

***Youth Artist Guild Lubbock***  
***Student Member &***  
***Adult Volunteer Handbook***



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# Students

Here is where you find information relevant to our Student Members.

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## Attendance Policy

*In the case of an emergency and last-minute illness, please message Ms. Caddel and/or the Show Director through Remind.*

### Audition, Rehearsal, and Production Attendance Protocol

- A parent must attend the audition with the student to assist in completing information, verifying important rehearsal and performance dates, and signing permission on the form.
- All known conflicts must be written on the Audition Form under Conflicts at the time of the auditions. If there are several rehearsal and/or performance conflicts, the result may impact the student's casting and/or participation in the production.
- Because of the collaborative nature of the productions, absences are highly discouraged. If there are too many absences or late arrivals, YAGL in addition to the artistic team, may reassign role/s to support the integrity of the production and the preparation process for the entire cast.
- Attendance during Tech Week and at Performances is required. Absences are not accepted during Tech Week and Performances.
- Participation during the strike (Organizing props and costumes, clearing set pieces after the last performance, cleaning the space) is required
- Students who miss multiple rehearsals, technical rehearsals, performances, and/or strike, due to unapproved conflicts, may be put on an audition hold.

### Class Attendance Protocol

- Because of the collaborative nature of the classes, absences are highly discouraged.
- If there are more than 2 absences or late arrivals, the instructor may reassign the role the student had for the showcase to support the integrity of the preparation process for the entire class.
- The Showcase is a time of sharing and performing for friends and family on the final day of classes and encompasses many if not all of the learning each student experienced throughout the program.

### Summer Musical Camp Attendance Protocol

- A parent must attend the audition with the student to assist in completing information, verifying important rehearsal and performance dates, and sign permission on the form.

- All known conflicts must be written on the Audition Form under Conflicts, at the time of the auditions. If there are several rehearsal and/or performance conflicts, the result may impact the student's casting and/or the participation in the production.
- Because of the collaborative nature of the camps, absences are highly discouraged. If there are too many absences or late arrivals, YAGL in addition to the artistic team may reassign role/s to support the integrity of the production and the preparation process for the entire cast.
- Attendance during Tech Rehearsals and at Performances is required. No absences are allowed during Tech Rehearsals.
- Participation during strike (Organizing props and costumes, clearing set pieces, cleaning up after the last performance) is required.

## Student Assistant Director

**Student Director Expectations:** Student Assistants Directors assist the Director with rehearsals, performances, and other duties, as needed. Student Assistant Directors are expected to be on time, attend all rehearsals, performances, and Production Meetings. Student Assistant Directors represent YAGL and are expected to have a good attitude, work ethic, and be a positive role model to students.

**Auditions:** Attend auditions and assist in the casting process.

### Rehearsals:

- Attend all rehearsals
- Lead Warm Ups
- Take attendance
- Assist with paperwork, calendars, character studies, etc
- Make a Prop list
- Write down blocking for all characters
- Assist with blocking (per Director's request)
- Read for the missing cast
- Give Notes
- Remind of the next Rehearsal call

### Production Crews:

- Attend Crew meetings
- Assist on Crews, set paint, props, costumes, and make up

### Tech Week

- Assist in running Technical Rehearsals from the Audience and Backstage
- Set Prop Table

### Performances

- Assist with running Backstage
- Present Curtain Speech
- Present Intermission Speech
- Present Raffle Winner
- Assist with Strike

*\*Other tasks, as assigned by the director*

## Student Behavior Expectations

- Students are expected to be respectful to all adults and volunteers.
- Students are expected to be respectful of other students and their personal space.
- Students are expected to follow directions.
- Students are expected to stay in assigned areas.
- Students are expected to use materials and equipment properly and in a safe manner.
- Students are expected to be responsible for their personal items.
- Students are expected to clean up after themselves.
- Students are expected to use non-offensive language and have school-appropriate conversations with peers and adults.

**Disrespectful behavior and/or foul language will not be tolerated.**

**Parents will be notified.**

**Disciplinary actions will be taken on a case-by-case basis.**

## Concession Area Procedures

### **Student Expectations:**

- Arrive 1 hour prior to the show.
- Wear YAGL/Show shirt and black pants

### **Before the Show:**

- Students should enter through the Green Room door and wait for the Concession Volunteer to arrive.
- Students should put away their phones.
- Students should get ready for the performance by setting up the Concession area, checking Theatre for trash, and setting out programs.
- Students should stay in the Concessions area, within the sight of volunteers.
- The Student House Manager will check the Concession area bathroom and Theatre bathrooms, for trash, toilet paper, and paper towels and replenish, as needed.
- Students should not eat in the Concession area- only water allowed-no gum or candy.
- Students should not purchase or eat candy or snacks.

