

SHREK THE MUSICAL

Sacred Heart School
Spring 2018

Parent Handbook

For Grades 2-8

Junior Players ∩ Main Cast ∩ Tech Crew

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A Letter from the Director

Dear Parents and Students:

Welcome to ***Shrek!*** This year's musical is an irreverent, wacky take on the traditional hero and princess stories many of us grew up with, and includes many of the memorable characters and moments from the 2001 film. It got its start right here in Seattle, and I'm so excited to be bringing it back home!

Make sure you read all the way through the handbook, because there are a *lot* of changes to the program this year. The biggest shift – auditions first, registration later! This allows everyone in the Sacred Heart community the opportunity to be considered for the cast. We're also holding interviews for the incredibly popular Tech Crew, who manage all the non-performance elements of the production. Plus, Junior Players is back, allowing 2nd and 3rd graders to grow into chorus roles and work alongside more experienced actors. Whether you are a Playmakers veteran or brand new to the program, there are ways for everyone to be involved!

If you have questions this handbook doesn't quite answer, please drop an email over to playmakers@sacredheart.org and we'll steer your query to the right person. On behalf of the administration and the Playmakers board, we look forward to having you join us this spring!

Britt Boyd
Director – *Playmakers*

Shrek synopsis

Courtesy of Musical Theatre International (www.mtishows.com)

Based on the Oscar-winning DreamWorks Animation film, *Shrek The Musical* is a Tony Award-winning fairy tale adventure, featuring all new songs from Jeanine Tesori (*Thoroughly Modern Millie; Caroline, or Change*) and a sidesplitting book by David Lindsay-Abaire. *Shrek* brings all the beloved characters you know from the film to life on stage and proves there's more to the story than meets the ears.

"Once upon a time, there was a little ogre named Shrek...." And thus begins the tale of an unlikely hero who finds himself on a life-changing journey alongside a wisecracking Donkey and a feisty princess who resists her rescue. Throw in a short-tempered bad guy, a cookie with an attitude and over a dozen other fairy tale misfits, and you've got the kind of mess that calls for a real hero. Luckily, there's one on hand... and his name is Shrek.

Shrek presents a treasure trove of creative opportunities, including costumes, sets, puppets (there is a fire-breathing dragon after all) and more! Irreverently fun for the whole family, *Shrek* proves that beauty is truly in the eye of the ogre.

STUDENT OPPORTUNITIES AND AUDITION/REGISTRATION DETAILS

Sacred Heart students in grades 2nd and up are eligible to participate in *Shrek*:

- 2nd – 3rd Grade Junior Players
- 4th Grade Main Cast Ensemble
- 5th – 8th Grade Main Cast Speaking Roles/Ensemble, Tech Crew, Understudies

Main Cast Ensemble – Grades 4th – 8th

- **Ensemble roles are available via audition to any student grades 4 – 8.** These roles have no individual speaking or singing parts, but will speak, sing or dance as part of a group. Roles marked with an asterisk on the Character Description sheet (available on the Playmakers website) are open to Ensemble actors.
- **Ensemble auditions will be held from 3:30 – 4:30 on Thursday, January 18th.** These auditions are held as a group, with all students in the room together. All fourth graders and any older student who does not wish to have lines or solos should plan to attend these auditions. Signups for this audition are through the Playmakers website. **Students must have a completed audition packet signed by their parent and homeroom teacher to audition.**
- Audition material for Ensemble is available on the Playmakers website. This includes a short scene with the Fairytale characters and a section of the song *Freak Flag*. Although it is listed as 4th Grade audition material, any older students interested only in non-speaking Ensemble should also prepare these pieces for your audition. We will be looking at the character you create, voice (volume and diction), and movement and how well you understand what's going on. If you are not memorized, be familiar enough with the piece that your face is not buried in the script.
- Students being considered for Ensemble may be asked to attend callbacks for singing or dance. This happens when the Production Team is considering the student for an Ensemble role that requires special skills (e.g. singing harmony) that are not seen at the group audition. Most students should expect to attend only on January 18th.
- A maximum of 55 students will be offered roles in the Main Cast, which includes both Speaking Roles and Ensemble.
- The cast list will be posted on the Playmakers website by 5:00pm on Sunday, January 28th. The families of students cast will receive an email with registration information on the following day. **Cast members must register by 9:00am on Wednesday, January 31st or they will forfeit their spot and be moved to the waitlist. No reminder emails will be sent.**
- Students who are not cast will be moved to the waitlist pool. If a spot opens in the cast, a student will be selected from the waitlist pool who best fits the need for that role. There is no assigned order to the waitlist pool, and we are unable to give information about a student's likelihood of being cast from the waitlist pool.

