

Dear Drama Families,

My name is Laura Johns, Owner and President of Tread the Boards Theatre. I am also a Special Education Paraeducator at White Lake Middle School, as well as the Director of the Afterschool Drama Program for their school play for the last ten years. With 18 years of experience in community theater, I have delved into every aspect of theatre, wearing many different hats, from costuming to acting to backstage crew. Currently, I direct the Children's Program musicals.



This show is the first for our 2025/2026 theatre season. We are so excited to have you!

*****This link will take you to our theatre's welcome portal and the paperwork you must print out. This paperwork and the show pass of \$60 must be paid/signed before August 19th at the first rehearsal/parent meeting. <https://www.treadtheboardstheatre.org/welcome>

To ensure a fantastic performance, there are important dates and expectations that must be met. **Attendance is crucial!** Students should also practice their parts and songs at home in addition to rehearsing with us. Memorization and thorough rehearsals are key to putting on a great show. Scripts will be distributed at the parent meeting, and the music is available online. A QR code in this packet, along with links to our social media groups, will provide regular reminders and updates. **Rehearsals will be on Tuesdays and Thursdays from 6:30 to 8:30 at Scott Lake Baptist Church, 811 Scott Lake Rd, Waterford.**

Show Dates:

- Friday, November 7, at 7:00 PM
- Saturday, November 8, at 2:00 PM and 7:00 PM
- Friday, November 14, at 7:00 PM
- Saturday, November 15, at 2:00 PM and 7:00 PM

All performances will take place at The Montessori School Crystal Lake located at 825 Golf Drive, Pontiac, MI and are open to families and the public.

Tickets will be sold at the door and are general admission.

Show Day Requirements:

- Report time for Friday shows: 5:30 PM
- Report time for Saturday matinee: 12:30 PM
- Report time for Saturday evening shows: 5:30 PM

Dress Rehearsals:

November 3rd, 4th, 5th from 6:30 PM to 9:30 PM

It is mandatory for all cast members to attend these dress rehearsals as we will run the entire play with lights, sound, and costumes.

If you have any questions, please feel free to contact me at redskyatnight35@aol.com or our producer at treadtheboardsinfo@gmail.com for show-related inquiries.

I am looking forward to a fun experience and a fantastic show with your students!

Warm regards, **Laura Johns**, Tread the Boards President/Limelight Youth Theatre Director

GENERAL INFORMATION:

This booklet provides guidelines and forms related to the production, oversight, and play-specific items necessary for the season.

ATTENDANCE POLICY - Attending rehearsals is essential for the success of the show. Your conflict dates have been recorded and these absences are excused. Any new conflicts submitted now will be considered unexcused unless you provide a doctor's note. We allow up to 2 unexcused absences; exceeding this limit may result in recasting your role. We prefer to avoid this, which is why we ask you to submit all conflicts beforehand. If you have an absence, email treadtheboardsinfo@gmail.com within 24 hours and text Laura at (269) 217-3178 if you're running late. Three tardies of over 15 minutes each count as one unexcused absence. Attendance during tech week and performances is compulsory.

FORMS AND PAYMENTS - The **registration fee is \$60.00** and should be paid by the cast member's first rehearsal after receiving this handbook.

Payments can be made online through our website, or in person.

Submit all forms and in-person payments at the beginning of rehearsals so the production team can focus on other tasks. Someone will be available at the start of each rehearsal to collect payments/forms and answer questions. If paying with cash or checks, place the payment in an envelope with your student's name and the payment/form details written on it. Checks should be made payable to: Tread the Boards Theatre

Cash and checks will not be accepted unless they are in an envelope labeled with your child's full name. Online payments are preferred.

COMMUNICATION - Provide your email address and check it regularly. Emails will be sent to notify you of production events and any changes to rehearsal schedules. Our Rehearsal calendar will be updated, but last-minute changes will always be communicated via email. It's important to read this booklet thoroughly and ask questions. Contact the production team at treadtheboardsinfo@gmail.com with any inquiries.

