



2023-2024 Student/Parent Handbook

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Note: This handbook is intended to provide information about the DHS Theatre program. Schedules, fees and procedures may change at any time and, therefore, the handbook is subject to change.

DHS Theatre Classes

2023 -2024 Theatre Courses

Brandy J. Carter

- 1st period – Dramatic Writing- in Theatre Green Room
- 2nd period -Theatre Literature (9th Advanced)- in Theatre
- 3rd period – Fundamentals of Theatre- in Theatre
- 4th period – Advisement/Lunch- in Theatre /Theatre office
- 5th period – Planning- in Theatre office
- 6th period – Advanced Drama- in Theatre
- 7th period - Technical Theatre- in Theatre Shop

Micah Patt

- 5th period – Fundamentals of Theatre- in Theatre
- 6th period – Advanced Drama/Theatrical Lighting- in Theatre
- 7th period – Theatre Marketing- in Theatre Green Room

Co-Curricular Requirements

Per GCPS policy, performance-based classes are “co-curricular classes which require out-of-class activities as stipulated by the teacher and will determine a portion of the student’s grade. This includes concerts [performances] and rehearsals.”

Theatre Literature, Technical Theatre, and Advanced Drama classes are co-curricular. In addition to classroom activities, certain out-of-class rehearsals and performances are required and, therefore, part of the student’s assessment. Unless the play is a competition piece, after school rehearsals are generally only during Tech Week (the week of the performance.)

If a student misses a required rehearsal or performance and the absence is excused, the grade must be made up or the student will receive a zero. **Unexcused or Excused absences during Tech week may result in the student losing their role. Make-up assignments will not be available for unexcused absences. The make-up assignment will be equal to the amount of hours missed in rehearsal/performance. (Typical make- up assignment will be in the form of a research paper with cited sources.)**

Are Your Absences Excused?

Performances are for you, our students. You are the focus of the performance. You are the one being educated. You are the purpose of the performance and rehearsal. If you miss a performance or required rehearsal, you have missed your opportunity for assessment.

Your director will always try to work with you to ensure you can take advantage of every theatre opportunity. There are times, however, when your attendance is required. Without your attendance, the show, your performance, and your classmates will suffer. In those instances, only emergency absences are excused.

To be allowed the opportunity to make up your grade, you must determine if your absence meets the eligibility to be excused. If it is excused, you will have the opportunity to make up your grade.

Eligibility for excused absences

To be eligible for an excused absence, you must first bring a note to the Theatre Director from your parent or guardian explaining your absence so eligibility can be confirmed. Request of absence notes are **required at least one month before any known/pre-planned absence. Emergency absence notes are due the first day of school the student returns after the absence occurs.**

Examples of EXCUSED absences

- Death in the immediate family.
- Illness of the student verified by a doctor's note. *Turn a copy of the doctor's note in to the Theatre Director.*
- A family emergency, such as a sudden illness of parent or sibling, verified by a note from your parent or guardian.
- A one-time special family activity such as a wedding, confirmation, graduation, etc. These absences require at **least one-month advance notice** and approval from the Theatre Director.

If your absence is excused, the Theatre Director will tell you what make-up work is required and when it is due.

Examples of UNEXCUSED Absences

- Babysitting
- Transportation problems
- Forgetting
- Too much homework
- Concerts
- **Other non-curricular school activities including sports activities**

Unexcused absences may not be made up. You will receive a zero for that required rehearsal or performance.

Theatre Etiquette – Be your best!

Although theatre programs tend to be less formal than other subjects, students are expected to display proper theatre etiquette during class, rehearsals and performances.

Your behavior may affect:

- Your grade
- Your ability to obtain or keep a part or position (such as student officer, lead tech/cast role, or class representative)
- Your ability to attend theatre conferences or other off-campus activities
- In severe cases, your ability to remain in the theatre program

At a minimum, you are expected to:

- **Show respect to everyone and everything in the theatre and backstage at all times.** When respect is demonstrated (between teachers, students, and theatre property) theatre will be a happy and positive learning environment.
- **Not use your cellphone during class unless given permission.** Gwinnett County policy prohibits the use of any personal electronic communication devices by any student during instruction unless approved by your teacher. Students using their cellphone during instruction without permission may find this reflected in their grades.
- **Dispose of anything in your mouth when you enter the theatre.** Please don't eat food or chew gum in the theatre. Clear, flavor-free water is allowed, but please obtain these drinks before class starts.
- **Be Punctual!** Arrive to class, rehearsal, or performances 15 minutes early.
- **Always participate** to the best of your ability – you will be graded on your participation as a member of the ensemble.
- **Show respect to your Director and other students by listening** and not engaging in side conversations or unneeded commentary.
- **Please visit the restroom and water fountain before class** out of respect for rehearsals and instructional time. If you need to be excused, you may seek permission from the Theatre Director. Only one student may leave at a time.
- **Wear the proper clothing** for whatever activity is occurring in your class. There may be times when rehearsal or set construction will require you to wear clothing or shoes that you can move/dance in or build/paint in.
- **Help us with your costuming.** You may be asked to bring articles of clothing from home for costuming. When that happens, please bring the item(s) in by the date requested and leave the item(s) with your costume until the show closes.
- **Take care of all theatre property (sets, costumes, props, building materials/tools) and always return them to their proper place when done.** Our tools, set materials, props and costumes must last so they can be used over and over again. In addition, we may also rent or borrow props, sets, and costume pieces for some shows. Please use these items carefully and always put them back properly when you're done. This includes taking care of your personal hygiene/wearing deodorant when using costumes, and ensuring costume pieces are hung up when not in use.
- **Keep the dressing rooms, backstage area and costume/prop closet clean** and free of trash and personal belongings. Never leave costume pieces on the floor. Always return tools, props or costumes to their proper place.
- **Not being in the theatre or back stage areas** without permission or when you are not supposed to be.
- **EVERYONE is expected to assist with Strike. NO ONE will be allowed to leave until EVERYTHING is done. NO EXCEPTIONS!**

Rehearsal Expectations

Being cast or assigned a tech role in a production is exciting and great way to demonstrate your talents. Rehearsals not only help you sharpen those talents, but ensure the show reflects well on you, your class and your school. So, whether rehearsals are held during class, after school or on weekends, please use this time wisely.

- Arrive on time and be ready to go when the rehearsal starts.
- Listen to your director or coaches and don't disrupt the progress of the rehearsals.
- Attend all rehearsals as scheduled. If you must be out, no more than two unexcused absences are allowed. **No unexcused absences are allowed in the final two weeks before a production.**
- Tell your director about and obtain approval on all known absences (or late arrivals/early departures) ahead of time, so rehearsals can be adjusted or substitutes found.
- **Keep your grades up – you will not be excused from mandatory rehearsals due to homework, studying or last-minute tutoring.**
- Write your name on your script and bring it to all rehearsals.
- Learn your lines early and go 'off book' **BEFORE** the blocking rehearsal of that scene. Acting is more than just saying your lines. Going off script allows you to add characterization and personality to your part and hone interactions with other performers. You can't do that if you're reading from a script.
- When participating in tech, learn the play or musical before technical rehearsals begin.
- Learn all blocking and make sure your blocking is written into your script.
- Learn and practice all songs. Run through them at home or with others. Seek vocal coaching as needed.
- Learn and practice all dances. As with any type of acting, put the appropriate energy and personality into your dance numbers.
- Bring a book or quiet activity for rehearsal 'downtime.'
- Be cooperative with costuming and wear the pieces selected. Take care of your costume as it's assembled – keep all pieces together, clean and hung. Wear deodorant to ensure your costume stays fresh through rehearsals and until the close of the show.
- Ensure you have all your props before each rehearsal and return them to the prop table at the end of rehearsal.
- While on campus, including weekends and evenings, follow the DHS code of conduct and proper theatre etiquette.

Note: Although some rehearsals for productions produced by the Theatre classes occur during class, there will also be rehearsals scheduled after school and possibly on weekends. The director will always do everything to ensure only those actors being rehearsed will be called during after school rehearsals.

Three-strike Rule

Our time is limited and precious during the school year. Therefore, we need every student to be focused and behaving appropriately so we can meet our class and performance objectives. Although we expect that all students will meet these expectations, we are aware that those students who do not meet expectations will negatively impact the students around them and the overall quality of the program.

This year we're employing a three-strike rule to encourage proper behavior during theatre classes, rehearsals, performances and external events. Students who blatantly disregard either our Theatre Etiquette or Rehearsal Expectations (the previous two sections) will receive a strike for each infraction.

After three strikes, students will become ineligible for the remainder of that semester, for:

- Receiving or keeping acting or tech roles
- Attending external theatre events (such as the Thespian Conference)
- Keeping student leadership positions (such as student officer.)

Strike violations may also have a direct impact on the student's class grade.

- Please note: Certain offenses may bypass the 3 Strike Rule. Examples would be: Using profanity at a teacher, using profanity and/or being disrespectful to guests in our theatre space, stealing equipment or other items, verbal or physical sexual assault towards another student or faculty member, arriving to a Theatre event under the influence of illegal substances, etc.