Main Cast Speaking Roles – Grades 5th – 8th

- **Speaking roles are available via audition to any student grades 5 – 8.** These roles range from single lines to principal characters. Any student in grades 5 – 8 is guaranteed at least one spoken line or solo singing line if cast. See the Character Description sheet (available on the Playmakers website) for details about specific roles.
- Speaking role auditions will be held from 3:30 – 6:00 on Tuesday and Wednesday, January 16th – 17th. Sign up for a half hour time slot on the Playmakers website. **Students must have a completed audition packet signed by their parent and homeroom teacher to audition.** Students will wait in the Moore Theatre and be called individually into the Music Room to audition. Upon finishing their audition, students are free to leave once their ride arrives.
- Audition material is available on the Playmakers website. Please prepare one of the scenes (you'll read one character and a reader will read the other character), as well as one of the songs. Choose material that best shows your acting and singing, even if it is not a character you want to be considered for. You'll indicate on your Audition Form the specific characters you're most interested in playing. We will be looking at the character you create, voice (volume and diction), and movement and how well you understand what's going on. If you are not memorized, be familiar enough with the piece that your face is not buried in the script.
- Students may be asked to attend some or all of callbacks the following week, which may include singing, dancing and acting. This happens when the Production Team is considering the student for a role that requires special skills (e.g. singing harmony) that are not seen at the group audition, or wants to see the student do something else. Students who are called back are not guaranteed a role, and students not called back are still being considered for roles.
- A maximum of 55 students will be offered roles in the Main Cast, which includes both Speaking Roles and Ensemble.
- The cast list will be posted on the Playmakers website by 5:00pm on Sunday, January 28th. The families of students cast will receive an email with registration information on the following day. **Cast members must register by 9:00am on Wednesday, January 31st or they will forfeit their spot and be moved to the waitlist.** No reminder emails will be sent.
- Students who are not cast will be moved to the waitlist pool. If a spot opens in the cast, a student will be selected from the waitlist pool who best fits the need for that role. There is no assigned order to the waitlist pool, and we are unable to give information about a student's likelihood of being cast from the waitlist pool.
- Students may audition for Main Cast and interview for Tech Crew in the same year, but can only be assigned to one. They may be assigned to the waitlist pool for both if they do not receive a spot.

Tech Crew – Grades 5th – 8th

- **Tech Crew is open to both returning and new team members via an interview process.** See the Tech Crew Description sheet (available on the Playmakers website) for information on specific jobs and their requirements.
- **Tech Crew interviews will be held from 4:30 – 6:00 on Thursday, January 18th.** Sign up for a half hour time slot on the Playmakers website. Students will wait in the Moore Theatre and be called individually into the Music Room to interview. Upon finishing their interview, students are free to leave once their ride arrives.
- During your Tech Crew interview you'll be discussing the question ask on your Tech Crew interview form. You'll indicate on your Audition Form the jobs you're most interested in. **Students must have a completed tech packet signed by their parent and homeroom teacher to interview.**
- A maximum of 15 students will be offered roles on the Tech Crew, based on the needs of the production.
- The Tech Crew list will be posted on the Playmakers website by 5:00pm on Sunday, January 28th. The families of students offered spots will receive an email with registration information on the following day. Tech Crew members must register by 9:00am on Wednesday, January 31st or they will forfeit their spot and be moved to the waitlist. No reminder emails will be sent.
- Students who are not offered a spot will be moved to the waitlist pool. If a spot opens in Tech Crew, a student will be selected from the waitlist pool who best fits the need for that job. There is no assigned order to the waitlist pool, and we are unable to give information about a student's likelihood of being moved from the waitlist pool.
- Students may audition for Main Cast and interview for Tech Crew in the same year, but can only be assigned to one. They may be assigned to the waitlist pool for both if they do not receive a spot.

