

Carnegie Vanguard
Theatre Department
Handbook

Welcome to the Carnegie Vanguard Theatre Department.
Whether you are an actor or technician there's a place for you here. This is the handbook of things that you should know about the department. Please read carefully. As part of this department you will have responsibilities that should be fulfilled by a certain deadline. Please do your job to the best of your ability, don't cause too many problems and you should be okay.

Theatre Department Contact Information

Website: cvhstheatre.org

Facebook: CVHS Theatre Department

Twitter: @cvhstheatre

Instagram: @cvhstheatre

The Process: Actors

Auditions

1. As soon as the audition sign up sheet goes up (it is posted next to the door into the theatre classroom) make sure to sign up for a time slot. **ANYONE IS ALLOWED TO AUDITION.**
2. Prepare an audition monologue from a published play. The monologue should be at least a minute long and should be no more than two minutes long.
3. Along with preparing your monologue you should prepare your slate. A slate is where you introduce yourself, the piece you are performing, who it's by, and what show it's from.
4. Audition day, report to the theatre and someone will hand you an Actors' Sheet. This is where you will fill out your basic information, your schedule, and if you have any conflicts. Please write down any possible conflicts as well.
5. Audition time: In the audition room there's the director, the assistant director, the Stage Manager, and maybe two other heads of departments. Go in, hand the Stage Manager your Actor's Sheet, stand in the center of the room, wait until the director is ready for you, then say your slate and perform your monologue. Usually at the end someone will ask you a question then you're free to go.
6. Later that night the callback list will go up on the website. If your name is on it, you have been called back and must present yourself the next day. If you cannot please let the Stage Manager or the director aware right away. If you were not called back there is still a chance you may have been casted so don't fret.

Callbacks

You do not have to prepare a new monologue. Callbacks are readings from the script and trying to match people with others and trying to match people with characters. Being called back does NOT mean you are going to

be casted, it just means the director and assistant director(s) would like to see you again.

After callbacks a cast list will go up on the website. If you were not casted, you can still join tech if you want to participate in the production. If you were casted, the next day a cast list will be posted next to the theatre room and you must initial next to your name. Initialing means you accept the role and the responsibilities of being the production.

Rehearsals

Always remember to sign in. You have until four to sign in or else you are late and will be fined. The Stage Manager will set it out at the beginning and end of rehearsal. S/he will designate a place for the sign in/out sheet. After you have signed in start warming up or change into rehearsal suitable clothing. Warm ups can be in groups or individual. As an actor it is YOUR responsibility to be ready to rehearse by the time the director wants to start.

DANCE PARTIES

It is the Carnegie way to have super epic dance parties every once in a while during rehearsal. If you have a super groovy, funky playlist don't be afraid to bring it in to share. Don't be afraid to look like a goof, we all will look ridiculous.

Tech Week

Rehearsals run late during this week. Actors this week is crazy and high stress for everyone involved. Please do not get too overwhelmed and please do NOT get an attitude. This week you will be fitted into costumes, the set will come together, and this week is where every piece show's world will come to life. During this week you will run through the show so the directors and Stage Manager know how long the show runs.

Pre-Show

You are responsible for applying your own neutral make up. If you do not know how to ask and learn to apply it. Actors that have very specific make up designs will be made up by the make up/hair department. Hair will also be done by the make up/hair department. Actors that start off the show or have time consuming make up/hair will be first priority. Pre-show can be crazy due to last minute malfunctions and the such. Please concentrate on getting yourself ready to perform and warming up. You are NOT allowed to eat in costume.

Once it's almost show time and there are people outside you are NOT allowed to go into the house, on stage, or outside the backstage areas. Someone will call circle up in the theatre room. The entire company tech and actors will do some group energy exercises then the director will join. Everyone will join hands (right over left, thumbs up) the director will pass around the energy ball then will say some encouraging words. The circle will break and that is your cue to report to your opening place and wait for the Stage Manager to start the show.