Theatre Curriculum Enrichment Fee

The costs to produce shows include:	Other important expenses include:
<ul style="list-style-type: none"> Show rights and scripts 	<ul style="list-style-type: none"> Headshots & Photography – for shows as well as competitions and auditions
<ul style="list-style-type: none"> Sets – built, painted, rented, repaired 	<ul style="list-style-type: none"> Theatre lighting and sound system maintenance and repair
<ul style="list-style-type: none"> Costumes - bought, rented, altered, cleaned 	<ul style="list-style-type: none"> Musical direction
<ul style="list-style-type: none"> Props – bought, rented, modified, repaired 	<ul style="list-style-type: none"> Theatre society memberships
<ul style="list-style-type: none"> Sound/lighting – special show requirements 	<ul style="list-style-type: none"> Theatre supplies and office equipment
<ul style="list-style-type: none"> Musical scores and accompanists 	<ul style="list-style-type: none"> Conferences
<ul style="list-style-type: none"> Makeup, hair/wigs, dressing room supplies 	<ul style="list-style-type: none"> Banquets
<ul style="list-style-type: none"> Publicity – programs, posters, road signs, other ads 	<ul style="list-style-type: none"> Choreography and dance/movement instruction
<ul style="list-style-type: none"> Concession & Tickets – flowers, candy, popcorn and supplies 	<ul style="list-style-type: none"> Thespian society expenses
<ul style="list-style-type: none"> Choreography – specific to a show 	<ul style="list-style-type: none"> Scholarships (as funds permit)

Because of these *crucial costs*, all theatre students are asked to pay a Curriculum Enrichment Fee of \$100.00 which is due by September 11, 2023.

Without this *vital fee*, our program cannot provide the high-quality training and productions our students deserve.

Fees may be via MyPaymentsPlus or by check or money order. Make checks payable to Duluth High School. When sending a check payment into the school with your student, please seal it in an envelope with the student's name.

Our Theatre Calendar

Wildcat Theatre is proud to produce a wide variety of shows throughout the year to showcase your talent. These shows are also graded assignments.

Please note that circumstances beyond my control may cause changes to the calendar.

The Theatre rehearsal Calendar may be found at: <https://duluththeatre.weebly.com/fine-arts-calendar.html>

Announcing Duluth Wildcat Theatre's 2023-2024 Season



(Our Competition One Act Play)
October 19, 2023 at 7 PM
October 21, 2023 at 7 PM



Full Length Performances!
January 26 & 27, 2024 at 7 PM



April 12 & 13, 2024 at 7 PM
April 19 & 20, 2024 at 7 PM

Special Elementary and Middle
School Matinee April 13, 2024 at 10
AM



December 8, 2023 at 7 PM
December 9, 2023 at 3 PM & 7 PM



March 22 & 23, 2024 at 7 PM

Special Elementary School Matinee
March 22, 2024 at 10 AM

Sponsorships

Purchasing a Theatre Sponsorship is the *best* way to support our program. Sponsorships also give you the most for your contribution. Sponsorships can be purchased by individuals, families, or businesses. All Sponsors will be listed on the Duluth Wildcat Theatre website: <https://www.duluththeatre.weebly.com>

Sponsors will be honored in all printed programs.

Sponsors also have their name added to the plaques located inside the theatre lobby.

Sponsors may receive up to 6 season tickets!!!

To become a sponsor, please complete this Google Form: <https://forms.gle/w2biPN8GeiGWWcY66>

Levels	What your sponsorship buys	Price
Platinum	Six season tickets, recognition in all programs as a Platinum patron, one full-page ad in all produced show programs.	\$1000
Gold	Four season tickets, recognition in all programs as a Gold patron, one half-page ad in all produced show programs	\$500
Silver	Two season tickets, recognition in all programs as a Silver patron, one quarter-page ad in all produced show programs	\$250
Bronze	One season ticket, recognition in all programs as a Bronze patron	\$100

The due date for purchasing 2023-2024 Sponsorships is September 11, 2023.

Advertisements (Programs & Website)

DHS Theatre produces programs for each show. For all of our shows, programs are produced and include ads. Our advertisers will also be listed on the Duluth Wildcat Theatre website: <https://www.duluththeatre.weebly.com>

To purchase and advertisement, please complete this Google Form: <https://forms.gle/2KCPRu2Z8MSRH3xc7>

Ads can be purchased by students and their families or sold to area businesses. Purchasing ads in our show programs is a great way to support our program, spotlight a student, or advertise your company.

Type	Can include	Cost/Show
Full-page ad	Text, graphics, pictures	\$100
Half-page ad	Text, graphics, pictures	\$50
Quarter-page ad	Text, graphics, pictures	\$25

Program ads can also reduce students Curriculum Enrichment Fees. Half the cost of any ads paid for by September 11, 2023 will be applied to offset the curriculum enrichment fees of the student the advertiser chooses. Advertisers will be asked to list that student's name on the Google Form. Ads received after that date will not be applied.

The due date for using Program Ads to offset your Curriculum Enrichment Fee is September 11, 2023. You must purchase or sell an ad by that date to offset your fee. Otherwise, program ads are due 30 days before the next show.