Understudies – Grades 5th – 8th

- Understudies will be assigned for several of the principal characters. These actors will also be cast in another Main Cast speaking role.
- Understudies are expected to attend as many rehearsals as possible for their lead character. They also will step into that role any time the lead actor is gone.
- The Saturday matinee performance is when understudies can perform in their lead role! Any understudy who is adequately rehearsed and memorized may choose to perform. This performance is professionally filmed, just like the evening show, and is available for purchase.
- Being an understudy is a great way to gain experience in a large role with an opportunity to perform. Sutton Foster, who originally played Fiona, won the 2002 Tony Award for Leading Actress in a Musical (the theatre equivalent of a Best Actress Oscar) for a role she was originally cast to understudy!

Junior Players – Grades 2nd – 3rd

- **Junior Players do NOT audition for the play.** Registration for this program opens at 7:00am on February 6th on the Playmakers website.
- **All Junior Players must register through the Playmakers website.** There is a total of twenty spaces available for Junior Players and registration fills very quickly. Once registration fills, a first come, first served waitlist will be maintained. To be placed on the waitlist, families must email playmakers@sacredheart.org – the time stamp on these emails will be used to determine waitlist order.
- Families are asked to read through all the information in the handbook before registering for the program. Please note the schedule with all mandatory dates/times, the discipline policy, and volunteer requirements.
- **Junior Players paperwork is due no later than February 13th.** This includes the Junior Player information form and the conflict form. Paperwork can be submitted via email to playmakers@sacredheart.org or turned into the Front Office.

FEES AND SCHOLARSHIPS

Playmakers fees include all production costs (costumes, sets, props, scripts) plus show t-shirt and closing party.

Junior Player (Grades 2 - 3)	Fee - \$135.00
Main Cast (Grades 4 - 8)	Fee - \$175.00
Tech Crew (Grades 5 - 8)	Fee - \$35.00

Scholarships

Playmakers supports all students at Sacred Heart School. No student will be prevented from participating because of financial need. Scholarships are available so please contact Mr. Burroughs at dburroughs@sacredheart.org if you need assistance. Students who receive scholarships must follow all other registration and casting processes. We highly encourage contacting Mr. Burroughs at least two school days prior to your program's registration date.

Withdrawing from Playmakers

- Families who wish to withdraw from Playmakers after registering can do so by emailing playmakers@sacredheart.org.
- The following refund schedule will apply to refunds from all Playmakers programs:
 - Withdrawal by February 16th = 100% refund
 - Withdrawal by March 2nd = 60% refund
 - Withdrawal by March 9th or after = no refund

IMPORTANT DATES AND SCHEDULES

Dates to Note

January 8 th	7:00am – registration for Audition Workshop opens online
January 10 th	8:20am – Playmaker Parent Q & A meeting (optional)
January 12 th	3:30 – 5:30pm – Audition Workshop (optional)
January 12 th	5:30pm - Playmaker Parent Q & A meeting (optional)
January 16 th & 17 th	Auditions for Speaking Roles / PAPERWORK DUE AT AUDITIONS
January 18 th	Auditions for Ensemble / PAPERWORK DUE AT AUDITIONS
	Interviews for Tech Crew / PAPERWORK DUE AT INTERVIEWS
Week of January 22 nd	Callbacks for Main Cast (by invitation only)
January 28 th	Cast list, Tech Crew and full rehearsal schedule posted online by 5pm
January 29 th	Registration link and acceptance email sent to Main Cast and Tech Crew
February 1 st	Rehearsals begin for selected roles in MAIN CAST (TBD)
February 6 th	7am – Junior Players Registration
February 13 th	Junior Players Paperwork due
February 19th – 23th	Midwinter Break – No Rehearsals
February 26 th	Rehearsals begin for Junior Players
February 26th	JUNIOR PLAYER PARENT MEETING – MANDATORY
February 27 th	First day of rehearsal for all Main Cast and Tech Crew
February 27th	MAIN CAST AND TECH CREW PARENT MEETING – MANDATORY
April 2nd - 6th	Easter Break - No Rehearsals
May 12 th	TECH WEEK STARTS – NO CONFLICTS ALLOWED FOR ALL MAIN CAST, JUNIOR PLAYERS AND TECH CREW
May 12 th	Saturday Tech Dress Rehearsal with photos (time TBD)
May 16 th	3:30 – 7:00pm – Full Dress Rehearsal with photos
May 17 th	3:30 – 6:00pm – Understudy Dress Rehearsal
May 18 th	OPENING NIGHT
May 19 th	PERFORMANCES 2 AND 3
May 20 th	CLOSING MATINEE
May 22nd	NEW!! - Tear down day – Mandatory for all Main Cast and Tech Crew

Parent Meeting

Our parent meeting is required for all families with students participating in Playmakers. Please be sure to mark the date on your calendar, and let us know if you'll be sending someone other than a parent/guardian in your place.

