



Handbook

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SECTION A: Mission of St. Mary's HS Theatre

St. Mary's HS Theatre is a dynamic collaboration among student artists and technicians, parents, directors, designers, and community volunteers. Our aim is to nurture the talent of our students through the creation of dramatic art that is entertaining, uplifting, and memorable. Moreover, we are dedicated to expanding our students' knowledge and professional skills, creating a positive and inclusive program, and fostering a thriving arts community rooted in the mission and tradition of Catholic education.

SECTION B: Production Staff and Adult Volunteers

Follow [this link to visit our staff page](#) and meet the supervising directors and designers.

SECTION C: Supervising Adult Responsibilities

Directors, designers, and other adult volunteers will:

- Support the mission of St. Mary's High School and St. Mary's HS Theatre.
- Lead in a way that ensures the safety of all students.
- Create a welcoming environment where all students have a place to share and grow their talents.
- Take accurate attendance at each rehearsal, work session, and performance date.
- Communicate frequently and professionally with parents, school representatives, and community volunteers.
- Maintain an accurate schedule of rehearsals, work sessions, and performance dates.
- Strive to resolve conflicts with and among students in a way that is safe, affirming, and respectful to all parties involved.
- Encourage leadership opportunities for "veterans" of St. Mary's HS Theatre to mentor and guide the newer members.

SECTION D: Student Responsibilities

All students participating in the program (actors, technicians, volunteers) will:

- Participate in the mission of St. Mary's HS Theatre.
- Abide by all rules and regulations in the *Parent / Student Handbook*.

- Be actively welcoming to all members of our theatre family, whether new or returning.
- Participate in a positive community that affirms all members, both students and adults.
- Work for positive conflict resolution with other students.
- Seek out adult help and support when needed.
- Communicate frequently and professionally with their parents and directors, designers, and adult volunteers.
- Be proactive in communicating about schedule changes, health concerns, and time management.
- Promote our program in the school community, especially among potential future members of our theatre family.

SECTION E: Parent Responsibilities

All parents of students in the program (actors, technicians, volunteers) will:

- Support the mission of St. Mary's HS Theatre.
- Abide by all rules and regulations in the *Parent / Student Handbook*.
- Communicate frequently and professionally with directors and other adult volunteers
- Actively support the production in the following ways:
 - Volunteer (on a regular schedule, if possible) with one of the following production areas:
 - Cast party (planning, serving, cleanup)
 - Costume construction
 - Playbill (creation and publication)
 - Props construction and purchase
 - Publicity
 - Set building and painting
 - Tech week meals (purchase, serving, cleanup)
 - (Of course, any costs incurred by this work will be reimbursed by the program—as long as approved by the directors *before* purchase.)
 - OR if unable to donate time, we ask that families donate 60 units of non-perishable snacks OR \$30 toward the purchase of snacks
- Encourage your son or daughter to be proactive in communicating about schedule changes, health concerns, and time management.
- Promote our program in the broader community.

SECTION F: Theatre Program Overview

The typical yearly schedule for St. Mary's HS Theatre includes:

- A fall play (typically not a musical) with performances (Th, Fr, Sa, Su) the weekend before Thanksgiving
- A spring musical with performance (Fr, Sa, Su, Fr, Sa, Su) either before or after Easter, depending on when it falls

The rehearsal period typically runs like this:

- Auditions take place about two months before the performances
- Rehearsals run weekly for about eight weeks:
 - Fall play:
 - Tuesday and Thursday afternoons
 - Wednesday afternoons and Saturday mornings (as needed)
 - Spring musical:
 - Acting: Tuesday and Thursday afternoons
 - Music: Monday and Wednesday afternoons
 - Dance: Saturday mornings / afternoons
- Pre-tech and Tech rehearsals run daily for the two weeks before performances

Tech work sessions typically take place:

- Thursday evenings
- Saturday mornings / afternoons

All student actors, student technicians, directors, and designers participate in Pre-tech, Tech, and performances.

SECTION G: Participation Requirements

Adults who would like to participate as directors, designers, or volunteers must:

- Be currently certified in the VIRTUS child-protection program.
- Dress in a manner that is professional and safe.
- Ensure that (at least) two adults are present at any theatre event.
- Check email on a daily basis and actively communicate with other adults.
- Communicate with students primarily via email; any texting with students in the program MUST include (at least) two adults in the thread.

- Maintain professional communication with other adults (parents, other directors and volunteers, etc.).
- Keep careful and accurate record of all financial documents, including receipts, invoices, etc.
- Submit any receipts for reimbursement or invoices for payment on a weekly basis.

Students who would like to participate as actors, technicians, or volunteers must:

- Be in good academic standing (i.e., NOT on academic probation).
- Dress according to the dress-down day guidelines in the *Parent/Student Handbook*; exceptions to this rule include:
 - Appropriate dance attire, as approved by the choreographer
 - Costumes approved by the directors and designers
- Check email on a daily basis and actively communicate with directors.
- Communicate with directors primarily via email; any texting with program adults MUST include (at least) two adults in the thread.
- Maintain a positive attitude that: demonstrates self-integrity, assumes the best of all members of the company, and fosters a growth mindset.
- Returning members (especially “veterans”) should serve as leaders and role models toward younger members.
- Remain on campus for the entirety of scheduled rehearsal or work session; exceptions to this rule include:
 - Early dismissal, as approved by a parent.
 - Accompanying adults on an off-campus errand, as approved by a parent.
 - Unsupervised off-campus meal breaks, as approved by a parent.
- Represent St. Mary’s HS and St. Mary’s HS Theatre in a positive manner at all times—whether on campus or off campus.

TODO Ideas:

- ~~Program Overview~~
 - ~~Types of productions and typical yearly schedule~~
- ~~“Participation Requirements”~~
- “Typical” roles and responsibilities of a production? Like a 101?
- Rehearsal Guidelines
- “Tech Week” Guidelines
- Performance Guidelines
- “Appendix” type items?
 - Glossary of Theatre / SM Theatre terms?
 - FAQ