shirt!
- **Costumes/Props FOR THIS SHOW ONLY** the \$200 costume dues are **waived** (yay!). YOU WILL BE PROVIDING YOUR OWN COSTUME AS THE DIRECTOR INSTRUCTS. You may have to purchase specific items, but it should be less than the typical costume dues. You may be asked to find some of your own props.
- **Comp Tickets:** Each paid set of dues receives **2 complimentary tickets**.
- **Sponsorship Option:** Students may seek local business sponsorships instead of paying dues directly.
- **Scholarships:** Students may apply for full or partial funding through **BAAF:**  
<https://www.bataviaaaf.com/giving>

We provide multiple ways for students to get assistance with fees and dues, therefore, If dues are not submitted by the deadline, the actor will be dismissed from rehearsal until payment is resolved. Repeated absences due to non-payment may result in removal from the cast. Please contact the Director for payment plans or assistance.

*Note: Personal makeup kits, if required, are available for purchase at All Dressed Up. Additional non-standard colors may be necessary for this show.*

## **Sponsorship Option**

Students may secure a **local business sponsor** to cover production dues. A sponsorship form will be available in newsletters. Submit the form and sponsor check by **March 27th, 2026**

*Many students have had full dues covered this way in previous years.*

## **Mandatory Parent Meeting**

**Date:** February 10th, 2026

**Time:** 6:00 PM

Attendance is required. Absences will result in an unexcused absence for the student **unless excused in advance/listed below**.

## **Rehearsals**

Please click on THIS [rehearsal calendar](#) or scan the QR code here:

Schedules and call times are subject to change based on production needs. Students are expected to demonstrate professionalism and commitment. Disruptive behavior may result in being dismissed and marked with an unexcused absence.



## **Absences & Conflicts**

- Last day to list excused absences:
  - **March 27th, 2026**
- **No absences permitted from April 6th-April 18th.** Any missed rehearsal during this time results in immediate removal from the show.  
All absences must be listed **with specific dates** below. **Do not simply name an activity.** Please reach out to Mr. Casburn for questions about specific activities.

List ALL known absences before March 27th here:

## **Memorization Deadline –1st half lines and blocking by March 5th, 2026. 2nd Half by March 20th.**

Failure to do so may result in being sent home and counted as an unplanned absence. Memorization is essential for progress.

## **Cell Phone Policy**

Cell phone use during rehearsal is prohibited. Violations will result in dismissal from that rehearsal and an unexcused absence.

**Hair Policy**

By auditioning, actors agree to comply with all hair design decisions made by the Director. This includes cut, color, and style for all performers. No changes may be made without approval.

**Calendar Acknowledgement**

I have reviewed the rehearsal calendar and understand the schedule and commitment required. **The show will be performed in the Black Box on April 16th-18th at 7pm with a matinee on Saturday the 18th at 2pm.**

**Thank You Notes**

Students are required to write several **personal thank-you notes**. Supplies must be provided by the student.

**Tickets**

- Ticket sales open to cast and crew:  
[www.BataviaFineArtsCentre.org](http://www.BataviaFineArtsCentre.org)
- Ticket Sale Date: TBA
- Parent volunteers (ushers, ticket takers) may attend the performance as guests **if seats are available**.

**Costume & Props**

- **Costume Fee:** As listed above, students will be providing their own costumes as instructed by the director. Be aware, this might mean that some students will pay more than others depending on the role, but all should be less than the normal costume fee.
- **Props:** You may be asked to supply or help source some of your own props.

**Rehearsal Cleanup**

All actors are expected to:

- Keep personal areas tidy
- Hang up costumes properly
- Return props to designated areas
- Participate in assigned "**Tidy Calendar**" post-rehearsal cleanup shifts

**Parent Communication**

Parents are encouraged to:

- Subscribe to the **cast newsletter** and joining the text alert service (details at the parent meeting)

**Content Acknowledgment & Role Acceptance**

I have read and understand the content of *Ghostlight* and am willing to accept **any role** (of any gender) assigned. I agree to follow all expectations outlined above and understand the consequences of noncompliance.

**Social Media Conduct**

- Actors understand that anything they post on social media is a reflection of themselves, the cast, the production, and the Batavia Theatre Department. Social media content lives beyond the moment—it is a permanent extension of your character and reputation.
- By signing this agreement, students agree to use all forms of social media positively and respectfully when referencing the show, cast, crew, production team, or anyone involved. This includes posts, comments, photos, tags, and shared content.
- Negative, disrespectful, or inappropriate posts—whether direct or indirect—may result in disciplinary action, including removal from the production. Think before you post. You represent more than yourself.

Thank you,

Joshua Casburn  
Director

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Parent/Guardian

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Student