Want to become a sponsor by volunteering with sets, costumes, and more? 5 hours work equals Bronze, 10 hours equals Silver, 15 hours equal Gold, 20 Plus equals PLATINUM Sponsor! See Mrs. Carter for opportunities!

Duluth Wildcat Theatre Website



Want to become a Wildcat Theatre SPONSOR?



Want to Advertise with the Wildcat Theatre Program?



Theatre Fundraisers

Vertical Raise

Vertical Raise is an online program that utilizes email, text messaging, and social media to generate funds for our program. Last year, we were able to raise \$12,000 just from this fundraiser!

Concession and flower sales

DHS Theatre sells concessions (snacks, candy, drinks) at most shows. We may also sell flowers or other trinkets which can be purchased for delivery the show's cast and crew.

Watch for additional fundraisers our Parent Supporters may wish to implement.

We Rely On Our Volunteers – Please Help

The DHS Theatre program cannot function without the generous support of its volunteers. The Parent Volunteers are a small group who work with the Theatre Director to organize, manage and communicate the various program activities and to manage the club funds. Volunteers are needed to assist with the many other tasks necessary to produce our shows. Some volunteer opportunities include:

Box Office	Program Designer	Audio/Lighting Mentors	Photographer
Costume Assistants and Seamstresses	Providing Cast snacks/dinners	Hair or Makeup Assistants (during some shows)	Ushers (at all shows)
Flower Sales (at the shows)	Building Sets or Set Pieces	Concession Sales (at the shows)	Fundraiser and Banquet Coordinators

Electronic signup sheets are provided before each show to help staff show-related volunteer positions. Thank you to those who have helped in the past and to those who are planning to do so in the future.

International Thespian Society & Thespian Points

DHS Theatre is a member of the International Thespian Society (ITS). The International Thespian society (ITS) is the honor society for middle and high school theatre students. Membership is granted for the performance of meritorious work in theatre arts that meets the Society's general guidelines.

DHS Theatre students can be inducted into our ITS troupe after earning 10 Thespian Points – the equivalent of 100 hours working in school, community, and/or professional theater both on and behind the stage. From there, students can continue to earn points for their theatrical work and be recognized through ITS honor rankings.

ITS is the point system by which theatrical accomplishment is measured at DHS. Students accumulating 60 or more Thespian Points are eligible for a DHS Theatre Letter.

You can find more information about the International Thespian Society and the Thespian Point System on the by visiting the ITS website at www.schooltheatre.org/its.



GUIDE TO EARNING THESPIAN POINTS

Category	Position/work done	One Act	Full Length	Category	Position/work done	One Act	Full Length
Acting	Major role	4	8	Directing	Director	4	8
	Minor role	3	5		Assistant director	3	6
	Walk-on	1	2		Vocal director	3	6
	Chorus	1	3		Video producer/director	3	4
	Dancer	1	3		Assistant vocal director	2	5
Understudy	1	2	Orchestra or band director		3	6	
Production	Stage manager	4	8		Assistant orchestra or band director	2	5
	Stage crew	2	4		Choreographer	4	7
	Lighting technician	3	6		Assistant choreographer	3	5
	Lighting crew	2	3		Writing	Original play (produced)	5
	Set designer	4	5	Original radio script (produced)		4	6
	Set construction crew	3	5	Original TV script (produced)		4	6
	Costumer	3	6	Original play (unproduced)		1	2
	Costume crew	2	5	Original radio script (unproduced)		.5	1.5
	Properties manager	3	5	Original TV script (unproduced)	.5	1.5	
	Properties crew	2	3	Miscellaneous	Oral interpretation		2
	Sound technician	3	5		Duet acting scenes		2
	Sound crew	2	3		Participation in theatre festival or contest		3
	Video editor	1.5	2		Attending theatre festival		1/day
	Video crew	1.5	3		Assembly program		1
	Makeup manager	3	5	Advocacy	Participation in advocacy event		1/day
Rehearsal prompter	2	4	Local advocacy work			.1/hour	
Pianist	3	6	Officers	President		6	
Musicians	2	3		Vice president, treasurer, or web editor		4	
Business	Business manager	4		6	Secretary/clerk		5
	Business crew	2		4	International Thespian Officer (ITO)		10
	Publicity manager	3		5	State Thespian Officer (STO)		8
	Publicity crew	2	3	Audience	Troupe directors may award points at the hourly rate for attending productions, or they may award .5 point for attending <i>and</i> writing a critique or report reflecting the educational value of the experience.		
	Ticket manager	2	4				
	Ticket crew	1	3				
	House manager	2	4				
	House crew	1	2				
	Ushers	1	2				
	Programs	1	3				
Program crew	1	2					

GEORGIA THESPIANS

For information about GA Thespians and THESCON, please visit:



Theatre Conferences

Georgia Thespians Conference (ThesCon)

Georgia Thespians is a state chapter of the Education Theatre Association which sponsors the International Thespian Society (ITS). Georgia Thespians sponsors ThesCon.

