

Austin High School
Theatre Arts Department

Red Dragon Players Production Handbook



Excellencia consuetudo est

2024-2025

The purpose of this handbook is twofold: 1) to introduce new theatre students to the department's customs and traditions, and 2) to serve as a ready reference text for returning students to review their duties each year. As your official guide for all activities concerning productions, it contains information of prime importance to those who hope to work effectively in the department. Complete familiarity with its contents is the first requisite for those students who are genuinely interested in learning the art of theatre.

The last page of this handbook is an acknowledgment that has a place for the student's signature and that of his parent(s). It is **MANDATORY that every student and parent involved in any production sign and return his or her signed sheet.**

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DIRECTORS' LETTER TO STUDENTS

Dear Students,

In order to achieve success in our endeavors at Stephen F. Austin High School, it is of primary importance that we make a firm commitment to quality in every production. Excellence is a habit. Intense pride should be manifested in our department and should burn brightly in our performances as well as in the theatre classroom.

Bear in mind that you as an individual can, and will, control your own destiny in this department. You are but one link in the chain of success, and if you fail to do your part then the chain cannot be strong. You will be pushed to do your best; we expect you to work consistently, try hard, obey the rules and cooperate fully with your directors and fellow performers. This will be made easier if you remember the following:

A Short Course in Human Relations

The six most important words: I admit that I was wrong.

The five most important words: You did a great job.

The four most important words: What do you think?

The three most important words: Could you please . . . ?

The two most important words: Thank you.

The most important word: we. The least important word: I.

It is a good philosophy. You are encouraged to embrace it.

On a personal note, we want to thank you in advance for the hard work you give to this department and to us. We love you dearly and consider ourselves lucky to be your teachers & directors. Let's have a great year!

Sincerely,

AHS Theatre Directors

DEPARTMENT CUSTOMS AND TRADITIONS

I. ATTENDANCE AND PUNCTUALITY

- A. **It is a custom of this theatre that you NEVER miss a rehearsal, a performance, a crew meeting, or a strike. You should accept this rule without hesitation. Unexcused absences from a dress rehearsal or performance will result in a demerit, and will likely prevent you from being cast in other productions at Austin High. Two (2) unexcused absences or three (3) unexcused tardies may be considered cause for dismissal from the company.**
- B. **If you have a valid reason for missing rehearsal, you MUST notify the director at least two days in advance so that the rehearsal schedule can be changed without problems. You do this via email and/or Band (Red Dragon Players). If you should have an emergency absence the day of the rehearsal, you should first contact your director via Band and leave a message with your Stage Manager).** An emergency is defined as a serious illness, a death in the family or a serious injury. You should not be in a production if you have a job that interferes with the rehearsal schedule. If you are actively involved in numerous after-school activities, you should notify the director IN ADVANCE concerning the days and times you will miss or be tardy to rehearsal. Be sure to write all rehearsal time conflicts on your audition application form. Misrepresenting yourself and your obligations is grounds for immediate expulsion from the company.
- C. **Be on time every time. In this department, there is no rule more sacred than this one.** If you are even one minute late to rehearsal, you are still late, and will be fined.
- D. **NO PASS, NO PLAY!!! Your first obligation is to your grades AND THEN THE SHOW. You are expected to work on homework during rehearsal if not being utilized during call time. Be on top of your grades. This is a state law!** Grades will be checked by the directors on a daily basis.

II. THEATRE COMMUNICATION CHANNELS

- A. **Callboard.** The callboard is located inside the wooden, double-doors on the west side of the theater. There is also a callboard in room 165. This is where all calls and announcements are posted for auditions, rehearsals, crew meetings, and other departmental activities. **You are responsible for checking the callboard DAILY during the course of a production.**
- B. **www.RedDragonPlayers.com.** Our website has valuable information for students, parents, and faculty members.

- C. **Email and Band.** All students must check their emails and Band DAILY for information from the directors and/or stage manager. Be sure to leave your band notifications on. You do not want to miss any updates
- D. **Facebook.** You can keep up to date by joining us on the Facebook Group. It is Private.