Performance

Do not touch another actor's prop. If you have a costume change please be ready to undress backstage. During a performance you are NOT allowed to eat or drink anything that is not water. Backstage you will be powdered for shine and are expected to remain silent and out of sight of the audience. If you can see them, they can see you. If you are not onstage for a while please stay out of the way. Actors please let the technicians do their jobs.

Post Performance

You are responsible for hanging your costume neatly and cleaning after yourself. Please make the costume departments life easier and get out of costume quickly and as orderly as possible. They want to leave just as much as you do. By the time shows end it's usually time to evacuate the building so you'll see tech frantically cleaning, please help them by not causing a fuss.

Always have a ride after a performance. Please make sure your parents are on time to pick you up. If a show is on a Friday, it is tradition to go to 59 Diner so plan rides ahead. Also after the last show there is usually a cast party at someone's house the information will be sent out beforehand, please plan for this as well.

Strike

You are not finished with a show until you have stricken it. It is **MANDATORY** to attend. During this time everything from the show will be broken down, stored, put away, and cleaned. The point of strike is to get the theatre ready for the next show.

Fines

Forget to sign in/out	\$1	
Lost Script	\$7	
Cursing	\$1	
Unauthorized Phone Usage	\$1	
Late	\$1	
Not Participating in Dance Parties		<i>shame</i>

The Process: Tech

If you are interested in being in tech, there are Tech Application sheets posted outside the theatre classroom. The Stage Manager will collect all these sheets and assign each person to a department. If too many people have signed up to be in one department the Stage Manager will spread them out to other departments. If you are not assigned to the department that you wanted don't worry about it. Use it as a chance to learn something new. Besides we all end up helping each other at some point.

As a technician your superior is your Stage Manager. Always listen to your Stage Manager, they know what they're doing. If you have a problem or

question ask them. Communicate with your Stage Manager. The key to a successful tech crew is communication.

Rehearsal

Sign in and get ready to work. Check in with your head of department to ask what needs to be accomplished in the rehearsal. Please make sure you're not goofing around too much and please work. Listen to your head(s) of department, to your Stage Manager and Assistant Stage Manager. Towards the end of rehearsal it is your responsibility to clean your workspace. Please note no one is allowed to leave until everything is clean, your Stage Manager approves it, and you sign out.

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Production Meetings

At the beginning of the production the Stage Manager will sit down with the tech heads of departments to assign a Production Meeting day. Production Meetings are in the morning during SSEP. These meetings are for the heads of the department to communicate directly with the Stage Manager and talk about what needs to be accomplished that week. It's also a time for the director to also say what needs to be done and anything that may have to be addressed.

Pre-Performance

It is a technician's responsibility to have everything/everyone ready before a show. This is the time for any last minute touch ups on the set, checking props are in place, and actors are ready. Technicians are required

to wear all black backstage. After everything seems ready and the show is good to go everyone will go circle up and pass around the energy ball.

Performance

Every department knows what they should be doing the show so please do it. Please remain quiet and out of sight. Also do not turn on the work lights. Techies should always have flashlights on them. Do NOT feed the actors while they are performing.

Post Performance

Your department is responsible for cleaning after themselves. Do NOT assume someone else will do it. Cleaning includes sweeping, putting away props, hanging costumes back up, storing make up, and anything else that needs to be cleaned.

Strike

It is **MANDATORY** to attend. No excuses are accepted. You are not finished with a show until you have stricken it. During this you will return any borrowed costumes or materials, tear down the set and store what can be salvaged. Clean the theatre to it's original state.