ThesCon is a three-day annual event held in February in Columbus, Georgia. It features numerous productions presented by high schools from across the state. Plus, they offer a variety of workshops led by theater professionals from around the country. And if that weren't enough, they also hold individual performance and tech events for adjudication, offer auditions for colleges and scholarships, provide the opportunity to talk to college fine arts representatives from around the country, allow you to shop with commercial vendors selling theater merchandise, and hang out with about 3,000 other Georgia Thespians.

Attendance is limited to ITS members (normally sophomores-seniors) in good standing who receive permission from the Theatre Director to attend. DHS Theatre normally attends ThesCon as a troupe. Students may audition to participate in ThesCon events (such as the opening number, Playworks original play competition, tech events and individual/group events). Troupes can audition to perform one-act shows at the conference.

The cost for ThesCon is \$350 per student and includes transportation, conference registration, tee shirts, and hotel rooms. Students will need extra spending money for meals not covered in registration and for any snacks or souvenir items they wish the purchase.

The 2023 Georgia Thespian Conference is scheduled for February 1-3, 2024 in Columbus, GA. More information will be shared by the Theatre Director.

For more information, visit the Georgia Thespian Conference website at www.gathespians.org or talk to our Theatre Director.

International Thespian Festival (ThesFest)

Sponsored by the ITS, ThesFest is a five-day national theatre event, normally held in June in Lincoln Nebraska (at the University of Nebraska). Like the state conferences, it features numerous high school productions, a variety of professional workshops, individual and group performances, tech events, auditions and a college and merchandise fair. It is also limited to ITS members in good standing. Students earning a superior rating at a group or individual event (IE) at the state conference are invited to perform their IE at the national conference (for adjudication and a national title). Troupes with state championship shows can petition to perform at ThesFest.

DHS Theatre does not normally attend ThesFest as a troupe, but individual ITS members may attend at their discretion. For more information, visit the [International Thespian Conference website](#). Contact the Theatre Director if you're interested in attending ThesFest.

Georgia Theatre Conference (GTC) Convention

The Georgia Theatre Conference exists to promote theatre throughout Georgia. GTC consists of five theatre divisions: college and university theatre, community theatre, professional theatre, secondary theatre (high school) and youth theatre. GTC is the Georgia representative in the SETC.

The mission of GTC is to encourage and coordinate a close relationship among the community, educational, and professional theatres in the state of Georgia; to aid in the maintaining of the highest possible quality of live theatre; and to promote and facilitate education in varied phases of the theatre. Membership is open to all individuals and groups who desire to participate in the work and programs of the Conference.

GTC holds its annual convention in mid October. It includes one-act shows (performed by high schools on a first come first serve basis), workshops, tech challenges, auditions and keynote speakers.

DHS Theatre is not attending GTC as a troupe this year, but students may attend on an individual basis. For more information visit the GTC website at <http://georgiatheatreweb.wixsite.com/gtc-website> or the [GTC Facebook](#) page.

Southeastern Theatre Conference (SETC) Convention

The Southeastern Theatre Conference is a nonprofit theatre organization serving a diverse constituency across 10 states – Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia – in the southeast region of the United States and beyond. Like GTC, SETC serves five theatre divisions: college and university theatre, community theatre, professional theatre, secondary theatre (high school) and youth theatre. GTC is Georgia’s entry in the SETC.

The SETC mission is “Connecting You to Opportunities in Theatre.” They are the strongest and broadest network of theatre practitioners in the United States. They provide extensive resources and year-round opportunities for their constituents. Their services, publications, and products contribute significantly to the careers of emerging artists, seasoned professionals and academicians. SETC energizes the practical, intellectual and creative profile of theatre in America.

SETC holds a convention each spring – a portion of which, the High School Theatre Festival, is geared toward high school students. Like GTC, SETC has one-act shows (the top two shows from each of the ten member states), workshops, tech challenges, auditions and keynote speakers. It is, however, larger than GTC.

DHS Theatre is not attending SETC as a troupe this year, but students may attend individually. For more information, visit the Southeastern Theatre Conference website at <http://www.setc.org/>.

Theatre Competitions

GHSA One-Act and Literary

The Georgia High School Association (GHSA) holds two events in Fine Arts to produce state champions: the One-Act Play and Literary competitions:

- The **One-Act Play** competition is just that. Each school competing performs a timed, one-act play or musical of their choice for competition. Regional one-act competitions are normally held in October and state competitions in November.
- The **Literary** competition includes a Dramatic Interpretation individual event for boys and girls. Literary regional and state competitions are normally held in February and March. Regional Literary competitions may be held any time after February 1. The state competition is held mid-March.