REHEARSAL TIMES - Weekday rehearsals are held on Tuesdays and Thursdays from 6:30 PM to 8:30 PM, unless specified otherwise. They will be held at 811 Scott Lake Rd, Waterford. Saturday rehearsals (if needed to be added later) are from 12:30 to 2:30pm unless noted otherwise. As we approach the show, rehearsals may extend until 9:30 PM or 10 PM, with advance notice.

Parents are responsible for timely transportation to and from the theater. Students should be picked up promptly at dismissal time. Arrive 5-10 minutes before the scheduled time. (Note: Parents will be notified in advance if there are changes to rehearsal times.)

STUDENT RULES:

1. **Cell Phones:** Turn off cell phones at the start of rehearsals. They should not be used during rehearsals for any reason. Leave cell phones in bags in the lobby or with a parent. They can be checked during breaks. In emergencies, parents can contact the production team. Cell phones, along with iPads, iPods, and tablets, are not allowed on stage during performances.
2. **Visitors:** Students should not bring friends to rehearsals. Siblings must be accompanied by a parent.
3. **Food and Drinks:** Candy, gum, and food are not allowed in the theater or backstage. Water bottles are permitted, but they must be labeled with your name.
4. **Sign-In and Waiting:** Students must sign in at each rehearsal and immediately prepare to start right on time.
5. **Supervision:** Adults will always be present to supervise. Students must be attentive, respectful, and polite to all chaperones. Students must be in their designated areas at ALL TIMES. Any student found out of bounds will receive a warning, and if continued may result in removal from the show and fee forfeited.
6. **Lost Scripts:** If you lose your script, you may pay \$25 for a replacement.
7. **Bullying Policy:** Tread the Boards has a Zero Tolerance Anti bullying policy, which is outlined in our Code of Conduct. This covers IN and OUT of rehearsals including any social media or group chats. We are dedicated to providing a safe environment for all.
8. **Be Punctual and Courteous at Rehearsals:** We understand that some of you depend on parents for transportation. Please let us know if you will be late. As we get closer to the show practices will tend to run later. We will notify you of any changes to rehearsal times via email or text.
9. **Review the Drop-off/Pick-up Procedures:** Only your designated driver is allowed to pick you up unless you have prior authorization from your parents for safety reasons.
10. **Rehearsal Footwear and Clothing:** Wear comfortable clothes and shoes, suitable for movement and dancing. Tennis shoes are recommended. Characters should wear appropriate shoes that reflect their roles during rehearsals. Avoid flip-flops or sandals as they are not suitable for dancing.
11. **Costume Care:** You are responsible for keeping your costume and accessories in excellent condition. We require students to supply a tote large enough to store shoes, makeup, costume pieces, etc. and keep everything in one place during rehearsals and performances. Do not touch anyone else's costumes, props, or accessories to prevent any damage.
12. **Prop Management:** Only handle props when you need them for your performance or when returning them after use. Do not play with items on the prop table. Do not touch other actors' props. If a prop is damaged, inform us immediately so we can fix it or provide a replacement. Ensure your props are in the correct place before each performance.
13. **No Romance:** As our program has ages 5-18 we ask that our participants follow our no Public Displays of Affection (PDA) rule. Rehearsals are for the show, not for couples. Please think of others and conduct yourselves in a professional and respectful way.
14. **Show Respect:** It is crucial to respect everyone involved, including fellow actors, directors, choreographers, and the stage management team. Treat the theater, equipment, sets, and props with

respect. Expect to receive the same level of respect in return. If you encounter any issues, inform Laura right away. Our goal is for everyone to have a fun and educational experience.

Remember, the shared love for theater unites us all. Above all, enjoy yourselves, learn,

support and encourage each other.



▼ Join TTBT Limelight Youth Company Page ▼

For Show Updates And Reminders



▼ Scan To Access Music ▼