- Students should use appropriate behavior and have appropriate conversations, no running, jumping, or horseplay
- Students should get job and seating assignments from the House Manager.
- Students should politely assist patrons with concessions, raffle, programs, and seating. Please show patrons where the restrooms are when taking them to their seats.
- Students should use the bathroom before the show starts.

#### **During the Show:**

- Students should go to their assigned seat and watch the show.

#### **During Intermission:**

- Students should return to the Concession area and assist at the Concession table, assist patrons and direct bathroom traffic.
- Students should stay in the Concession area, within the sight of volunteers, until Intermission is over.
- Students should return to their seats, when Intermission is over and watch the show.
- Students should display appropriate audience etiquette.

#### **After the Show:**

- Students should clean up the trash in the Theatre and concession area.
- Students should store concession items under the concession table, or return them to the YAGL office, if it is the last performance of the weekend.
- The Student House Manager should pull the trash from the Lobby area, Concession area, and Theatre bathroom and replace the trash bags in the trash cans.
- Students should wait for the Volunteer to walk them to the Green Room, for dismissal through the Green Room door.
- Students should only exit through the Green Room door, when there is an adult present.

## **Usher Procedures**

#### **Student Expectations:**

- Arrive 1 hour prior to the show.
- Wear YAGL/Show shirt and black pants

#### **Before the Show:**

- Students should enter through the Green Room door and wait for the Concession Volunteer to arrive.
- Students should put away their phones.
- Students should get ready for the performance by setting up the Concession area, checking Theatre for trash, and setting out programs.
- Students should stay in the Concessions/House area, within the sight of volunteers.
- The Student House Manager will check the Concession area bathroom and Theatre bathrooms, for trash, toilet paper, and paper towels and replenish, as needed.

- Students should not eat while serving as an usher- only water allowed-no gum or candy.
- Students should not purchase or eat candy or snacks, during their scheduled work time
- Students should use appropriate behavior and have appropriate conversations, no running, jumping, or horseplay
- Students should get job and seating assignments from the House Manager.
- Students should politely greet patrons and assist with handing you programs, taking patrons to their assigned seats. Please show patrons where the restrooms are when taking them to their seats.
- Students should use the bathroom before the show starts.

#### **During the Show:**

- Students should go to their assigned seat and watch the show.

#### **During Intermission:**

- Students should return to the Concession area/House Door and assist patrons and direct bathroom traffic.
- Students should stay in the Concession area/House Door, within the sight of volunteers, until Intermission is over.
- Students should return to their seats, when Intermission is over and watch the show.
- Students should display appropriate audience etiquette.

#### **After the Show:**

- Students should clean up the trash in the Theatre and concession area.
- Students should store concession items under the concession table, or return them to the YAGL office, if it is the last performance of the weekend.
- The Student House Manager should pull the trash from the Lobby area, Concession area, and Theatre bathroom and replace the trash bags in the trash cans.
- Students should wait for the Volunteer to walk them to the Green Room, for dismissal through the Green Room door.
- Students should only exit through the Green Room door, when there is an adult present.

## **Box Office & House Procedures**

#### **Student Expectations: Student House Manager**

- Arrive 1 hour prior to performance time.
- Wear YAGL/Show shirt and black pants.

#### **Before the Show:**

- Student House Manager should enter through the Green Room door and wait for the Concession Volunteer to arrive.
- Student House Manager should put away their phones.
- Student House Manager should get ready for the performance by setting up the Concession area, checking Theatre for trash, and setting out programs.

- Student House Manager should stay in the Lobby area, within the sight of volunteer.
- The Student House Manager should check the Concession area bathroom and Theatre bathrooms, for trash, toilet paper, and paper towels and replenish, as needed.
- Student House Manager should not eat in the Lobby area- only water allowed-no gum or candy.
- Student House Manager should not purchase or eat candy or snacks.
- Student House Manager should use appropriate behavior and have appropriate conversations, no running, jumping, or horseplay
- Student House Manager should assign usher jobs and seating assignments with assistance from Box Office Volunteer
- Student House Manager should politely greet patrons, open the Lobby door, scan tickets, and assist patrons, as needed.
- Student House Manager should use the bathroom before the show starts.

#### **During the Show:**

- Student House Manager should go to their assigned seat and watch the show.

#### **During Intermission:**

- Student House Manager should open the Theatre door and return to the Concession area, assist patrons, and direct bathroom traffic.
- Student House Manager should stay in the Concession area, within the sight of volunteers, until Intermission is over.
- Student House Manager should return to their seat when Intermission is over and watch the show.