DHS is a member of GHSA and typically participates in these competitions. Both events start with regional competitions. The first place winners from each regional section can compete in the state competition.

For more information on the GHSA One-Act Play and Literary competitions, talk to your Director or visit the GHSA website at www.ghsa.net.

Governors Honors Program

The Georgia Governor’s Honors Program (GHP) is a residential summer program for gifted and talented high school students who will be rising juniors or rising seniors during that summer. The program offers instruction that is significantly different from the typical high school classroom. It is designed to provide students with academic, cultural, and social enrichment necessary to become the next generation of global critical thinkers, innovators, and leaders.

GHP is held mid-June to mid-July on a college or university campus. Students attend classes in the mornings and afternoons in specific areas of study, and they participate in a wide variety of social and instructional opportunities every evening.

The DHS Theatre Director may nominate high-achieving sophomore or junior theater students for GHP. These nominations typically occur before the end of the school year for the following academic year (e.g., by May 2018 for the 2019 GHP summer program). Nominated students would then participate (as sophomores or juniors) in a rigorous regional, and then state, audition and interview process to be selected as a finalist for GHP.

For more information on GHP, visit their website at www.gosa.georgia.gov/governors-honors-program.

End of Year Banquet/Awards

At the end of the year, a banquet is held in May to recognize the year's accomplishments, to announce the next year's student officers and to wish our graduating seniors well. Family members are welcome.

If there is a budget surplus, the Drama Club account may fund dinner for the students and those who volunteered throughout the year.

The 2023-2024 end of year banquet is scheduled for May 17, 2024. More information will be given towards the end of the school year.

FORMS and CONTRACTS

MEDIA RELEASE FORM- To Be completed by ALL Theatre Students

All students participating in the Duluth Wildcat Theatre program must have a valid **Media Release Form** on file with the Director. Students in the program may be pictured, videotaped, or recorded in efforts to promote productions and the program. Please complete the Media release form and return it to your director as soon as possible.

TECHNICAL THEATRE SAFETY CONTRACT

All students participating in the Technical Theatre class will be trained how to properly use each piece of equipment in the shop. After demonstrating that they can operate the tool safely, I will sign their contract and send it home for the parent/guardian to sign as well. Students may not operate any machinery or tool for which they have not been trained, tested, and passed.

THEATRE SAFETY FORM

Although the Technical Theatre students will be the main students working in the Theatre Shop area, all Theatre students are expected to know and practice basic Theatre Safety. A Theatre Safety Manual will be provided to all Theatre students. It is the responsibility of each student to read the manual and take the Theatre Safety assessment. Upon scoring a 100 on the assessment, students and parents will be asked to sign and date the Theatre Safety Acknowledgement Form.



MEDIA RELEASE FORM

I hereby give my consent to all photographs, audio recordings, and/or video recordings taken of me or my minor child by Gwinnett County Public School staff or their designee. I understand that any such photographs, audio recordings, and/or video recordings become the property of the local school or district and may be used by the school, district, or others with their consent, for educational, instructional, or promotional purposes determined by the district in broadcast and media formats now existing or created in the future.

Student's Name _____
(please print)

School _____

Student's Signature _____

Parent/Guardian's Name (if student is under 18 yrs. of age) _____
(please print)

Parent's Signature _____

Mailing Address _____

Telephone (home) _____

Email Address _____

For ALL Duluth High School Wildcat Theatre Productions

Tech Theatre Safety Contract (For Technical Theatre Students Only)

Student Name: _____

Tool Name Date Tested

Miter Saw	
Jig Saw	
Circular Saw	

Miter Saw:

- ✓ Student is wearing eye protection.
- ✓ Student correctly positions wood against the saw fence.
- ✓ Student does a “dry run” of the blade placement before engaging the power switch.
- ✓ Student has appropriate hand placement.
- ✓ Student engages power switch, draws the saw blade down using even pressure, and releases the power when the cut is complete.

Jig Saw:

- ✓ Student is wearing eye protection.
- ✓ Student positions wood so both sides are evenly supported (using a table or saw-horses)
- ✓ Student lines up guide arrow with the edge of the wood.
- ✓ Student engages power switch and completes an even, steady cut following the guide lines.
- ✓ Student releases power when cut is complete.

Circular Saw:

- ✓ Student is wearing eye protection.
- ✓ Student positions wood so both sides are evenly supported (using a table or saw-horses)
- ✓ Student lines up guide arrow with the edge of the wood.
- ✓ Student engages power switch and completes an even, steady cut following the guide lines.
- ✓ Student releases power when cut is complete.

***Failure to adhere to ALL of these policies will result in the student’s ability to use that tool being revoked until the student performs a safety re-test! ***

<p>Parent Signature: _____</p> <p>Date: _____</p>

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The following safety rules and conditions apply to those areas of the Theatre and/or equipment designated as potentially hazardous. Before participating in any Theatre activities, students must complete pre-requisite training and have a participation permission form on file with the Director.