III. REHEARSAL SCHEDULE

- A. The usual weekday rehearsal time is from 4:30 p.m. until 7:00 p.m. Weekend and evening rehearsal times will be set by the director.
- B. **Rehearsal is over when the director dismisses you, not when your parents arrive to pick you up!** Every effort will be made to release you on time. **If you need to leave rehearsal early, please advise the director at least ONE day in advance.**
- C. During the last week of production, before opening night, we will likely stay late due to technical and dress rehearsals. Every effort will be made to communicate ahead of time. Usually, dinner is provided by the Booster Club. **Be prepared to stay the length of these important rehearsals. No one will be allowed to leave until after notes are given and all rehearsal items (props/ costumes) have been put away. See crew member assigned for that. Missing a dress rehearsal IS NOT ACCEPTABLE and may be cause for dismissal from the company and could jeopardize future casting.**
- D. You are required to be present for the beginning of every rehearsal, unless told otherwise by the director. You will receive a rehearsal schedule and breakdown of the entire process of the production; however, It is subject to change (ever so slightly). You will be notified and will be notified a day or two in advance in the event of change. **Remember to keep up with your rehearsal schedule.** You are responsible for updating schedule changes given by the director.
- E. A production officially begins with a read through, this includes actors & crew. and ends with Strike, a day or two after the final performance. Strike is the general clean-up of the theatre space and restoration to its original form, including returning all props and costumes, removing and breaking down the scenery, and taking down all the lighting equipment. **Attendance at both the Read through and Strike is mandatory! If you choose to miss the Read through and/or Strike, you will not work in this department again.** Furthermore, students enrolled in Theatre Production class will have a 30-point reduction of their semester grade in the event they choose to be absent.

IV. THE COMPANY

A. Auditions and Casting

1. Auditions are open to the entire school. However, students enrolled in any theatre arts course can and will be prioritized. **This does not include one-act.**
2. Auditions may be prepared monologues, cold readings, improvisations, or any combination of these. There will usually be a day or two of invitation-only callbacks. Final casting will be posted on the callboard and/or sent out via Band.

B. Selection of the Company

1. Selection of the production staff is based on the number of people needed for the crews, the abilities of the students selected and the variety of experience they have had in production.
2. Selection of the cast is based on the particular acting demands made by the play being produced, the ability an actor reveals in auditions, the need of the individual in terms of growth, and his or her past record on stage. This is a subjective area; please realize that your director does what they truly believe is best for the play.
3. Selection of the crew is at the directors' discretion and is based on work ethic and past experiences.
4. Every effort will be made to post the names of crew members at the same time as cast members. However, sometimes the crew list is announced later.
5. It is Unprofessional to voice your opinion over choices made by the director. Being cast/ assigned crew in a production is a job. Not everyone will be happy with every decision. If/when inquiring about casting choices, it is the theatre practitioner's job (YOURS) to take note from constructive feedback to better prepare for the next audition.
6. After the company list is posted, all actors and technicians MUST go to the callboard in the Preas Theater and initial next to their name. "liking it" on Band is not a substitute for accepting the role.
7. **All company assignments are tentative. Any member of the company (CAST or CREW) may be reassigned or dismissed at any time by the director if it is deemed to be in the best interest of the production.**

C. Responsibilities

The performance organization is made up of production staff that is arranged in a hierarchy. Each position has certain requirements and certain people to whom they must answer. The hierarchy in our organization includes the following

positions: Director, Stage Manager, House Manager, Crew Heads, Crews and Actors. Please understand that when something goes wrong, nine times out of ten it is because someone failed to follow the proper chain of command. Know your job and do it well. **It is important to note that crews do not hang out backstage during the production, unless their job requires them to do a task.**

1. Stage Manager (reports to the Director) **The Director may fill this position prior to auditions.** The Stage Manager's primary goal is to be on top of the production at all times. Of all the students connected to the show, the Stage Manager has the most complete picture of what is going on as they are present at all meetings and rehearsals. The Stage Manager should seek to serve the Director and the production at all times. They should **NEVER** betray the confidence of the Director by telling others what has been said, etc. This position requires that the person develop a poised, calm demeanor that is professional and supportive of the artistic process. The Stage Manager:

- A. Assists the Director in the conducting of auditions and photo calls by organizing scripts, keeping track of names, calling up the next actor, etc.
- B. He or she also prepares all necessary forms and collects these forms from the actors.

C. Distributes scripts to all cast and crew.

D. Prepares a Company Directory of cast and crew members' phone numbers.

D. Takes attendance at every rehearsal and writes down every student arrival time or absences to the Director.

E. Keeps track of time at rehearsal, politely reminding the director of the hour. (This will help the Director promptly release students.)