MAIN CAST	Monday, February 26 th	5:15 – 5:30pm
TECH CREW	Monday, February 26 th	5:15 – 5:30pm
JUNIOR PLAYERS	First day of rehearsal	4:15 – 4:30pm

Conflicts

Conflict Form Due Dates

- Main Cast: At time of audition on January 16th – 18th
- Junior Players: February 13th
- Tech Crew: At time of interview on January 18th

Conflict forms for Main Cast and Tech Crew may be updated via an email to playmakers@sacredheart.org until 6:00pm on Friday, January 26th. Any conflicts received after that time will be considered unexcused.

No conflicts will be accepted for rehearsals and performances May 12th – 22nd. This includes the Saturday Tech Dress rehearsal on May 12th and the tear down day on May 22nd (no Junior Players for this date). Students with required M&M club should report to the Moore as close to 3:30 as possible during these dates.

Excused and Unexcused Absences

Absences are defined as missing more than 45 minutes of rehearsal OR more than half of your called time that day (e.g. missing 30 minutes when your call time 3:30-4:30). Rehearsal conflicts and absences are difficult on everyone, and every Playmaker is important to the process.

- All absences approved by the director prior to casting are considered *excused*.
- All absences due to illness or injury are considered *excused*.
- Peer-to-Peer and other academic conflicts are considered *excused* if the student checks into the Moore prior to leaving for tutoring. Messages passed from classmates do not count as checking in and will be considered *unexcused*.

All other absences are *unexcused*. All Playmakers who have 3 or more *unexcused* absences will be put on probation and will require a parent/director conference to determine his/her ongoing role in the show.

If you are absent from school on a rehearsal day, you may not attend rehearsal. This is true for both excused and unexcused school day absences.

Weekly Rehearsal Schedule

The *Playmakers* Team provides a quality educational and artistic experience to as many students as possible. Since we all have many time obligations and family commitments we are striving to give you detailed information on rehearsal schedules so you can make informed choices for your student and your family. **Due to the nature of this year's show, we cannot guarantee your child will have rehearsal the same days each week; schedules will be created and distributed well in advance taking into consideration the conflicts submitted at auditions.** We will do our best to honor the schedule we present by making as few or no changes to the schedule and by always starting and stopping on time. We ask that you do the same with prompt pick-up at the end of rehearsals and communication on potential conflicts or absences.

Time Commitment

Rehearsals for lead Main Cast roles and their understudies begin Wednesday, February 1st. Rehearsals for all Main Cast, Junior Players and Tech Crew begin the week of February 26th.

In general, students should expect to attend rehearsal:

MAIN CAST PRINCIPALS/UNDERSTUDIES: 3-5 days a week
ALL OTHER MAIN CAST: 2-4 days a week

Main Cast will be called based on the needs of the show and the conflicts given on audition form. Rehearsal schedules will vary from week to week depending on which scenes are being worked on; some weeks actors may be called for fewer days than others and all will be at rehearsal more in the weeks before opening. Rehearsal schedules depend on how many scenes characters are in – more scene work, songs and dances mean more rehearsal time. There will be downtime at many rehearsals for students to work on their homework

JUNIOR PLAYERS 1 day a week

Junior Players will rehearse one day a week and attendance is vital. A parent volunteer will meet all Junior Players in the Primary hallway near Ms. DuPuy's class at 3:15 and walk them over to the Moore Theater. Please send a snack to school with your Junior Player that they can eat at the beginning of rehearsal time. They will need that little energy boost to get them through all our singing and dancing!

TECH CREW 3-4 days a week starting in May

Tech Crew have a very limited amount of time to rehearse onstage and must be available for most (if not all) of the rehearsal time allotted. Selected jobs also meet once a week through April – a mutually acceptable day will be chosen once that crew is selected.