Construction Safety Rules

1. Good housekeeping and clean and orderly work areas and equipment are fundamental to accident and fire prevention. Assigned work areas and equipment are to be cleaned and placed in order by each user at the end of his use or the end of each work period.
2. Horseplay is forbidden.
3. You are not to operate equipment for which you have not been trained.
4. Performing arts technical facilities may not be used unless the Director or his/her designated representative is on duty. There must be at least two individuals present at all times when these facilities are in use.
5. All accidents, including minor injuries, and all hazardous conditions are to be immediately reported to the Director or his/her designated representative.
6. Eye protection is to be worn at all times by all individuals using power equipment that generates dust and/or fragments. Hearing and other forms of protection devices are also available and recommended.
7. Jewelry, ties and any apparel, which in the opinion of the Director is hazardous, must not be worn while working tech. All workers must wear full shoes (no sandals). Long hair must be held back securely when working with power tools. Medallions or other jewelry hanging from the neck must not be worn when working with power tools.
8. MACHINE GUARDS ARE TO BE IN PLACE AND IN USE WHEN EQUIPMENT IS IN OPERATION.
9. Any tool is to be used only for the purpose for which it was designed.
10. Defective tools must not be used. Turn them in for repair/replacement.
11. No "Walkman" type radio/cassette/CD headphones are to be worn while in theatre and shop spaces.

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Safety Rules for Lighting/Sound Areas

1. Never change a lamp, repair an instrument, or work on any piece of electrical equipment while it is still plugged in.
2. Wear sturdy, rubber soled shoes and appropriate work clothing to all work calls.
3. Eating or drinking near the light board, sound board, and lighting equipment is strictly prohibited.
4. Do not work unsupervised, especially when working on the grid, in the FOH, or on ladders. Never work alone in the theatre.
5. Use a wooden or fiberglass ladder, not metal, when focusing or doing any electrical work. (Students should obtain permission BEFORE using a ladder!)
6. Before going up a ladder, empty your pockets of all loose change, keys, etc.
7. All crescent wrenches must have a safety tie line attached to your body when working over the stage or over the house.
8. Do not use any equipment or perform any tasks that have not been explained to you by the Director or his/her designee.
9. At the end of each work day, all tools and materials are to be returned to their proper places and all areas left clean.
10. Be sure that you know the locations of all fire extinguishers and know all shut down procedures in the event of fire or other emergency.

Professional Behavior

1. **EFFORTS and RESULTS**
 - Qualities of effort such as speed, efficiency, organization, skill and commitment are always considered in crew assignments.
 - Ask how to do something if you are not sure.
 - Be immediately available to help and seek out ways to be helpful.
2. **INITIATIVE and LEADERSHIP**
 - Recognize the importance of the task at hand and take an aggressive role in devising effective and efficient solutions.
 - Be involved as a “team player.”
3. **LEARNING**
 - Take directions on a task; remember all of them and apply them.
 - Collaborate on methods for solving problems.
 - Exhibit alert interest in acquiring new knowledge.
4. **DEDICATION and RESPONSIBILITY**
 - Care enough to ensure that the group effort has a positive result on the production.
 - Be conscientious and strive to improve.
 - Be trustworthy without constant supervision.

5. ATTENDANCE

- When you sign up for an activity, it is mandatory to be at all calls and to be on time ready to work.
- Do not underestimate the value of your presence.

Crew Job Descriptions and Expectations

1. Prop Running Crew: The prop running crew prepares and cares for all props used during technical rehearsals and performances.
 - Sign in at designated time.
 - Check props immediately for breakage, damage, or loss.
 - Place props in position at least 30 minutes before the house opens.
 - Provide only fresh, clean drinks and/or food to actors. Bottles with colored water, tea, coffee, etc must be emptied each night after final curtain and refilled the following performance and/or refrigerated.
 - Cover any borrowed furniture each night before leaving the theatre. Security concerns may require lockup of some pieces.
 - Speak and move quietly backstage.
 - No beverages or food on or near scenery or prop tables.
 - Lock up all valuable/dangerous properties immediately following the end of rehearsals or performances.
 - During strike, safely remove and store all props.
 - During strike, empty and wash all bottles, glasses, dishes, ash trays, etc. before they are returned to storage.
 - During strike, throw out any perishable left-over food. Clean out the refrigerator.
 - Join the rest of strike with your crewmates after all props have been put away. One crew is not finished until everyone is finished.