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Tech Departments: *please note that these are NOT the only responsibilities, these are some of the main points and general things that each department is responsible for.*

1. Stage Manager:
 - a. communicates with the director and assists
 - b. keep everything working
 - c. organised
 - d. make a master cue sheet
 - e. write down blocking
 - f. make sign/out sheets
 - g. calm, patient, cool
 - h. keeping time
 - i. call the show
 - j. lead production meetings
 - k. on book
 - l. spikes the set
 - m. Supervises
 - n. Completely in charge of the backstage during both rehearsals and performances.
 - o. takes notes and sends out a Rehearsal Report every night.
 - p. Makes sure that the theatre is clean
2. Assistant Stage Manager
 - a. is supportive of the Stage Manager
 - b. willing to work and cooperative.
 - c. on book
 - d. helps the Stage Manager
 - e. mops
3. Lighting Department
 - a. careful with all the equipment. It is very expensive.
 - b. do not be afraid to experiment
 - c. operate the light board
 - d. focusing lights for a show

- e. designing the lights for the show
- f. choose gel colours that go with the show and keep them organised
- g. create light cue sheet and email to the Stage Manager
- h. keep the light booth clean
- i. learn/know how to set up side lights

4. Sound Department

- a. research music or sound effects that can be used for the show.
- b. provide as many options as possible to the director so he can choose what he will want for the show
- c. know how to trim music tracks and work most music programs.
- d. keep track of the whereabouts of the company computer and portable sound system.
- e. keep the sound booth clean and organised.
- f. keep sound files in organised playlists for shows
- g. delete any unused sound files off the company computer

5. Props Department

- a. research the time period the show is set in.
- b. know what each character uses
- c. make a prop tracking list
- d. go prop hunting or make props
- e. send photographs to the director of props found to see if they are what he wants.
- f. organise the prop table backstage
- g. have back up props or some way to repair if they are broken during the show or rehearsal

6. Costumes Department

- a. Research everything about the show and the time period. Print photos and post on research board
- b. Talk to the director about what he wants the show to look like
- c. measure actors
- d. design costumes, have them approved, and go costume hunting.
- e. send photographs to the director of pieces you find to be approved.
- f. being able to sew would be helpful

- g. keep green room clean
- h. keep character sheets and research
- i. assign people to be backstage ready with a needle and thread and safety pins.
- h. Assign people to do costume changes. Note costume changes include hanging up any unused costumes and being ready to help the actors change.

7. Hair and Make Up Department

- a. know each character and how they would style themselves.
- b. research hair and make up of the period.
- c. know how to do simple things such as neutral make up, eyeliner, braiding hair, and how to part hair.
- d. keep make up/ hair cabinet clean or else....
- e. Match actors with their make up base colours and set make up kits for each of them.
- f. assign people to be backstage ready with combs, hairspray, powder, and water.

8. Set Department

- a. anyone can learn how to use tools
- b. work quickly
- c. clean up after yourselves
- d. be careful when using the saws. Please use necessary safety equipment.
- e. use material wisely
- f. measure twice, cut once
- g. never cut inside the theatre
- h. give an estimate of material needed to the Stage Manager in the first week of rehearsals

9. Scenic Art Department

- a. cleaning and maintaining brushes
- b. Brushes should be so clean that you're able to clean them
- c. keep a colour board with research and colour palettes as well for what you're looking at for the show.

- d. work quickly
 - e. close paint cans
 - f. don't paint out of the can if your brush has come in contact with other colours.
 - g. always use a drop cloth to keep areas clean
 - h. keep brush and paint space clean and organised.
10. Projections Department
- a. learn/know how to use a projector and plug a computer into it.
 - b. research various photographs to project and know for which scene each could be used.
 - c. know the whereabouts of the projector and its accessories at all times.
 - d. do NOT obstruct the air vents
 - d. don't be afraid to experiment with ways to place the projector
 - e. When designing your slides, put a slide with a grid at the beginning so that you have reference points between actual space and what you're working with on the slide - i.e. you can say 'this shape needs to go from A15 to B63'
11. Publicity Department
- a. design the show posters
 - b. design the tickets
 - c. design the playbill and include all the ads
 - d. hang posters

Research

It is important for EVERYONE (actors and tech) to research the show and it's time period. Proper research is not just a simple google search and random photograph, it's detailed information that should be used to enhance the performance. The most useful research boards have tons of useful inspiration photos. DO NOT JUST PRINT OUT PHOTOGRAPHS OF OTHER

PRODUCTIONS. Have variety in what you are researching but have an idea of what you are looking for. The more you know about the show the better. Everything and anything can be researched. Be specific in your research so when you're presenting your ideas to others they can see what you're talking about. Be sure to post any photos on the Research Board in the Green Room.