Tech Week Schedule (Mandatory)

Tech week begins on Saturday, May 12th. It should be assumed that the Main Cast and Tech Crew will be called on May 12th for the entire day (9:00 – 5:00, with meal and snack breaks).

In addition, all participants (Main Cast, Tech Crew and Junior Players) will be required to attend tech rehearsals from 3:30 – 6:00 each day on the week of May 14th. The dress rehearsal on Wednesday, May 16th will run until 7:00. There will be time for students to do homework backstage.

No conflicts can be accepted during tech week. It is mandatory.

Performance Schedule

MAY 18th	FRIDAY	5:30 PM	CALL	MAIN CAST AND TECH CREW
	OPENING	6:00 PM	CALL	JUNIOR PLAYERS
		7:00 PM	CALL	CURTAIN
MAY 19TH	SATURDAY	11:30 AM	CALL	MAIN CAST AND TECH CREW
	MATINEE	12:30 PM	CALL	JUNIOR PLAYERS
		1:00 PM	CALL	CURTAIN
	SATURDAY	5:30 PM	CALL	MAIN CAST AND TECH CREW
	EVENING	6:00 PM	CALL	JUNIOR PLAYERS
		7:00 PM	CALL	CURTAIN
MAY 20TH	SUNDAY	12:30 PM	CALL	MAIN CAST AND TECH CREW
	MATINEE	1:00 PM	CALL	JUNIOR PLAYERS
		2:00 PM	CALL	CURTAIN
		4:00 PM		CLOSING PARTY

The closing party immediately follows the Sunday matinee. During the party, parents help with STRIKE (cleanup of the set and gym area). **Everyone stays until all spaces are cleaned up and ready for school.**

COSTUMES AND TECH UNIFORMS

Costumes are one of the most exciting things about being in a play and our costumer is sure to make everyone look great!

- While most costume pieces will be provided, both Main Cast and Junior Players are asked to provide appropriate undergarments and shoes. Actors might also be asked to provide other simple layering pieces if they are already owned by the student – please do not buy anything specifically for the show!
- Tech Crew will be wearing their specially designed t-shirts for performances and are asked to provide their own black pants, black socks and PE-appropriate shoes (preferably dark).
- All costume pieces must be returned to Playmakers on the day of the last performance.
- Additional information on costumes, make-up, and hairstyles will be sent out prior to Tech Week.

VOLUNTEER REQUIREMENTS

Playmakers is a volunteer-driven organization and it takes a small army to make these productions happen each spring. That's where our parents come in!

MAIN CAST

Parents with actors in grades 4-8 will be asked to sign up for two volunteer jobs, one pre-production job and one performance production job.

JUNIOR PLAYERS and TECH CREW

Parents with only a Junior Player member are asked to sign up for one job, either one pre-production or one performance production job.

Volunteer Information

- Pre-production volunteers get an up-close look at a day of rehearsal as they monitor students. Tasks include checking students in and out, monitoring noise levels and supervising daily clean up. This role allows the Teaching Team to focus on directing and serves as an additional adult support for emergencies.
- Production jobs are vital to our show's success! These jobs include audience-facing roles (e.g. tickets, cleanup) and student-facing jobs (e.g. backstage monitoring). Dividing these tasks means that all families have an opportunity to see the show, while still allowing the production to run smoothly.
- If you have a special area of expertise where you would like to offer help, please let us know and we will find a special job for you.
- All volunteer sign-ups will happen through our Sign-up Genius web account. If you must reschedule less than a week prior to your volunteer day, we ask you to find another parent to switch places with you. Volunteers must be at least 18 years old.
- Parents with multiple students follow the same requirement as those with only Main Cast actors. Additional service is not required, but is always welcome!

COMMUNICATION

The *Playmaker* website, <http://sacredheart.org/Playmakers>, is our primary means of communication. **Please check the website often.** Emails will be sent Fridays and/or Sundays with additional information using the contact information you provided with your online registration for all *Playmakers* communications. Email blasts will only be used for last minute changes, time-sensitive updates (such as costume and tech week updates), or for individual contacts.

The email linked to your registration account will be the primary email used in communication. Please email playmakers@sacredheart.org if you wish to update your information.