2. Wardrobe Crew: The wardrobe head and crew responsibilities include assisting actors with their costumes during a show and maintain costumes throughout the run of a production.
 - Report at designated call.
 - The crew will be responsible for checking in costumes following rehearsals and productions.
 - Wardrobe crew must be in the dressing rooms and alert to what is happening on stage in case of emergency.
 - The wardrobe crew is responsible for laundry, pressing, and steaming duties as needed.
 - Wardrobe crew takes care of minor repairs to costumes (eg. Buttons, snaps, hems).

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3. Light Board Operator: Your duties may include the programming and running of the light board during a production. You must be “checked out” by the Technical Director to use this equipment.

- Sign in at the designated time.
- During rehearsals and performances, be present for all “master electrician” pre-curtain light checks.
- Execute any check list items assigned to you.
- Turn on the light board at least 30 minutes prior to the opening of the House and scan light cues for any potential problems. Take control of the houselights and execute any house light presets.
- Run the cues during rehearsals and performances.
- Turn off the light board after each rehearsal and performance.
- Cover the light board at the end of use.
- Replace any burnt out lamps in lighting instruments during a production.
- Close and lock the windows in front of the light board after each rehearsal or performance.
- Save any changes to cues to disk as needed during rehearsals.
- Report any problems you encounter with the cues or the equipment to the stage manager or the technical director.

4. Sound Board Operator: The sound board operator runs the sound equipment during rehearsals and performances. You must be “checked out” by the Technical Director to use this equipment.

- Sign in at the designated time.
- During rehearsals, set levels and record all cues as instructed by the tech director.
- Turn on the system and run a sound check before each use to ensure that the system is working properly and is prepared for use.
- Turn on, set up and check the headset system.
- Execute any check list items assigned to you by the stage manager or tech director. These may include, but are not limited to, setting up microphones and cable and running preshow music.
- Execute all sound cues during rehearsals and performances as they have been designed.
- Report any problems you encounter with the show or the equipment to the stage manager or tech director.
- At the end of rehearsals and the production, return the booth to normal operating conditions.
- At the end of rehearsals and of the production, return all sound equipment to its proper storage place.

- After all sound strike responsibilities are completed, assist with the general strike of the production until everyone is done.

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5. Stage Running Crew: The stage running crew prepares the scenery and handles the scenery during technical rehearsals and performances under the supervision of the assistant stage manager.
 - Sign in at the designated time.
 - Check scenery and moving pieces for breakage, damage, or loss. Effect repairs as needed.
 - Place units in performance position at least 30 minutes before rehearsal or house opening.
 - Sweep and damp mop all deck surfaces. Vacuum as needed.
 - Speak and move quietly backstage.
 - Observe the no food or drink rule anywhere backstage.
 - Secure all units immediately following the end of rehearsals and performances. Leave all stage areas clean and safe. Turn off walk lights. Turn on ghost lights.
 - During strike, assist the tech director in the strike of all scenic units as directed. Your job is not complete until all scenery and hardware is stored and the stage, shop, and storage areas are clean.

6. Construction Crew: Working in the scene shop will offer students practical experience in scenic construction. While working in the shop or on stage, the student will be instructed in construction techniques and the use of tools required in the scenic industry.
 - All students must have a completed emergency medical form and participation permission form on file with the tech director before working in any technical area.
 - Sign in upon arrival; sign out upon departure.
 - Report to the tech director for assignment.
 - Complete assigned tasks.
 - Clean up your work area and equipment when the assigned task is complete or before you leave for the day.
 - Return to the tech director for another assignment when you complete an assigned task.
 - Never use tools that you do not know how to operate safely. Ask for instruction.
 - Wear appropriate safety equipment when using tools.

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HEADSET CODE OF CONDUCT

Remember that the headset (intercom) system is a tool. It serves as the lifeline of a production, allowing all production elements to be connected. A few simple guidelines will result in a smooth running production.

- Never say anything over the headsets that you don't want the ENTIRE world to hear or know. You never know who's listening.
- "Chatter" must be confined to production business; personal conversations should remain that – personal and on your own time.
- When the stage manager issues a CLEAR THE LINE command, immediately comply.
- Leave your headset microphone "off" unless you have something to say.
- Do not set your headsets anywhere where they might be damaged, i.e., sat on, stepped on, fallen on, etc.
- Do not place your headset in the electrical field of the light board or other equipment; the resultant "buzz" will drive everyone nuts.
- When you take off your headsets, please turn your microphone "off" first to avoid the "thud" that everyone else will hear.

Although most of the Technical Theatre positions will be filled by students in the Technical Theatre class, ALL Theatre students are expected to know and follow the Theatre Safety Guidelines. Please read this entire document and make sure your student has as well. If you have any questions, please do not hesitate to contact me.

If you have read and acknowledge the receipt of the Duluth High School Theatre Safety Policy please sign and date below:

STUDENT NAME (PRINTED): _____

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT NAME (PRINTED): _____

PARENT SIGNATURE: _____ **DATE:** _____