F. Takes down all blocking notation.

G. Reads for cast members who are not present at rehearsals and provides all sound effects and stage directions during the read-throughs.

H. Spikes the set's ground plan on the rehearsal floor and checks all rehearsal furniture and properties.

I. Prompts actors from the Production Script.

J. Takes notes for anybody that is not present and makes sure the missing person receives those notes at the first opportunity.

K. Is responsible for all light cues, sound cues and scene changes. **He or she calls the technical show from Cue to Cue and Tech rehearsals to all Dress Rehearsals and Performances.**

L. Runs the appropriate checklists prior to performances and manages the

- backstage pre-show scene, including actor and techie activities.
- M. Coordinates the start times of performances with the House Manager.
- N. Sweeps the stage. – seek crew members to help with that.
- O. plays a primary role in audience safety during every performance by being prepared to take immediate actions to protect the public's safety during an emergency.
- Q. Assists running crew members in their roles, especially by being a calming and supportive influence.
- R. Keeps close control over headset conversations by cutting off inappropriate chatter and especially "blame-laying" for any technical errors made by anyone.
- S. Goes over missed or flubbed technical cues with technicians in question immediately after the show. Reports these mistakes to the Director as well.
- T. Keeps track of actors' deviations from the script during performances and reports this to the Director.
- U. Supervises all stage crews
- V. Has complete charge backstage during rehearsals and performances.
- W. Gives permission to open the house before a performance.
- X. supervises Strike.

2. House Manager (reports to the Stage Manager)

The House Manager is the person responsible for the seating and comfort of the audience members, the competence and training of the ushers, and the distribution of the programs. They:

- A. Serve as Head Usher and is in charge of all Ushers. Thus, they distribute all Usher badges.
- b. Make the house and lobby areas ready for the production. This includes posting all interior and exterior signs.
- c. Sees that the necessary number of flashlights are on hand, in working order, and distributed to the appropriate ushers.
- d. Sees that the appropriate number of seats are reserved for any disabled patrons and the director's guests.
- e. Is responsible for the seating of all audience members arriving late.

- f. Is responsible for flashing the concession area's light on and off five minutes before the end of intermission. They should then announce, "The show will resume in five minutes. Five minutes. Thank you."

3. Crews

The crews are the people without whom a production would truly be impossible. They do the dirty work, often receiving less credit than is deserved. They are to be revered! Each crew has a Crew Head, who acts as a supervisor, reporting to someone higher up on the command ladder. The crews are listed below. **Please note that the ONLY people allowed backstage in the dressing room/makeup area are Actors, Dressers, the Stage Managers, The House Manager, and the Directors.** Crew members should never interfere with a performance.

It is mandatory that you attend all of your crew calls.

A. **Costume Crew** (Crew Head reports to Stage Manager) The costume crew oversees all aspects of the actors' costumes. They:

- 1) Assist in measuring actors for costumes.
- 2) Pull appropriate costumes from stock, including anything needed as rehearsal costumes.
- 3) Make minor repairs.
- 4) Manage the care and organization of all rental costumes by Checking costumes In & Out during runs and preparing all costumes for shipping back to the rental firm.
- 5) Keep the costume loft and all costumes clean and organized during rehearsal and the show's run. Febreze them before actors put them on and steam them if need be.
- 6) assist in getting the costumes to and from the cleaners at the end of a show's run.
- 7) **Some costume crew members serve as Dressers. The Dressers help actors during the performance by managing quick costume changes. They also are on hand to make minor repairs to costumes. The Dressers must attend all dress rehearsals & performances.**

b. **Ushers** (report to the House Manager)

Each production will have only four ushers. The House Manager is in charge of the Ushers and will assign each a specific job. The ushers are at the service of the audience. They are expected to dress in nice, black clothes and wear a tag identifying themselves as an usher. **They need to arrive ONE HOUR before the house officially opens. Ushers MUST watch the show from the vom area and remain**

professional at all times. In the days prior to the show, this group is responsible for folding and stapling the programs. In addition, they have these specific stations and duties:

- 1) Usher #1 sells stars and flowers before the show and during intermission.** Upon arrival, they should set up the Stars and Flowers table and all signs relating to the selling of Stars and Flower. Ten minutes prior to the opening of the house, they needs to get the Stars and Flowers cash-box from the box office. After selling stars flowers before the show, they must return all the money to the box office five minutes before curtain. **This usher's duty at intermission is to continue selling stars and flowers, and to hand-deliver the money to the Director at the end of intermission.**
- 2) Usher #2 is stationed at the foot of the vom ramp. This usher's job is to take tickets from entering patrons. They also sell concessions at intermission, clean up after intermission, and puts away materials after the show.** Upon arrival, they must help usher #4 prepare for intermission by posting restroom signs, setting up tables and posting price lists. During intermission, Usher #2 helps sell concessions. After intermission, Usher #2 helps close down concessions and helps move everything just outside the doors by the water fountain. After the show, Usher #2 helps move all of the concessions materials back into the Preas Theater.
- 3) Usher #3 is stationed at the top of the vom ramp. Their job is to hand out programs to entering patrons. They also sells concessions at intermission, cleans up after intermission, and puts away material after the show.** Upon arrival, he or she helps Usher #4 set up for intermission by posting restroom signs, setting up tables and posting price lists. Upon completion of those tasks, he or she gathers up the necessary programs for the show and places them at the top of the ramp. During intermission, Usher #3 helps sell concessions. After intermission, Usher #3 helps close down concessions and helps move everything just outside the doors by the water fountain. After the show, Usher #3 helps move all of the concessions materials back into the Preas Theater.
- 4) Usher #4 is in charge of concessions and is in charge of the cash box.** Upon arrival, this usher's first duty is to place a large, lined trash-can outside to the right of the front doors. They should then prepare for intermission by moving all drinks, coolers, and other materials from inside the theater to outside. (Ushers #2 and #3 will help.) It is their job to stay outside

with the concessions at all times. During intermission, this usher sells concessions. After intermission, they must return the cash-box to the box office and cleans up the concessions area. All tables, coolers, and other concessions materials should be moved to the doors just outside the water fountain. When the show is over, Usher #4, with help from Ushers #2 and #3, moves all concessions materials back into the Preas Theater.

- 5) **The four ushers must be at ALL dress rehearsals and performances. It is during dress rehearsals that they will assemble the stars to be sold and prepare concessions for the run. All four ushers must watch the show during the Final Dress Rehearsal. Ushers may not watch a performance from the audience.**

c. **Light Crew** (The Light Board Operator serves as Crew Head and reports to the Stage Manager.) The light crew's goal is to create and execute the most effective lighting design possible for a production. They:

- 1) Hang and focus lighting instruments.
- 2) Operate the light board during rehearsals/performances.

d. **Sound Crew** (The Sound Board Operator serves as the Crew Head and reports to the Stage Manager.) The sound crew's goal is to prepare the sound equipment to serve the production in three ways:

- 1) Make it possible for the actors to be heard on stage
- 2) Provide sound effects
- 3) Establish a mood for the production

e. **Scenery Crew** (The Crew Head reports to the Stage Manager.) The scenery crew constructs the set from the initial concept to the finished product. Wear proper attire for building, painting and show runs (if needed for the runs)

f. **Running Crew** (The Crew Head reports to the Stage Manager.) The running crew shifts all scenery during scene changes. They must dress in black clothing during a performance. **All members of the running crew must be present for every single rehearsal and ALL**

performances.

g. Publicity Crew (The Crew Head reports to the Stage Manager.)

The ultimate goal of this group is to provide a large audience for every performance. They make posters, write Public Service Announcements, create playbills, Post on FB, and other social media etc.

h. Props Crew (The Crew Head reports to the Stage Manager.) Props crewmembers assist the director and actors by providing props that are safe, functional and appropriate for the given circumstances of the play. They:

- 1) Design, plan, envision, locate, purchase, build and otherwise arrange for all the properties that will appear on the stage and be lifted by an actor.
- 2) Catalogue all of these items, noting their cost, origin, whether borrowed or rented. Assemble props table(s), labeling and keep track of them throughout the production.
- 3) Practice and execute the changing of all properties on the stage.
- 4) Store, care for, set up, prepare, and repair all properties used in the show.
- 5) Provide the Stage Manager with appropriate rehearsal props from the first day of rehearsal.