#### **After the Show:**

- Student House Manager should assist in cleaning up the trash in the Theatre and concession area.
- Student House Manager should assist in storing concession items under the concession table, or return them to the YAGL office if it is the last performance of the weekend.
- The Student House Manager should pull the trash from the Lobby area, Concession area, and Theatre bathroom and replace the trash bags in the trash cans.
- Student House Manager should wait for the Volunteer to walk them to the Green Room, for dismissal through the Green Room door.
- Students should only exit through the Green Room door, when there is an adult present.

## **Green Room/Dressing Area & Backstage Procedures**

#### **Before the Show:**

- Students should enter through the Green Room door.
- Students should put their phones away.
- Students should get ready for the performance.



- Student Tech Crew & House Ushers should wait for a Volunteer before going to assigned areas.
- Students should stay in the Green Room/Dressing area, within the sight of volunteers-do not gather in Dressing Areas or Green Room Front Entry Hall.
- Students should not eat in the Green Room/Dressing and Backstage area-only water allowed-no gum or candy.
- Students should use appropriate behavior and have appropriate conversations, no running, jumping, or horseplay
- Students should sit appropriately on the furniture- do not sit on the Green Room tables, back/arms of couch/chairs, or Dressing Room counters.
- Students should use the bathroom before the show starts.

#### **During the Show:**

- Students should remain seated and quiet backstage.
- Students should only have water backstage-no gum or candy.
- Students should place water bottles on the table and keep items and scripts off the floor.
- Students should only enter the Green Room, if they have permission.
- Green Room/Dressing Area-
- Students should talk quietly in the Green Room/Dressing area.
- Costume Crew should quietly assist with costume changes, in the Dressing area.
- Make-Up Crew should clean up and put away make-up items.

#### **During Intermission:**

- Students should return to the Green Room.
- Students should stay in the Green Room/Dressing area, within the sight of volunteers, until Intermission is over.

#### **After the Show:**

- Students should clean up after themselves in the Green Room/Dressing and Backstage area- hang up costumes, throw away trash, and put personal items in their baskets.
- Students should only exit through the Green Room door when there is an adult present.

## **Technical Crew Procedures (Lights and Sound)**

### **Lights**

#### **Pre Show**

- Turn on Lightboard
- Turn on the blue lights in the Booth
- Get Headsets for everyone (in the YAGL room)
- M- Lights (M has to be on for others to work)
- 1 - Sound
- 2- Lights 2

- 3 - Stage Manager
- Run through all cues to make sure everything works.
- Turn off work lights and set the stage to preshow 5 min before house opens

### **Post Show**

- Keep stage lights on until everyone is out of the theatre.
- Turn off computer
- Turn off booth lights
- Make sure all messes are cleaned up.
- Cover lightboard.
- Gather and return headsets to the YAGL room and switch out batteries.

## **Sound**

### **Pre Show**

- Turn on the computer and sound board. (Computer password is Jmb55jmb)
- Turn on powerstrip back stage.
- Turn on TV and backstage speaker.
- Turn on booth speaker.
- Turn on projector
- Run through cues to make sure levels are good
- Start Preshow video/music 5 min before house opens.

### **Post Show**

- Keep preshow music until theatre is clear
- Turn off everything backstage
- Turn off computer and soundboard
- Charge mouse
- Cover the sound board.

## **Booth Expectations**

- Wear black
- No talking unless absolutely necessary. Then, whisper.
- Water only
- No phones!
- Do not be seen or heard. Use the bathroom during the show if you have enough time.
- ABSOLUTELY NO ONE other than technicians or approved actors are allowed in the booth at any time.

## Guild Points

Guild Points are earned by attending meetings, workshops, being in a show as cast or crew, volunteering as House Manager, usher, or concessions, and volunteering at community events. Guild

Points are accrued yearly and are totaled at the end of the student's senior year for possible college scholarships.

YAGL Meeting Attendance	1 point
Show Usher/Concession/House	2 points
Production Participant (any company or organization)	10 points
YAGL Event Participation	5 points
Non-YAGL Production Attendance (Submit a selfie wearing a YAGL shirt)	2 points 3 points
Audition	2 points
YAGL Student Assistant (camp/class)	5 points
Youth Advisory Board Member	12 points

YAG Lubbock members must submit non-YAGL activities using the Guild Points by clicking [here](#). Students are responsible for making sure activities that earn points are submitted. Points are earned for YAGL activities by signing in at the event.

# Volunteers

Here is where you find information relevant to our Adult Volunteers.

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## Meeting Volunteer Procedures

### **YAGL Meeting Volunteer**

Arrive 15 minutes prior to the meeting.

Enter through Lobby door.

### **Meeting Volunteer Expectations:**

To actively monitor students before, during, after meeting and ensure students are in assigned areas and within sight of the volunteer.

### **Before the Meeting:**

Volunteer should actively monitor the lobby door, as they arrive for the meeting.

Volunteers should direct students to the meeting area.