Actor Research: *these are recommended suggestions of what you should research in no way are you confined to what is written here.*

Actors should research everything they can about their characters and their surroundings. If the character has a certain dialect/accent, you should research recordings of that so you know how it sounds and be able to imitate it. Character research helps you give a more believable performance, you are also able to create a more clear image of the character in your head.

Tech Research: *these are recommended suggestions of what you should research in no way are you confined to what is written here.*

Set should research the setting of the show, sketch ground plans of their ideas, and know how they might build it. Costumes should research every aspect of the time period, know what people wear, and what styles were of that time period. Make up and hair should research how people styled themselves. Sound should research a variety of effects that can be used. Lights can research light effects that could be achieved and how to achieve them. Scenic art should research colours that fit the mood of the show. Props should research items they used in the show and things that can be used to furnish the setting as well. Projections should research various photographs that can be used.

The International Thespian Society (ITS): Troupe 7610

To be inducted into the International Thespian Society you must earn ten (10) points. One (1) point is awarded for every 10 hours of work. Induction points should be earned through participation in at least two full-length productions, or one full-length and two one-acts, or four one-acts. Also to be inducted you must have at least one production(tech) point or one acting point. If

you are eligible you will receive a card stating that you are and your induction date. Inductions are usually in late January or early February. Inductees are awarded with the official Thespian pin. Depending on how many points you have can determine what level of Thespian you are.

Every year we hold elections for office, ANYONE can run. You can nominate yourself or have someone else nominate you. We write down the names then vote because we are a democracy after all.

If you have any questions contact the Troupe secretary or the leader of the Troupe.

UIL One Act Play

Spring semester is dominated by UIL One Act. This is a very intense theatre competition where you have exactly 40 minutes to perform a play. This competition is a **huge** time commitment so please make sure that you and your guardians know this. The team is made up of at most fifteen (15) actors, five (5) technicians, and four (4) alternates. Actor auditions start in January and are the same as any other audition. People wishing to do tech must make a research board and sign up for a personal interview with Mr. Savage during lunch. To participate in UIL the student must be passing ALL their classes. After Spring Break competition season starts and rehearsals will be announced. The level competition go as following Zone, District, Bi District, Area, Region, and State. The top three schools at each level (excluding at Region and State) move onto the next level. In the Regional competition only two companies will advance. At state there are first place, the State Champions, and the runner ups. UIL can be very exhausting but it is highly rewarding. Anyone can audition or interview to be part of the team.

Theatre Awards Banquet

This event occurs towards the end of the year. Everyone in the department is invited to attend. The director hands out awards and everyone brings good food. It's a time to mingle and be in awe of what we have achieved throughout the year.

The Rose Ceremony

The Rose Ceremony happens after the banquet and it's usually hosted at someone's house. What happens at the Rose Ceremony is everyone sits in a circle and there's a pile of roses in the center, someone walks up, takes a rose, and dedicates it to someone saying something about how great they are, then gives it to them. That's all. It's a time to appreciate the people and tell others how amazing you find them.

Closing Words

At the beginning of theatre you will feel a little awkward because everyone else seems so close but don't worry once you start working on a show everyone will get to know each other. The key is being nice and hardworking. We're all here to put on the best show possible and learn from our mistakes (that will be plenty). The people in this department are some of the most loving, caring, open, ridiculous people so don't be afraid just say hello and do what you can. There's always something to do. Have an open mind because anything can happen. Just have fun with it.