D. FINES

The consequence of certain unacceptable behavior is a fine and reduction of Theatre Production grade. These fines will be assessed by the Director(s) and could also lead to loss of ITS points. Most importantly, such lack of artistic discipline may result in not being involved in future productions. The charges are as follows:

INFRACTION	CONSEQUENCE
Tardy to a call	\$2 per 15 min.
Absent from a call without excuse	\$5
Leaving out a costume	\$2 per item

** Cell phones will be surrendered to the Director, and will not be returned until the next morning.*

A Note about Cell Phones:

Cell phones will be taken up by the stage manager for rehearsals and performances. They will be returned to students after microphones are turned in and/or the dressing room is clear.

E. The Company Meeting

The director will call an initial meeting of ALL company members. **Attendance is MANDATORY and takes precedence over all other activities.** The following procedure will usually be followed at company meetings:

1. Roll call by Director or Stage Manager
2. Filling out of bio forms and phone list information
3. Discussion of approach to play and to assignments
4. Announcements of rehearsal schedule and general rules for this production
5. Separate meetings (as needed) between Director and Crew Heads, crews and casts

V. BASIC RULES OF THE STAGE

A. Rehearsals

1. **Be punctual to every rehearsal.** Tardiness or absences will not be tolerated. If you are late, you will be fined. An unexcused absence or tardy is one that is not an emergency and is not on your conflict sheet. **Two (2) unexcused absences or three (3) unexcused tardies means dismissal-from the cast.** If you are to be absent or tardy, let the director know two days in advance.
2. A specific call time will be posted on the callboard and on band. You are expected to arrive on or before that time. The call time means you are in the building, readying for the rehearsal or performance. **On days of a show, you are not allowed to check in and then leave campus to eat.**
3. A visitor to rehearsal will only be allowed via permission from the director. Any visitor without permission will be politely asked to leave. **Parents, however, are always welcome to come watch our rehearsal process.**
4. Smoking, vaping, and chewing/dipping tobacco are not allowed.
5. Drinking alcoholic beverages during a rehearsal period or coming to a rehearsal, performance, or departmental party intoxicated, will result in immediate expulsion from the company.
6. Do not talk with the actors or otherwise disrupt a rehearsal.
7. It is totally unprofessional and inappropriate for an actor to tell another actor how to act. Avoid this abominable behavior!!!

8. At rehearsals, you should either be on stage, watching intently from the house or backstage studying/ working on homework.
9. At all times in rehearsal, actors are to remain as quiet as possible backstage.
10. At the beginning of rehearsal and performance, cell phones will be collected by the stage manager and held until the end of rehearsal. All cell phones must be turned off.
11. Understudies play an extremely important role in the theatre. If you are cast as such, please make certain you can take over a role with confidence should the need arises.
12. **Food, drinks, candy and gum are NOT allowed on the stage, in the house, in the booth, or in the backstage dressing room areas! THERE WILL BE NO EXCEPTIONS FOR STUDENTS.**
13. **LET THE DIRECTOR DIRECT.**
14. The stage manager is an extension of the director. If he/she requests that you do something, you must respond in the same way you would to your director. This is non-negotiable; it can be cause for dismissal from the company.
15. A conflict sheet must be filled out before auditions begin. We will try to work with your conflicts, but you must understand that compromise is not always possible. Too many conflicts will likely result in you not being cast. Talk to your parents about your conflicts, and do not over-commit yourself! **You may have 2 excused absences and 3 tardies on your conflict sheet.** You must be forthcoming with your conflicts, and you may not add to the conflict sheet after being given a role or crew position.

B. Performances

1. Actors should never leave the theatre during a performance.
2. **Photography and video recording are not allowed during performance!** Please make sure your parents and friends are aware of this. A photo-shoot will be scheduled before opening night and photos are available through www.reddragonplayers.shutterfly.com and <http://www.flickr.com/photos/reddragonplayers/>
3. All crewmembers must remain on duty at their station during the entire length of a performance. You may take a restroom break in the back-stage restroom, assuming your duties allow it.
4. **Under no circumstances should actors be in the booth during performances. (The ONLY exception is if an entrance or exit requires passage through the space.)**

5. Unless on stage, actors should be out of the sightline of all audience members and should remain absolutely quiet. Actors **MUST** keep the vom areas clear.
6. Please inform your loved ones that flowers are not to be presented during a curtain call. However, they may be given to an usher to be delivered backstage prior to the show.
7. On Performance days, only company members will be allowed into the theatre prior to the official time for the house to open. **No exceptions will be made for students in the department who are not in that particular show.**
8. **Unless invited by the director, the only people allowed backstage during a show are cast and crew members: no parents, siblings, friends or other department members.**

VI SEXUAL HARASSMENT

AISD believes that all students learn best in an environment free from dating violence, discrimination, harassment and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop.

