



# 2024 THEATRE HANDBOOK

## GENERAL OVERVIEW & INTRODUCTION

The purpose of this handbook is to provide you with LCT's mission, background, policies, and procedures. If you don't see the answers to your question(s) within, you can always search our website at [lctofeldo.com](http://lctofeldo.com), find and follow on Facebook @lctofeldo, or email us at [lctofeldo@gmail.com](mailto:lctofeldo@gmail.com).

## MISSION

LCT's mission is to train and explore dance, acting, and singing techniques in a safe, positive, and creative environment while instilling a passion for the theatre arts. We seek to celebrate the talents of our youth, promote the arts by providing performance opportunities, and through the process, we hope to instill a sense of community, comradery, and cooperation.

## WHO WE ARE

The Lighthouse Children's Theatre (LCT) began in 2008 as a non-profit organization governed by an all volunteer Board of Directors. Today the organization continues to be directed and staffed by volunteers, who bring a variety of gifts as artists, educators, business leaders, and theatre enthusiasts. A list of the current board members can be found on LCT's website. We are always open to Board expansion for those that have a passion for the craft, are willing to lend their time and talents, and have a desire to help our youth grow and develop.

## OVERVIEW OF THE PRODUCTION PROCESS

In the early days of winter, the board researches and determines its production number for the summer. Upon securing the rights, a one day workshop is held in the early spring, where a brief preview of the chosen summer production is revealed to the students.

After the workshop, auditions are conducted. Our auditioning team finds a spot for every child to shine in our production. So prior to students auditioning, parents are counseled regarding the camp fee and time commitments required in order for their child to be a cast member. Parents must then complete the camp registration in order for their child to be placed on the audition list.

Within a week of auditions, the cast members list will be announced on our facebook page and website. Then the fun begins with pre-camp activities such as script pick-up day and quick read-through days. Then finally, an exciting, fun summer week of preparation, which ends with three grand performances and a post production party.

## **GETTING INVOLVED & SAFETY POLICY**

As a non-profit organization, we depend heavily on the generosity of the community and the services offered by our volunteers. Our sets, costumes, lighting designs, sound engineering, choreography, vocal coaching, and so much more are all made possible by volunteers. If you feel that there is an area in which you would like to offer your assistance, please visit our website for more information or contact one of our board members. Every adult involved in our program is held to the highest standard of integrity. Those in direct contact with the children may be subjected to a federal background check.

### **REGISTRATION**

A camp registration form (online or hard copy) must be completed prior to your child being allowed to audition. Late enrollment may be offered at the discretion of the LCT Board. The camp fee of \$100 or scholarship application is due prior to the script distribution date. This fee covers rehearsal materials, a production t-shirt, and costumes (excluding basic undergarments & shoes). Students will be unable to participate if registration is not current or they have not applied for a scholarship.

### **SCHOLARSHIPS**

(Full or Partial – depending upon need)

Scholarships are funded through a variety of local businesses and private individuals, who desire that no child is excluded from this experience simply due to financial hardships. The scholarship application will be available at the audition site. It must be submitted prior to the script distribution date.

### **TICKETS & POSTERS**

Cast members will be issued numbered tickets to sale. Tickets are not marked for a specific date/time but can only be used once and will be marked at the door. Ticket numbers are used for tracking attendance and sales. All monies and unsold tickets must be turned in by Friday morning of camp. A reconciliation of the tickets will be completed, and any discrepancies need to be resolved at the Friday 3 pm pick-up time. Production posters will also be made available for cast member's to help advertise the performances.

### **FAMILY CONTRIBUTION**

There are lots of behind the scene tasks that need to be completed with each performance. We ask that an adult from each cast member's family fulfill at least one need for one of the three performances and one need throughout the camp week. This will assure all needs are covered without over-burdening just a few. An example of some possible needs include: door greeter, concessions worker, bake/purchase concession and/or snack items, backstage supervisor, cast dinner server, check bathroom supplies, paint or build sets, sweep & clean between shows, dressing room and prop table supervision, and many more. A sign-up sheet will be made available at auditions and each day of camp.

