

Production



Handbook

Welcome!

Aberdeen Community Theatre thanks you for being involved with its youth theater arts programming, Young People's Theatre (YPT). We value the interest you have in your child's involvement. Parents should have an important role in their child's experiences and we are glad to provide you with this opportunity.

This handbook contains necessary information allowing for the most positive and productive YPT experience possible. The following should serve as a guideline for all – cast, crew and parents. Please keep this information for future reference and feel free to approach the director or a staff member with any questions or suggestions you may have.

Thanks again and we look forward to an exciting production.

A handwritten signature in black ink that reads 'Brian T. Schultz'.

Brian T. Schultz
Education Director
Young People's Theatre

Young People's Theatre

CASTING POLICIES

YPT strives to balance the educational process of theater with the artistic quality of a show. First and foremost, you should be proud of just going through the audition. But sometimes, we can't cast everybody who auditions. Sometimes, that even means your brother or sister gets cast and you don't. **If you don't get cast, it doesn't mean that you're not a good actor.** There are several elements that go into our casting decisions.

THINGS WE LOOK FOR:

- **Talent.** *It's your chance to show off what you can do. There is no right or wrong; we just want to see you play, have fun and be creative.*
- **Experience.** *We want everyone in YPT to have a good time. We never cast beyond what we believe is within a young actor's abilities. On the flip side, we also think it's important for young actors with more experience to be able to play small roles from time to time.*
- **Age.** *Actors need to fit within specific age ranges; not only in relation to other characters, but in relation to other actors.*
- **Appropriateness.** *Including vocal range, physical appearance, boy or girl, ability to meet demands of the show.*
- **Attitude.** *How well you listen, work with others, play as a team, plus past work.*
- **Conflicts.** *Bottom line – we have only so many rehearsals to make the show the show the best it can be. If you can't make it to rehearsals or performances, we can't cast you in the show.*

If you don't get the part you want or we're not able to cast you this time around, here are some hints to help you with your next audition:

- **Stay involved.** *Techies are just as important as actors – and it doesn't take up as much of your time. You're going to learn a lot of valuable stuff along the way to help you with your next audition.*
- **Keep a positive attitude.** *We have long memories. If you have a good attitude and work hard, we're going to remember that. We also remember the students who have bad attitudes and we're going to be less excited about working with them again.*
- **Watch closely for the next audition.** *Make sure you're on the YPT mailing list and watch the American News for information about upcoming shows.*

GOOD LUCK!

TOP 10 TIPS TO A GREAT YPT PRODUCTION

- **Treat your role as the most important role in the play.** Each character is extremely important or else they wouldn't have been written in. You're the only one who can play your part and everybody is counting on you. So take it seriously, okay?
- **Be on time.** If you waste our time, we will waste your time. Plain and simple.
- **Wear the right clothes.** Tie shoes are a must. Otherwise, just be comfortable. But don't wear your dress clothes, because you never know if you have to roll around on the stage or have to jump up and down like a crazy person. Please don't show us your underwear.
- **Bring a water bottle.** For that fast drink on-the-go. We don't have time for recess.
- **Bring a snack.** If you're not onstage, a snack is fine... as long as you don't miss your cue!
- **Keep the noise down.** If you waste our time, we will waste your time. Plain and simple.
- **Say THANK YOU to any announcement.** For two reasons: 1) So we know you heard us; 2) It's polite.
- **Check your props and your costumes before every rehearsal and performance.** That way you know everything is perfect.
- **R-E-S-P-E-C-T.** Yes, it means the world to me. It probably means a lot to you, too. That goes for the director, parent volunteers, staff members, fellow actors, techies and parents.
- **Be ready to learn a lot & have fun.** But don't worry – you'll be having so much fun, you'll barely feel it. And that's why you're here, right?

TOP 10 THEATER NO-NOS

- **Showing up too early.** We don't want young actors running around the theater unsupervised, so showing up half an hour early is discouraged.
- **Showing up late.** You are very important to the success of this show. If you don't waste our time by waiting for you, we won't waste your time by keeping you late. Mom and Dad, we're not babysitters. Make sure you pick your young actor up on time.
- **Wearing the wrong shoes.** We hate flip-flops! We hate big clumpy shoes that are hard to run and dance in. We hate flip-flops! Did we mention we hate flip-flops?
- **Bringing food and drinks into the auditorium.** If you spill and stain the carpet or the seats, we'll be cranky. Do you have time or money to do expensive clean-up?
- **Alcohol, drugs or weapons.** We simply won't tolerate it. We will ask you to leave. No discussion.
- **Valuable stuff.** If you don't want to risk losing it, don't bring it.
- **Missing your cues.** Missing your part because of ill-timed bathroom breaks, snacks or not paying attention wastes our time. If you waste our time, we will waste your time.
- **Bad handling of props and costumes.** If it's not yours, don't touch it. Period. When you're done with it, put it away. If it's left out, it could get lost... or we might hide it. Then wouldn't you feel foolish?
- **Losing your script.** These are property of YPT. If you lose it, damage it or want to keep it, then give YPT \$8.00.
- **Excuses.** As every YPTer knows: "Excuses are like butts. Everybody has them and they all stink." This applies to committing any of the NO-NOs listed above.