REHEARSAL PROCEDURES

Closed Rehearsals

Playmaker rehearsals are closed rehearsals. Siblings and friends staying after school who are not in the show must sign in to ESS. Family and friends are asked to wait outside of the rehearsal area for Playmaker students. This keeps our noise level and distractions to a minimum. Parents will have the opportunity to preview the performance during their pre-show volunteer jobs.

Snacks

Students will have until 3:30 to enjoy a snack before food must be put away. The best snacks are those that give your student energy and can be cleaned up quickly. If left-behind garbage and spills become a problem, snacks will be banned from the Moore and will only be allowed outside.

Jamba Juice is banned from the Moore Theatre due to the inability to clean up spills. All other beverages must have a fully-closable lid. Thank you for your help!

Cell Phones

Phones can be used in rehearsal only at the following times:

- Before rehearsal (before 3:30)
- During the mid-rehearsal break
- After rehearsal ends (at 5:30)
- With permission from the Teaching Team or parent supervisor

At all other times, phones must be in a bag. No phones are allowed onstage. Phones being used at inappropriate times will be confiscated until the end of rehearsal, and students with recurring phone issues must check their phone in when they arrive.

During Tech Week, all phones are checked in at the beginning of each rehearsal, and checked back out at the end of the rehearsal. This helps keep students focused, avoids breakage and ensures a phone won't go off in the middle of the show.

Electronic Devices

Devices are permitted under the following guidelines:

- The student has completed their schoolwork or is using the device for school purposes.
- Headphones are required if the sound is on.
- Only one student may use the device at a time. Exceptions will be made for schoolwork, provided that the use isn't distracting to the rehearsal.
- Students are responsible for the care and safety of their devices.

All internet use is subject to Sacred Heart's Network Guidelines (<http://sacredheart.org/School/wp-content/uploads/2009/01/SHS-Network-Guidelines.pdf>).

Memorization

Memorizing lines, lyrics, and cues is one of the major responsibilities of all performers. We're in this together! Performers who struggle with the material make it difficult for the entire cast to rehearse. Please prioritize memorization during downtimes at rehearsal when you are not needed onstage. Students may work in the hallway with permission from the parent supervisor, but should stay within earshot in case they are needed onstage.

After a scene, song or dance is rehearsed for the first time, students are expected to come into their next rehearsal with the material memorized. Students who fail to make progress in memorization may be removed from the scene, song or dance.

Homework and Grade Checks

The priority for all students not onstage for rehearsal should be completing homework that can be done at school. **Participation in Playmakers is never an excuse for missing work or extended deadlines.**

PowerSchool checks are done weekly for middle school participants, and notable grade slippage will result in a conference about whether the student can continue balancing their academics with Playmakers. Elementary and Intermediate teachers will also notify Ms. Boyd if a student's academics are becoming an issue. Ongoing grade issues will be sent to SHS administration for consultation about further participation in Playmakers.

Students with missing work on their PowerSchool check may not attend rehearsal until the missing work is completed.

Pick-up and ESS

All students need to be picked up promptly when their call time or rehearsal time ends. The checkout point for all students is the double door vestibule between the Moore Theater and the parking turnaround.

- **2nd – 5th grade** – students must be signed out at the door
- **6th – 8th grade** – students may sign themselves (and their younger siblings) out of rehearsal and walk to their cars without a parent getting out. If you do not wish your middle schooler to have this privilege, please email playmakers@sacredheart.org and we will keep them until you come into the building.
- **ESS** picks up all regularly scheduled attendees at the end of rehearsal. Students who are not picked up within 10 minutes of the end of rehearsal will be sent directly to ESS.
- Students with walk home paperwork on file with the school may sign themselves out to walk home. No other students may leave campus unless staff are provided with parent authorization.

PLAYMAKER DISCIPLINE POLICY

Rehearsal Guidelines/Behavior Expectations

Playmakers follows the same rules of conduct as students are expected to follow during the school day, as outlined on the SHS website in the Code of Conduct document (<http://sacredheart.org/School/wp-content/uploads/2009/01/CodeOfConduct.pdf>).

Expectations for rehearsal etiquette and proper treatment of our facilities will be presented at the first rehearsal and at the parent meeting. For daily rehearsals, the Teaching Team and chaperones will implement the following guidelines based on respect for program resources, teachers, and fellow students.

