



Welcome!!!!

**ALL PAPERWORK MUST BE TURNED IN OR COMPLETED ONLINE
AND YOUR STUDENT MUST BE REGISTERED IN ORDER TO PARTICIPATE!!!**

For attendance concerns, questions about auditions, payments, fundraising, and optional item orders, or other questions, please contact the Starbound Office at **starboundoffice@yahoo.com**

**During Rehearsals you can reach our staff at
Phone (707) 416-8990**

Welcome to the wonderful world of Theatre! Our talented instructors are here to help make your child's experience memorable. In addition to creating a positive environment in which your child's imagination can flourish, we also hope to build on their self-confidence, teach them how to work as a team, and develop a strong love for the arts. The possibilities through theatre exposure are endless and you'll find that this journey your child makes will be full of discoveries! Take a moment to familiarize yourself with the orientation packet.

David Rodgers Jr
Managing Artistic Director

Where do rehearsals take place?

Tuesday Rehearsals held at Vacaville Art Gallery Annex located at 718 E. Monte Vista

Friday Rehearsals held at Bliss Urban Arts Center located at 3777 Vaca Valley Parkway Suite A1

The first few rehearsals are audition preparation rehearsals where we review the items required for auditions. Actual rehearsals for this production begins after the show has been cast.

Will my child participate in a live performance?

Yes, this program will end with performances March 19–21, 2020 at the Vacaville Performing Arts Theatre.

Make sure you are receiving emails/REMIND APP/TELEGRAM

In the next few days you should receive an email from us. We send about 3–5 emails over the course of a production to share updates and other important information. If you are not receiving emails, please let us know.

Please make sure you added your phone number to our **remind app** system or the **TELEGRAM App**. This is the way we can communicate with all our families involved on this production quickly and efficiently. The Remind is a text messaging system, you will receive texts from us but your personal phone number will not be shared with others. The Telegram App is more a group texting app where you can respond/ask questions, etc.

Are scholarships available? Fundraisers/Payment Plans/Scholarships

We encourage families to inquire to see what is available for financial assistance. Many of our cities offer discount funding through HUD, partial scholarships through PAL or a Community Foundation. Starbound is happy to assist with information on what resources available that we are aware of. Just check with the Starbound Office for more information.

Starbound Theatre has a scholarship fund in place to assist families in need. If a student qualifies, we apply funds to tuition and ask the family to fundraise the remaining balance.

We are committed to the youth of our community. If you have a financial situation that needs further discussion, please call the office to schedule an appointment to speak with us in more detail.

Does your child have special needs?

It is important for us to know if your child needs accommodations such a medication needs, allergies, family changes, and even medical or psychological diagnosis. This information is kept confidential and private. Knowing this information helps us keep your child healthy, understand your child better, and how to work theater into their lives.

Materials Fee

The materials fee is non-refundable. No exceptions. It is due by the first day of class. It helps to offset expenses for set construction, costumes and additional needs that make our productions magical.

Starbound Staff Job Duties

The Rehearsal Stage Manager is responsible for all attendance and backstage aspects of the production. The Director is responsible for implementing the creative vision of the production. There is also a Production Manager, Costume Designer, Set Designer and Wardrobe Supervisor that may also be around students. The Starbound Office is responsible for record keeping and tracking payments and forms as well as student conflicts with fellow students or staff. The Starbound Office is the first and foremost contact for most questions or concerns. Please contact the appropriate staff member for your question or concern.

Is experience required?

Your child does not need any previous experience to participate. Our instructors are highly qualified in this field and will provide your child with the necessary training to make him or her successful in any production part. Every student gets a role.

How important is attendance? It is **CRITICAL!!!**

It is imperative that you make the necessary arrangements to attend **all** rehearsals. Below is our policy regarding attendance:

- Any rehearsal conflicts should be noted on the student card (vacations, doctor/dental appointments, etc).
- Be sure to drop off your child no earlier than 10 minutes prior to rehearsal time and pick them up no later than 5 minutes after rehearsal ends. Make sure a Starbound Staff member is on site before dropping off.
- **We do not allow students to run out and look for you in the parking lot.**
- Only in the event of an emergency (illness, situations beyond your control) will your child's absence be excused. We ask that you email us as soon as possible to notify us.
- **The week prior to performances are crucial and attendance by everyone is absolutely mandatory! Missing a tech rehearsal or performance will result in dismissal from the program or loss of performances.**
- **Late pick ups after 5 mins will be charged \$1 per minute and payment is due before the next rehearsal can be attended.**

How do you figure out who gets what part?

