Surflight Apprentice Guidelines

Apprentices Are Expected To Strictly Adhere To These Guidelines

Apprentice Participation/Duties

1) The Apprentice will assist in the building of sets, props and costumes for Surflight productions. This is done by attending "work calls" in the Scene and Costume Shops. It is our goal that each student during his/her time in the program gains experience in every area of a production.

2) The Apprentice will serve backstage as a crew member on one or more production. This can include being on the Stage Management team, joining the backstage running crew and dressers, or sound and light board operators. It is our goal that each student in the program experiences each area of theatre and can work in every position on the run crew.

3) The Apprentice will have the opportunity to be considered to perform in Musicals for Children or Mainstage productions at the discretion of the Director.

4) Students may assist the Business office in administrative duties such as mailing, ticket orders, etc.

5) All Apprentices will be part of the final Apprentice Cabaret at the end of the session.

See the Shows
Apprentices are required to see all of the shows Surflight produces during their Apprenticeship. To this end, each student will be given a complimentary ticket for themselves to each production.

Disciplinary Actions
Warnings will be issued for minor violations of Surflight Apprentice guidelines, which will be documented in your file. Once an Apprentice receives two warnings, he/she will be placed on probation. If the Apprentice fails to complete the disciplinary action from any warning in a timely manner, they will be placed on probation. Probation consists of a set period of time where the Apprentice will be closely monitored for improvements in behaviour and/or responsibilities. Repeated or major violations will result in dismissal from the program.

Guidelines for Work in the Scene/Costume Shops

Attendance
Each Apprentice joins a shop crew either in the area of costumes, sets, props, sound or lights as assigned. The Apprentice will be asked to complete at least 16 hours each week of shop work during his/her apprenticeship. The Apprentice will keep a record of jobs or services performed on the sheet provided and have the supervisor sign the sheet upon arrival and leaving.

If a student has to miss his/her assignment due to illness or emergency, they must notify the Apprentice Director who will evaluate the absence and assign make-up time.

Leave of Absence
A student may request an absence during the Apprenticeship if faced with extraordinary circumstances such as severe illness or family emergency. Such leaves will be considered on a case-by-case basis. You must speak with the Apprentice Director immediately about being excused rather than missing crew calls. Participation in other activities is NOT grounds for an absence. The Leave of Absence is reserved for dire circumstances only.

Transportation and Parking
The Apprentice and his/her parents are responsible for providing his/her own transportation to all Apprentice functions. "Not having a ride" is not a valid excuse for tardiness or absences. Apprentices should arrive a few minutes early and be picked-up promptly at the end of sessions. For Apprentices who drive, parking is available. Apprentices riding with other apprentices who are driving must provide a parental note of permission provided by their parents that they may ride with the other Apprentice.
Clothing at the Scene Shop
Apprentices should always wear comfortable, old clothes and shoes. No open-toe, platform, flip flops, bare feet or high heeled shoes are permitted in any of the shops or rehearsal settings. Dresses, skirts, short shorts, camisole tops or bare midriffs are also unacceptable. All long hair must be tied up or in a ponytail for safety purposes while working in the shops and rehearsals. No dangling earrings, bracelets etc….also for safety purposes.

Crew Chiefs
Each crew call will have a crew chief that will be responsible for attendance, organization, safety, job completion and clean up.

Guidelines for Working on a Show

Attendance for Shows
Apprentices are given schedules for all rehearsals and performances of the shows they will be working on at the beginning of the Apprenticeship. This is to allow apprentices time to clear their schedules for this commitment. They are required to attend all technical rehearsals at the theatre and all performances of the shows they are working on. Apprentices who are on the Stage Management Team for a show are also required to attend all rehearsals as assigned for a show.

Crew Replacement Protocol
Apprentices who have accepted the responsibility of a running crew position are expected to fulfill their obligation. If for some pre-approved reason this is impossible, it is the responsibility of that apprentice to find a replacement. This replacement must meet the approval of the Apprentice Director.

Protocol for after Rehearsal/Performance Events
Apprentices are welcome to join cast and crew in attending Surflight sponsored cast parties and social functions. Parents will receive written invitations/directions if the function is sponsored by Surflight and will be advised if alcoholic beverages are being served. Adult staff members will be in attendance at these functions. Apprentices are not permitted at functions held by cast members in Surflight- provided housing (The Cast/Tech House) at any time.

Attire and Supplies
Black pants, long sleeve black shirts, black shoes and black socks are required when working backstage. Each Apprentice must have a notebook, a small "mag" flashlight and a pair of Safety Glasses. Apprentices should also have paper at all rehearsals and performances. If performing in Musicals for Children or in a Mainstage Show the Apprentice is responsible for providing appropriate shoes, tights and underthings that meet the requirements of the given show. Apprentices will also provide kneepads for rehearsal.

Language
The use of Foul Language in conversation, written word or as decoration on clothing will not be tolerated on Surflight property and the Apprentice will be subject to Probation if this occurs. As a Surflight Apprentice you represent the theatre to the public and the use of foul language is an indication of a lack of good vocabulary skills.

Smoking
Smoking of cigarettes/cigars or other substances or vaping is strictly forbidden for all Apprenti on Surflight property and will result in immediate dismissal.

Illegal substances
Use of illegal substances is strictly forbidden for all Apprenti on Surflight property. If you are too young to buy it or it is illegal in the State of NJ, then it is illegal for you as an Apprentice.
Cell phone, I-pod, I-pad policy
Surflight is a "cell free zone" for Apprentices. Students will check their phone upon arrival and receive it back when leaving the theatre for that day. Apprentices serving on run crew will be asked to check their phones at show call. Parents may contact their students through the theatre box office at any time.

I, _________________________________________ have read these Guidelines, understand them and as a Surflight Apprentice will faithfully abide by them. I realize that I am trading my time and work to learn valuable skills under the direction of theatre professionals so therefore will always put my best foot forward and give my best 100% of my time at Surflight. I realize that, at all times, I am a representative of the theatre in the public eye and will conduct myself as such.

Apprentice Signature: ________________________________

Date: ______________________________

As the parent or legal guardian of the above Apprentice, I understand their commitment and will help my Apprentice abide by all of the expectations set forth in these Apprentice Guidelines.

Parent or Guardian Signature: ________________________________

Date: ______________________________