### **During the Meeting:**

Volunteer should monitor students during meeting activities and assist, as needed.

### **After the Meeting:**

Monitor students during dismissal and stay with the YAGL Mentor until all the students have been picked up.

## Concession Volunteer Procedures

### **Concession Volunteer**

- Arrive 1 hour prior to performance time.
- Park on the farside of the median.
- Enter through the Green Room Door and check in.

### **Volunteer Expectations:**

To actively monitor student ushers before, during, after performances and ensure students are in assigned areas and within sight of the volunteer.

### **Before the Show:**

- Volunteers should actively monitor student ushers, as they prepare the House, Concession area, and Theatre for the performance.
- Volunteer should locate the cash box, ipad, and square reader and assure they are working. The cash box will have \$100 for change.

- Volunteer should familiarize themselves with the ipad cash register and raffle procedures.
- Volunteers should ensure the Theatre door is closed, until the announcement that the House is open.
- Volunteer should assist students in setting up concession table and replenishing snacks and waters, as needed.
- Volunteer should assist students with transactions at the Concession table, and monitor student ushers, as they hand out programs and seat patrons.
- Volunteer should alert the Box Office Volunteer and/or House Manager of any issues or needs.

#### **During the Show:**

- Volunteer should take the cash box, ipad, and square reader, to the Box Office Volunteer once it is announced that the show is starting.
- Volunteer should assist students to assigned seats to watch the show, until Intermission.

#### **During intermission:**

- Volunteers should get the cash box, assist the student with patrons at the Concession table, and monitor student ushers, as they assist patrons and direct bathroom traffic.
- Volunteer should give the cash box, ipad, and square reader to the Box Office Volunteer at the end of Intermission and return to their seats to watch the show.

#### **After the Show:**

- Volunteers should actively monitor students, as they clean up the theatre and concession area, after the performance.
- Volunteer should assist students in storing concession items under the concession table or returning them to the YAGL office, if it is the last performance of the weekend.
- Volunteers should assist student ushers to the Green Room, for dismissal through the Green Room door.

## **Box Office Volunteer Procedures**

#### **Box Office Volunteer**

- Arrive 1 hour prior to performance time.
- Park on the farside of the median.
- Enter through the Green Room Door and check in.

#### **Volunteer Expectations:**

- To actively monitor and assist student House Manager and patrons with ticketing.

#### **Before the Show:**

- Volunteer should assist Student House Manager in accessing the Ticket Tailor phone app to scan patron tickets.
- Volunteer should locate the Ticket Tailor site on the computer and pull up the guest list, for the performance date. .
- Volunteer should work with the Student House Manager to assign Parent Volunteer seats, Concession volunteer seat, and usher seats.
- Volunteer should greet patrons
- Volunteer should assist patrons with ticketing needs and questions.
- Volunteer should make sure Lobby door is closed and locked when the show begins.
- Volunteer should alert the YAGL House Manager of any issues or needs.

#### **During the Show:**

- Volunteer should take the cash box, ipad, and square reader, from the Concession Volunteer and keep it at the Box Office during the show.
- Volunteer should stay at the Box Office and let in late arrivals, and monitor the Lobby.

#### **During intermission:**

- Volunteer should give the cash box, ipad, and square reader to the Concession Volunteer.
- Volunteer should assist patrons, as needed.
- Volunteer should take the cash box, ipad, and square reader from the Concession Volunteer at the end of Intermission and keep until after the show.

#### **After the Show:**

- Volunteers should actively monitor the Lobby as patrons leave.
- Volunteer should return the computer, cash box, ipad, and square reader to YAGL House Manager.

## **Green Room/Dressing Area & Backstage Volunteer Procedures**

#### **Backstage Volunteers**

- Arrive 1 hour prior to performance time.
- Park on the farside of the median.
- Enter through the Green Room door and check in.

#### **Volunteer Expectations:**

- To actively monitor students before, during, after performances and ensure students are in assigned areas and within sight of volunteers.

#### **Before the Show:**

- Volunteers should actively monitor students, as they get ready for the performance.

- Volunteers should ensure the Green Room door is closed, once all students have arrived.

**During the Show:****Backstage Volunteer-**

- Volunteer should actively monitor the students in the Backstage area. Please put phones away.
- The backstage door should remain slightly open for students that need to enter the Dressing area for costume changes.

**Green Room Volunteer-**

- Volunteer should actively monitor students in the Green Room area and keep students within their sight. Please put phones away.

**During intermission:**

- Volunteers should escort all students into the Green Room and actively monitor students, until Intermission is over, then escort Backstage.

**After the Show:**

- Volunteers should actively monitor students, as they get changed and clean up after the performance.
- Volunteers should assist in monitoring the dismissal of students from the Green Room door to their parents.