

Sandstone Summer Theatre



Production Handbook

Production Staff

Director... Andrew Keller

Music and Orchestra Director...

Choreographer... Mo Martin

Costumer, Producer, Set Designer... D. Justin Bilewicz, III

Technical Director... Matt Fisher

Asst. Technical Director... Pat Sanders

Stage Manager... Emily Hutlock

Hello! Welcome to Sandstone Summer Theatre's *Beauty and the Beast*!

The purpose of this handbook is to give you an overview of our summer theatre program. Please take time to review this handbook and if you have any questions, feel free to ask one of the members of the SST Board of Directors or the production staff. This contract is binding! Carefully consider the guidelines. Several items may result in the removal of a cast member from the production, so read carefully. We want this to be a fun and memorable summer for everyone!

Absence Policy

1. You are expected to attend every rehearsal you are scheduled.
2. We understand that emergencies and unforeseen circumstances arise. If this is the case, you must notify the stage manager directly and immediately. It does not count if another cast member tells the production staff for you. This is not a game of Telephone! You must let us know yourself!
3. Any absence outside of the listed conflicts on your audition form, an emergency situation, or **undeclared by May 15th** will count as a strike (like a baseball strike-- not like a theatre strike). If any cast member accumulates 3 strikes, he or she will be removed from the show. Period.
4. If you are unsure whether or not you have declared a conflict, you may ask the stage manager at any time!
5. Leaving before being dismissed by the production staff will result in removal from any scenes or numbers rehearsed in your absence or the production as a whole. If you must leave early due to an emergency, you must ask the production staff for

permission. Of course, this does not include conflicts declared by **May 15th!**

6. We also do not tolerate tardiness. 5 undeclared tardies (outside of emergencies or dates declared by **May 15th**) will result in removal from the production.

Rehearsal Guidelines

1. Cell phones are not to be used during rehearsal except during designated break times or if permission is given by a member of the production staff.
2. Cast members are of varying ages, backgrounds, and identities. Please keep conversation professional, appropriate, and respectful. A cast member who does not act in this way may be removed from a specific number or the production as a whole.
3. Devote your entire attention to every rehearsal. Repetitive disrespectful or disruptive behavior may result in removal from a specific number or the production as a whole.
4. Please be on time to rehearsal and ready to leave when rehearsal is over. If you are early, you are on time. If you are on time, you are late.
5. Respect the rehearsal space.
7. Bring your script, vocal book, pencil, water, and character shoes to each rehearsal.
8. A cast members may not alter his or her hair in any way once rehearsals begin.

Backstage/Show Guidelines

1. Be quiet when you are offstage or you are not being used. Talking during the show will not be tolerated.
2. Nothing besides water is allowed in dressing rooms including food, coffee, and tea.

3. No eating, drinking (anything besides plain old water), or smoking (yes, this includes vaping) in costume.
4. If it's not yours, don't touch it! This includes props, costume pieces, and wigs.
5. Carefully hang costumes after every show. Leave the dressing room better than you found it.
6. Each cast member is required to attend strike. If any cast member leaves strike early without a proper excuse, he or she is not permitted to attend the cast party. You may only be dismissed by the production manager.
7. Cell phones will be collected before each run during production week and will be returned after the show.
8. During production week, we may be staying after 9:00. Be mindful of this. No one can leave until we all can leave! We're all in this together.

Costume and Makeup Guidelines

1. The costumer, who is working under the director's instructions, will make decisions on all costume designs. Costumes are planned and defined to enhance your character.
2. You may need to supply parts of your costume. The costumer will let you know what, if anything, is needed. EXAMPLES: character shoes, socks, pants, specific undergarments like nylons. These items are due June 17th, no exceptions.
3. You MAY NOT make changes to your costume, makeup, or hair without the permission of your costumer.
4. Each actor will be in charge of the care of his or her own costume and costume accessories. You are expected to put your costume away neatly. Accessories should be placed in a safe location.

5. Please respect what you wear and show respect for the costumes of other performers.
6. No horseplay in the wardrobe areas.
7. Do not wear your costume in front of members of the audience before the performance begins or during intermission. You will be able to visit with audience members after the performance each evening AFTER you get out of costume.
8. All actors will wear makeup. This includes foundation, lipstick, eyeliner, blush, mascara, false eyelashes (for females) and other makeup essentials the costumer asks for. Due to hygienic reasons and state law, each person must provide his or her own makeup for personal use. You will be instructed on how your makeup will be applied. It is the actor's responsibility to apply makeup to him or herself.
9. Please take a shower and use deodorant/antiperspirant and wear clean undergarments and clean clothes to the theatre and all rehearsals.

I have read the *Beauty and the Beast* production handbook in its entirety. I affirm that I will adhere to the rules it sets forth and I understand that if I violate them, my position in the show may be compromised.

Name: _____

Signature: _____

Date: _____