The Austin High Theatre Department is committed to maintaining an environment free of discrimination or forms of harassment that unreasonably interfere with the security, well-being, or academic experience of any member of the community. Sexual harassment on campus, social media, text, or in any other settings is unlawful, as well as unethical, and will not be tolerated. The Austin High Theatre Department will respond promptly to complaints of sexual harassment by reporting it to the administration.

“No poet, no artist of any art, has his complete meaning alone. His significance, his appreciation is the appreciation of his relation to the dead poets and artists. You cannot value him alone; you must set him, for contrast and comparison, among the dead.”

~T.S. Eliot, *The Sacred Wood*

MISCELLANEOUS RED DRAGON INFORMATION

Make-Up Kits

Every student cast as an actor in a production is required to purchase an individual make up kit and sponges. Dermatologists caution, you should never share your makeup. Simply put -- swapping cosmetics can mean trading germs. Makeup brushes and applicators can easily carry bacteria from one person to another, and moist, dark containers allow such germs to thrive. Kits can be purchased at the Bazaar on Riverside Drive or online at <https://www.mehron.com>

Water Bottles

Students must bring their own water bottle(s). Be sure to label plastic water bottles... you never know who else might have one similar. Water will NOT be provided for cast & crew backstage.

Attending Productions

Attending live performances is part of the Texas Essential Knowledge and Skills for all theatre classes. Theatre Arts I and Technical Theatre Arts I students are not required to attend performances. **Students in Theatre Arts II-IV, Technical Theatre II-IV, and Musical Theatre I-IV are required to attend one performance of each production.** Theatre students will receive discounted tickets and will be expected to participate in class discussion regarding the production. Students who choose not to attend will be required to read the play and write a detailed play analysis.

Performance Information

1. Except for disabled patrons and guests of the director(s), no seats will be roped off as "saved."
2. Please inform your parents and friends that shows will begin on time, and latecomers will be seated by the ushers -- and only at an appropriate point in the show.
3. We will sell VIP Passes to family members. A VIP Pass admits the bearer to every performance in the run of the show. Prices vary depending on the number of performances, and passes may not be transferred to non-family members.

Lettering

A theatre "Letter" is earned once a student has worked on eight main stage productions. This work may be either as an actor or a technician. Classroom recitals/productions do not count toward letter jackets unless tickets are sold for a production on multiple evenings. Student-directed shows do not count towards lettering.

The Annual Red Dragon Awards Gala

Each spring, we hold our annual Red Dragon Awards Gala. It is a time to recognize the outstanding work of the year and, especially, to applaud our Honored Graduating Seniors. We give away door prizes, relax in the company of our families and friends, review the year through slides and music, and distribute awards to outstanding achievers. It has proven to be a highlight of the year -- a sort of culmination of what we do and who we are.

Distinguished Graduating Seniors

To be a Distinguished Graduating Senior, a student must meet all AISD requirements for graduation, be in good standing with the directors, and must have worked on four shows during their career at Austin High. Two of the four shows must have been during their Senior year. For students who have transferred from another school, the directors' discretion may be applied.

Honor Cords

- Blue & Gold Double Cords - inducted Thespian with 60+ points
- Blue & Gold Braided Cords - inducted Thespian with 3.0 or higher GPA
- Red & Black Braided Cord - Distinguished Seniors
- Orange Cords - Letter Jacket Requirements

Deadlines

Deadlines are set for a reason and missing a deadline is not acceptable. If you miss a deadline for a trip, you may lose your deposit and opportunity to attend.

Community Service and Volunteer Hours

Community service is a non-paying job performed by a person for the benefit of the community. Volunteering means giving of your time. Our department offers many opportunities for both. However, the directors will not award Community Service Hours or Volunteer Hours for attending a performance. That is merely entertainment.