HOW CAN MOM & DAD HELP?

We require everyone to help somehow, somehow. Don't have a lot of time? That's okay, every little bit helps. Don't have a lot of experience? Don't sweat it – no experience necessary – we'll teach you everything you need to know. Call YPT at (605) 225-2228 or e-mail at act@nvc.net to volunteer. If you help before or during performances, we'll give you a free ticket to see a different performance of the show.

Costumes • Props • Set • Box Office • Ushers • Backstage • Strike • Cast Party

FOR PARENTS ONLY

- **Scholarships.** *If your family needs a scholarship, call and ask for a form. It's simple... we don't even ask for financial information. Simply complete and return it by the same day the bill is due (see below) and you're covered for the entire YPT season (December to November).*
- **The Bill.** *Typically due within ten days of the first rehearsal. Please call our office at (605) 225-2228 if you need to make alternate arrangements.*
- **Photographing.** *We take photographs onstage during the final dress rehearsal. We make CDs available for your purchase for only \$5.00. They will be available at the cast party. Please do not take photos during the show. It's rude. It's a distraction. Don't do it. We'll have more and they will be better quality.*
- **Videotaping.** *If you videotape, somebody's getting in trouble for copyright infringement. We paid a royalty to have one "official" video recorded and we are allowed to make them available to you for \$15.00. Besides, wouldn't you rather see the show live than through a lens? It's what makes live theater live!*
- **The Survey (attached to this packet).** *We need these back. We need these back. It's very difficult to write a grant report and list statistics with only 3 out of 50 respondents. We need these back.*

THEATER TRADITIONS

Ahh... so much fun. None of this is required, but it's good clean fun.

- **Flowers.** *Some kids like to exchange flowers, balloons, gifts, etc. with fellow cast/crew members. That's by no means required – it's up to you.*
- **T-Shirt Signing.** *Some kids like to sign each other's t-shirts on the last day of performance. If you want to participate, that's fine. Just label your child's shirt and provide your own marker.*

VPI

(Very Important Information)

- **New YPT Member Packets.** *Packets and t-shirts will be given out on the last day of rehearsal.*
- **T-Shirts.** *Show t-shirts will also be given out on the last day of rehearsal. Many times we use them as part of our costumes, so they can't go home until after the final performance.*
- **Call Time.** *Means what time your child must be here. It's always an hour before the performance begins, just to be on the safe side. **PLEASE BE SURE TO CHECK THE REHEARSAL SCHEDULE TO FIND OUT CALL TIMES!***
- **Performances.** **PLEASE BE SURE TO CHECK THE REHEARSAL SCHEDULE TO FIND OUT PERFORMANCE TIMES!**
- **Tickets.** *Please find attached one complementary coupon and two 50% discount coupons to exchange for tickets. Additional tickets are \$5 for ACT members, \$6 for non-members and \$4 for kids 12 and under. They'll be available one hour prior to each performance in the Capitol Theatre lobby. No reserved seats.*
- **CDs & DVDs.** *Photo CDs will be available at the cast party. We will notify you by phone or e-mail when the DVDs are ready.*
- **Cast Party.** *All participating kids, along with family, friends and guests are invited to our cast party after the final performance and strike. A donation to the good of the cause is appreciated, but by no means required. You are welcome regardless and we hope you'll join us.*

ACT YOUNG PEOPLE'S THEATRE SURVEY

Please complete this survey and return it on performance day.
Help us make this program even better.

NAME OF SHOW/ACTIVITY: _____

PARENT SECTION

1. Rate the educational experience for your child.

1 2 3 4 5
1 being poor and 5 being excellent

Comments:

2. Rate the overall experience for your child.

1 2 3 4 5
1 being poor and 5 being excellent

Comments:

3. The cost of this program is

1 2 3 4 5
1 being too little and 5 too much

Comments:

4. Have you been involved with YPT programming before?

Yes No

Comments:

5. Schedules permitting, would you be involved with this programming again? Yes No

Comments:

6. Any other comments or suggestions. Feel free to use the back.

STUDENT SECTION USE THE BACK IF NEEDED.

7. The thing I enjoyed most was _____

8. In this show, I learned _____

9. If I were in another show, I would want to change _____

10. If I were in another show, I would like to do more _____