### **RULES AND RESPONSIBILITIES**

NO ONE LIKES LOTS OF RULES, BUT THESE ARE IN PLACE TO KEEP EVERYONE SAFE, MAKE THE PROCESS ENJOYABLE, & ENSURE THAT WE ARE WELCOME BACK IN THE FUTURE! ☺

Please read the following pages carefully. Review it with your cast member. Sign and return.

## CODE OF CONDUCT

### **Our code of conduct can best be summed up in one word, RESPECT!**

This respect is mutual and is expected from ALL (including adults). Respect of: LCT Rules, Staff, Fellow Students, Facilities, Property, & respect for Rehearsal Time.

**Arrivals & Departures:** Parent/Guardian **MUST** sign their children in upon arrival and out at departure. This is for their safety and our liability. Only through written permission from that same parent/guardian *prior to a given rehearsal* would any child be allowed to be picked up by a non-parent/guardian. Parents who are not volunteering should **NOT** plan to stay for the rehearsal. This can cause a distraction for the child and the rehearsal process.

**Note:** Depending on the cast member's role(s), and/or their age, they may only need to attend the abbreviated morning sessions (See note on attached Schedule). Those roles will be communicated within the cast list announcement. Additionally, parents of the much younger participants may be asked to volunteer and remain available. This will be communicated on an individual basis as the need arises.

**Absences:** This is an extremely tight schedule in order to accomplish a production so full, thus regular attendance is expected. One person missing negatively affects the entire cast and crew. However, we understand that illnesses and emergencies happen. If a student is unable to attend rehearsal for a valid reason, we ask that a courtesy call or email is made so that we can do our best to work around the absence. Multiple absences will potentially create a need to recast a role, and that decision is solely at the discretion of the show's director.

**Script & Other Materials:** They are to maintain them and bring them to each rehearsal. *If lost, there may be a replacement cost of \$5.*

**Lunches:** Each child should pack a lunch and bring their own water bottle ~ (PLEASE NO FAST FOOD or SUGARY or CAFFEINATED DRINKS). A fridge and microwave are available. Snacks will be provided.

### **Rules:**

- ONLY enrolled LCT Students are allowed at camp/rehearsals.
- Students are only permitted in designated areas.
- There is no running permitted while at camp.
- NO GUM!
- While in costume, can ONLY have water; no food of any kind.
- Handle ONLY the props that are assigned their character.
- Do not touch the lighting and sound equipment unless instructed.
- Stay out of dressing areas of the opposite gender.
- Cell phones should ONLY be checked during lunch & breaks.
- You must ask an adult staff member for use of the kitchen area.
- It's a rehearsal space, not a playground, so please treat it accordingly.
- Most importantly ~ "HAVE FUN & ENJOY THE EXPERIENCE"

(Code of Conduct, continued on next page)

**Student Responsibilities:**

- Know the schedule and be on time for each rehearsal/performance.
- Keep track of scripts, clothing, water bottles, & other belongings.
- Proper treatment of sets, costumes, and props.
- Keep the facility clean & pick up after yourself daily.
- Wear comfortable & appropriate clothing during rehearsals.
- Follow all instructions given by the Director & other Staff.

**Parent/Guardian Responsibilities:**

- Review handbook and schedule prior to registering a child for audition.
- Complete registration forms, payments, and/or scholarship applications timely.
- Review student responsibilities and rules with children prior to having them sign acknowledgement.
- Sign your children in upon arrival and out at departure.
- Promote performances with tickets sales and posters.
- Submit tickets & monies timely and reconcile any discrepancies.
- Sign-up to help in at least one area of need during the week.
- Sign-up to help in an area of need for at least one performance.