INTERNATIONAL THESPIAN SOCIETY

How Membership is Granted

1. Thespian membership is granted for the demonstration of a commitment to excellence in theatre arts that meets EdTA's general guidelines. Specifically, students become members by earning points for their work and for maintaining a required GPA.
2. The directors and officers will maintain records of Students' activities, and Thespian membership will be conferred when qualifications have been met. When the required number of points has been earned, an apprentice should be given a Membership Notification card informing them that they may join the International Thespian Society. No hazing of student candidates is permitted.
3. One point represents approximately ten hours of excellent work.
4. To become a Thespian, a student must earn ten points, five of which must be acquired at the school where he or she is to be inducted. Students must participate in at least two full-length productions, or one full-length and two one-acts, or four one-acts. Participation should be in at least two of the listed categories (for example, acting and business).

International Thespian Society Officers

Committee made up of seniors will nominate students for the offices. Elections will be held in the last full month of school for the following year, and are open to ITS members. Officers work together to plan and implement Banquet, social activities, fundraisers, and they represent the Red Dragons at Freshman Orientation, Elective Fair, and Dedication Day.

1. The **President** (must be a Junior) presides at all meetings, appoints all standing and special committees, and directs and supervises troupe activities.
2. The **Vice President** (must be a Senior) presides in the absence of the president and is responsible for the induction of new members.
3. The **Communications Officer** keeps the records of meetings and attends to troupe correspondence by creating a calendar each month and keeping the call board neat.

4. The **Clerk** keeps the point records of all activities: plays, production dates, casts, crews, and work accomplished as provided in the official point system.
5. The **Historians** keep a scrapbook of news clippings, posters, programs, and photos etc. They also plan the slide show for the awards gala each year.
6. The **Community Service Officers** plan and implement two community service projects each year.
7. **Members at Large/Class Representatives** may be assigned by the Director.
8. Each year the director may choose to add officer positions based on the need of the department.

Active Membership Requirements

Thespian membership will be awarded to all students who qualify. No student can be elected into the troupe, and no student can be denied membership if he or she has fulfilled all membership requirements. A student member **MUST** maintain satisfactory standards of membership as set forth by the constitution of the troupe and by the EdTA governing board. **A student may be suspended or expelled from the troupe by the sponsor. A suspended student may not participate in the activities of any Thespian troupe nor attend Thespian conferences during the period of his or her suspension.**

1. This organization is an **HONOR** society and will require all members to maintain satisfactory standards of conduct both on and off campus. Use of inappropriate language, underclassmen (grades 9-11) leaving campus for lunch during the day, and causing a class disruption are examples of behavior that will not be tolerated. If an ITS member violates the AISD Code of Conduct, he/she will be demerited for each incident. After three demerits, the student will be suspended from the troupe.
2. If a student is suspended from the troupe, he or she may reapply for an active membership at the end of the suspension time.
3. Deposits made for attendance to the Texas Thespian Festival and International Thespian Festival are non-refundable.

Exceptional Thespians

After Thespians have attained membership, further recognition for their outstanding work in theatre arts may be indicated by awarding stars for each additional ten points (or 100 hours) earned. When they have earned sixty points, Thespians can wear Honor Cords at graduation.

SURVIVAL SUGGESTIONS

1. Make friends right away. AHS Theatre students are the friendliest around.

2. Say NO once in a while.
3. Take on as much as you can possibly handle, but don't undertake more than you can control.
4. Stay sober. And don't smoke or vape; it is the single worst and most preventable teenage habit.
5. Though it may sound impossible, try to get some sleep.
6. Bring your homework to rehearsal. Those students that can motivate themselves to study in any environment tends to be more successful. Use your time wisely.
7. Don't be afraid to ask for a ride! But also be willing to cough up some gas money.
8. Don't be afraid to ask for help -- from both students and teachers.

What do I do if I have a question or concern that is not addressed in this Handbook?

ASK THE QUESTION! Do not assume that your instructors/directors can read minds. If there is something that you do not understand, ask about it. The only stupid question is the one that remains a question.

Austin High Theatre Department's Handbook Acknowledgement Form

STUDENTS

I have read the Red Dragon Players Production Handbook, and I agree to abide by its rules and regulations. I understand that failing to follow these guidelines may be cause for dismissal from a production company and may affect future casting.

(student's signature)

(date)

PARENTS

I have read the Red Dragon Players Production Handbook, and I agree that my son/daughter will abide by its rules and regulations. I understand that failing to follow these guidelines may be cause for his/her dismissal from a production company and may affect his/her future casting.

(parent's signature)

(date)