Even though there are lead roles, supporting roles, and group roles **we do not consider one more important than the other.** This whole process is a collaborative effort between everyone. During the Actor's Workshop the instructors will learn more about the children's personalities, fitting the child actor in an age and developmental appropriate role. Once the casting decision has been made please remember that our staff took all elements into consideration to make the decision and no amount of parent lobbying will be effectual. **Casting is final and will not be changed due to parent lobbying. All students audition on an equal and fair playing ground. Past roles and experience in Starbound are not taken into consideration.**

Once the show is cast, the cast list will be posted the first day of rehearsal following casting. Please be supportive of the role your child receives. What you may view as not suited for them, they may see as fun and exciting. Their acceptance and excitement for their role relies heavily on your positive influence. We know that sometimes children may be upset with the role they got but through positive encouragement they will see the role they did get will be fun and exciting. We are a team and strive to maintain a team atmosphere.

What does my child need to bring to rehearsals?

- A sturdy binder and pencil with eraser must be brought by the second class. Your child will not receive his/her script until a binder is brought in.
- Scripts must always be brought to class. Parents will receive notices if it is habitually forgotten or lost. **There is a \$15 charge for lost scripts.**
- Be sure to come dressed in comfortable shoes and clothing (nothing too loose or revealing, no flip flops or sandals, no large jewelry). Any child who is dressed inappropriately will be sent home. **Students need to wear closed toe shoes!**
- Provide your child with a healthy snack and a bottle of water for their break. **NO FOOD OR DRINKS WITH SUGAR ARE ALLOWED!! We are a sugar free environment in rehearsals. WE WILL THROW THEM AWAY!** An adequate break will be provided; however, the vending machine is off limits at that time.
- **WE DO NOT ALLOW CELL PHONES IN REHEARSAL! THEY WILL BE CONFISCATED IF SEEN! STUDENTS MAY LEAVE THEIR PHONE IN THE PHONE BOX WHEN ARRIVING AND PICK IT UP AT THE END OF REHEARSAL!**

Standard Base Costume: Please be prepared to have the following as a base costume for performances: Black bike shorts, black leggings, back camisole (girls), black tank top (boys), black shoes, black socks and a white collared button up shirt.

What is expected of my child?

This program is structured in a manner that will allow students to express their creativity while experiencing an education in theatrical arts. We expect your child to be respectful and show common courtesy towards other students as well as the theatre instructors and staff. Behavior that is disrespectful not only impedes productive use of rehearsal time but also creates a situation in which the instructor may have to decide if the student must be removed from the program. To ensure that this does not occur, please review the following guidelines with your child:

- **Respect yourself and those around you including cast members, instructors, building attendants, stage hands, theatre techs, volunteers, and other parents! They are your teammates and we all need each other to be successful!**
- **Commit yourself to your role and practice at home whenever possible. The best actors are the well-prepared actors!**

- **Stay within the designated areas and do not wander off by yourself. Bathroom breaks are provided but leaving the area is not allowed without the permission of the instructor. Parents will be notified if their student leaves the premises and the student will be sent home. Students must come straight to class once dropped off. No hanging out in different parts of the building.**
- **There is zero tolerance for foul language, smoking, or doing drugs. NO EXCEPTIONS! Students who do not adhere to this will be sent home.**
- **Be responsible for your belongings and clean up after yourself if you make a mess. The student will be expected to stay after class to clean up.**
- **Cell phones must be put away at all times; otherwise, it will be confiscated. All cell phones are BANNED from the backstage area, students will need to turn them in upon arrival to the Rehearsal Stage Manager and pick them up after the production. If we see it, we take it and return it. A repeat offense will result in dismissal from the program. We respect the copyright laws and the privacy of our students when backstage.**

These are simple basic rules of Starbound Theatre. It is also reinforced in the student contracts that the students sign. We will always encourage positive behavior but will notify you if your child cannot adhere to the guidelines. Our process is as follows: verbal warning is given, proceeded by a written warning, then if the issue is not resolved a parent meeting is scheduled. Continued offenses subsequent to the parent meeting will result in dismissal from the program. We will be sending home a student contract which we will review in class that must be signed by the student and parent.

What is expected of parents?