**Read & sign your acceptance of these rules and expectations.**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return only this signed page. Keep the rest of the manual and the attached schedule for your future reference. This signed page must be turned in prior to or on the script pick-up date in order for cast members to receive their copy of the script.**

**2024 SCHEDULE**

This is the next full page so that it can be removed from the packet and posted wherever it is best accessed and seen. Please note that, while the dates and times are set, the content of each rehearsal day is subject to change as the week progresses and adjustments are needed.

## Pre-Camp Dates:

Saturday April 20 2-3:00 pm = Script Pick-up


Saturday May 4 10 - Noon = Full Cast Read through & Rehearsal Recording

Saturday June 1 10 - Noon = Full Cast Run through & memorization check

All **pre-camp** activities are held at **Park St Christian Church 1307 S. PARK** (just north of hospital)

## 2024 Camp Schedule of Junie B. Jones Jr.

**Camp & performances** are held at **First Baptist Church Family Life Center on 500 S. MAIN**

| DATE(s)   | Focus of the Day  | 1st HALF (9-noon)   | 2 <sup>nd</sup> HALF (noon-3:30p)               |
|---|---|---|---|
| Monday,<br>June 24  | Pages 1-29  | 9-9:50 = vocal  | Noon-12:30 = LUNCH                              |
| Tuesday,<br>June 25   | Pages 30-57   | 9:50a-10 = BREAK<br>10-10:50 = staging & dance                    | 12:30-1:20 = vocal<br>1:20-1:30 = BREAK         |
| Wednesday,<br>June 26   | Pages 58-85   | 10:50-11 = BREAK  | 1:30-2:20 = staging & dance                     |
| Thursday,<br>June 27  | Pages 86-112  | 11-11:45 = run through & review<br>11:45-Noon = full cast meeting | 2:20-3 = BREAK<br>3-3:30 = run through & review |
|  | <i>On Monday through Thursday some roles and/or our very young performers have a shortened schedule of <b>9 to 11:45 am</b>. Refer to cast list announcement or visit with the director for details.</i>  |   |   |
| Friday,<br>June 28  | <p>9-9:15 am = Company Meeting<br/>           9:15-11 am = Full Runthrough (w/15 minute intermission break)<br/>           11-11:30 am = Notes, stage bows &amp; clean up moments<br/>           11:30-Noon = LUNCH</p> <p>Noon-12:15 pm = reset &amp; get into costumes<br/>           12:15-1:30 pm = Full Dress Rehearsal (w/10 minute intermission break)<br/>           1:30-1:45 pm = Photo Session<br/>           1:45-2 pm = Change out of costumes / BREAK<br/>           2-3 pm = Notes &amp; clean up moments</p> <p><b>~ DINNER BREAK ~</b><br/> <b>ALL PERFORMERS MUST BE PICKED UP AT 3 P.M. AND RETURN BETWEEN 5:15 P.M. AND 5:30 P.M.</b></p> <p>5:30 pm Call = sound check, get into costume &amp; makeup, check props<br/>           6:45 pm = Company Meeting<br/> <b>7 pm = CURTAIN</b></p> |   |   |
| Saturday,<br>June 29  | <p>12 Noon Call = sound check, get into costume &amp; makeup, check props<br/>           1:45 pm = Company Meeting<br/> <b>2 pm = CURTAIN</b></p> <p><b>~ DINNER BREAK ~</b><br/> <b>Cast members STAY in the building and enjoy a Dinner provided by LCT</b></p> <p>5:30 pm Call = sound check, get into costume &amp; makeup, check props<br/>           6:45 pm = Company Meeting<br/> <b>7 pm = CURTAIN</b></p> <p><b>~ STRIKE ~</b><br/>           After show til completed = clean rooms, turn in costumes, break down set &amp; more.</p>  |   |   |
| Sunday,<br>June 30  | <p>Post-production Party for Cast Members and their immediate family.<br/>           Place and time TBA</p>   |   |   |