- **RESPECT FOR RESOURCES** – Playmakers rehearsals and performances use several spaces in the school and many kinds of equipment. All students are expected to respect the theatre equipment at all times (e.g. curtains, lighting instruments, sound equipment, scripts, props, sets, and costumes). It is imperative that students only use equipment that is specifically assigned to them including, but not limited to, all the above items. Additionally, students may not use any of the equipment during rehearsals unless specifically requested by a Teaching Team member or supervising adult, including any other teaching equipment for drama or other subjects. Equipment includes, but is not limited to musical instruments, sports equipment, computers, phones, and any other items stored in the classrooms or on the stage.
- **RESPECT FOR TEACHERS and CHAPERONES** – The Playmakers program includes many adult instructors and supervisors, such as additional professional teachers and parent chaperones. Students are expected to respond to requests from all adults with proper vocal responses, appropriate language, and cooperation.
- **RESPECT FOR FELLOW STUDENTS** – Playmaker participants are expected to show their support of fellow students in three important ways:
 1. Verbally – All students should use proper language and tone of voice when interacting with fellow students during rehearsals and performances, both on and off the stage.
 2. Physically - Unless students are specifically rehearsed and instructed to be physically combative on stage, no student should interact with fellow actors through pushing, hitting, kicking, or any other aggressive physical behavior at any time on or off the stage.
 3. Emotionally – Working as a performing artist requires emotional vulnerability. All students need to support the artistic work of other actors through supportive comments, encouragement, and positive feedback. Only the director or teaching staff can give “notes” (direction or constructive criticism) to other actors. Heckling, teasing, or provocative comments are strictly prohibited.

Strike System

Playmakers will issue strikes for students who are not meeting behavior expectations. A strike may be given by any member of the Teaching Team, as well as by any adult supervising rehearsal.

Disciplinary Actions

- **Verbal Reminder** – Students will receive a verbal reminder prior to being issued a strike, identifying the behavior that needs to be changed.
- **Strike** – The student will be notified that they have received a strike and the cause. They will be expected to adjust their behavior immediately and continue to follow the behavior guidelines for subsequent rehearsals. A parent will be notified via email.
- **Probation** – If a student who has been issued a strike during a rehearsal continues to disregard the behavior guidelines that day, the student will be put on probation. This includes being removed from rehearsal, as well as from the scene(s) being rehearsed in their absence.
- **Suspension from Program** – Upon receiving three strikes, the student will be immediately suspended from the program. The student may be readmitted to the program following a conference between the student, parents, Teaching Team and administration. Consequently, student participation in the program may be limited or revoked by the director, including changing of roles and/or line load, participation in certain scenes and songs, or limited backstage access. Junior Players who are suspended may only be reinstated if a parent or guardian is present for all rehearsals and backstage for performances.

Serious Behavior Violations

As per the Sacred Heart Policy and Procedure Manual, “some behaviors are so severe that they merit immediate and serious consequence without any previous warnings given. These serious behaviors include, but are not limited to:

- Committing willful serious physical harm
- Willful damage to or destruction of school or parish property
- Willful defiance
- Unauthorized entry of school/parish facility
- Graffiti on school or parish property
- Theft
- Retaliation for reporting or threatening to report bullying or harassment
- Possession or use of alcoholic beverages, illegal substances, or drugs
- Possession or use of weapons
- Forgery of a signature of parent/guardian or school staff
- Making threats of violence against students and/or staff or any adults in school/parish”
- Improper vocal responses or language
- Inappropriate physical interactions with fellow students
- Blatant disrespect for facilities or Playmaker resources
- An ongoing lack of participation in the program.

PLAYMAKERS BOARD

The Playmakers Board is governed by a hard-working group of volunteers who oversee all aspects of our Playmaker program. Listed below is our current Playmakers Board for the 2017-2018 school year. You can reach the board via email at playmakers@sacredheart.org.

Co-President	Sharon Faricy
Co-President/Communications	Danielle Limp
Director	Britt Boyd
Treasurer	Shelly Marsten
Co-Marketing Lead	Sandi Plenge
Co-Marketing Lead	Panravee Fernando
Props/Costumes	TBD
Hospitality	Karla Obenesser
8th Grade Recognition/ Fall Play Lead	Christen Leeson
Sound/Jr. Players Choreography	Lisa Herb
Tech Crew	Annette Griffith
Ticket Sales	Colleen Dillon
Volunteers	Mary Ciaramello
Merch Sales	TBD