- Support your child by getting them to and from rehearsals on time
- Sign the Parent contract and follow all the rules and guidelines.
- **Volunteer approximately 5–10 hours (easily accomplished by participating in any of the opportunities noted on the volunteer form and signed up on VolunteerSpot)**
- Communicate with staff if there are any issues or concerns
- Talk to your child’s teacher about having the class attend the student matinee. (If applicable)
- Help us spread the word about our upcoming show – invite families and friends

PARENTS: Parents must complete the paperwork and turn it in on the first day of rehearsal.

Can parents attend rehearsals?

The rehearsals are considered “closed door” to parents because we find that children open up more in the absence of their authority figure. We know that your child is valuable and that you are interested in their progress, however, to maximize your child’s rehearsal time and space we ask that you leave your child with us as they will be in good hands. Besides, you don’t want to ruin the surprise of seeing the entire show for yourself!

Are there additional expenses?

The following expenses are optional and not required. All orders must be submitted by auditions:

- Souvenir Script Booklet with music CD
- Autographed Show Posters
- Congratulatory Ads for your Starbound Star
- Cast T-shirts (featuring names of the cast)
- Show DVD and pictures

Fundraising

FUNDRAISERS ARE OPTIONAL! The cost of producing theatre is expensive. We supplement the fees each production by holding a fundraiser. We're asking each family to participate in the fundraiser and help the production become the best experience possible for our students. Families that participate **fully** in the fundraiser get half their volunteer hours waived and other rewards including advanced access to tickets, pictures backstage and tickets to the Red Carpet Gala and/or other events.

CHALLENGE DAY!!!

Starbound Theatre holds students accountable to be responsible and fully participate in the rehearsal process. This includes being off book by the deadline (ALL LINES MEMORIZED), writing down and reviewing all blocking, and memorizing dance sequences. In order to prevent students from procrastinating and being lazy in the process we have incorporated Challenge Day. On Challenge day, any student can challenge to take any role assigned. That student essentially is showing that he/she knows all the lines, all the blocking and dance sequences, and makes strong acting choices in addition to knowing the original role he/she was assigned. If the challenging student completes the tasks assigned to the satisfaction of the Starbound staff and the student originally assigned fails to complete the tasks, casting will change and the students will switch roles. This will be at the discretion of the Starbound Staff. Each challenging student **MUST** know each line, each lyric and each step of blocking of a scene(s) which will be announced on Challenge Day.

In addition, the Starbound staff may also challenge a student on Challenge day to confirm the student knows all their lines, all their lyrics and all the blocking. Starbound staff can change roles based on student's performances on Challenge Day.

Photos/DVDS:

Starbound Theatre contracts for professional photography and DVD recording services. Our Media folks will be taking photos of the production as well as your student in costume. DVD's will also be for sale for \$35. DVD's can take anywhere from 4 weeks to 12 weeks depending on the time of year.

Liability:

You may be held financially liable for damage of property or equipment due to your child's misuse or neglect. Legal action may be taken if any unauthorized photos appear on social media. You may be held liable for copyright infringement and violation of privacy of others.

Tech Week

In any theatre production around the world, tech week is always stressful and sometimes chaotic. It is important that students and parents understand that many decisions are made for the betterment of the production as a whole. Scenes or lines may be cut, costumes or set pieces may be cut. We encourage our students and families to remain patient, calm and collective during tech week. Your students will be exhausted, stressed and overwhelmed at times. Just give them support and push them to do their best. Please be sure to look at the tentative schedule to ensure your full commitment.

Performances

We end our rehearsal process with our students performing on stage with sets, lights and costumes. Ticket prices range from \$15-\$20 depending on theatre costs. Everyone that attends **MUST** buy a ticket. We will send home marketing materials that will display show times and ticket prices. Performances depending on the show range from 1-4 shows.

Drop Out Policy:

Starbound Theatre has developed a strict drop out policy. We encourage students to accept roles given as an opportunity to grow and thrive on stage. Students **AND** parents are encouraged to follow our philosophy of there being no small parts/roles. We all work as a team. We will not help grow egos or divas on our stage. If a student drops out after casting, Starbound Theatre reserves the right to refuse enrollment to that student for a period of two years.

Withdrawal/Refunds Policy:

Refunds on registration fees are not given after the first day of class. In instances where a student becomes suspended from the program for behavioral or non-compliance reasons or is dropped from the program due to excessive absences, refunds will not be issued. There is a \$25 fee for all returned checks.

Carpooling

If you would like to be added to the carpool list, check the box when registering. We will provide your phone number and/or email to the other parents interested in carpooling so that you may arrange something convenient, directly with them.