

TBA Theatre • Summer 2016 Performing Arts Academy

Dear Students, Parents & Guardians,

Welcome to the TBA Theatre 2016 Performing Arts Academy! We are excited to have you attend our program this summer and would like you to look over the following information to help make your summer at Academy safe and fun!

Please fully read, then print and bring all forms completed and signed on the first day of your Academy session. **Please DO NOT email or mail them!!**

IMPORTANT: You cannot participate in the program until all forms are completed and turned in to the office.

• Academy Dates:

Advanced Academy:	Mon - Fri • 9:30 - 3:30	June 21 - July 16	Performances July 14 - 16
Actors Academy:	Mon - Fri • 9:30 - 3:30	June 28 - July 24	Performances July 21 - July 24
Tech Academy:	Mon - Fri • 9:30 - 3:30	June 30 - Aug 2	Performances July 14 - July 24
Jr. Academy (Storybook Theatre):	T/W/R • 4:00-5:15	June 28 - July 23	Showcase: Saturday July 23
Comedy Improv:	Mon - Fri • 9:30 - 3:30	August 2 - 13	Performances August 11 & 13
Musical Theatre:	Mon - Fri • 9:30 - 3:30	August 2 - 13	Performances August 12 & 13

• **PLEASE NOTE:** All Academy Sessions begin on a **TUESDAY!**

- Academies meet Mon – Fri from 9:30am until 3:30pm at APU Grant Hall- 4101 University Drive. Jr. Academy meets Tue - Thurs from 4:00pm-5:15pm.
- Each student actor will audition and be cast in one of the productions. Please be aware that participation will require evening and weekend attendance for dress rehearsals and performances. Jr. Academy participants will not have an audition.
- ALL Regular, Advanced and Musical Theatre students will be asked to present a 1 - 2 minute prepared audition on the **FIRST DAY** of Academy. Musical theatre students need to prepare a song 1 to 2 minutes in length and may bring iPod or CD accompaniment or sing acapella (without music). Academy & Advanced students should prepare a monologue (a one person scene from a play) or a short poem. If you choose a poem, try to act it out rather than just recite it. We want to see how you talk, walk and use your imagination.
- Technical students will be assigned to one or more of the performances which will require evening and weekend attendance.
- Your punctuality is appreciated. Please show up on time and ready to work. If you are going to be late call the TBA office at 677-7529 and leave a message.
- Each student will need to bring a three-ring binder and a pencil to hold scripts in and take notes. Students will be required to bring in certain items for costumes such as shoes and make-up. **Please watch our Academy newsletter, *The Footlight*, for updates.**
- Parents, if picking up a student during Academy hours, please be sure to sign them out in the log book.
- Students should wear comfortable clothing that is easy to move in (do not wear skirts or dresses). Wear comfortable shoes (no sandals, slip-ons or open-toes).
- Remember to bring your own lunch, snack and drinks. There will be a 30 minute lunch. **Do not rely on the vending machines or coffee stand for lunch.**
- Do not bring valuables or excessive amounts of cash. TBA Theatre is not responsible for lost or stolen belongings.
- Electronic devices, including cell phones, are not permitted during classes or rehearsals.
- A Parent Demonstration will be presented during each session. This will be a chance for the students and staff to demonstrate skills the students have been working on during their classes. Please watch our Academy newsletter, *The Footlight*, for updates.
- There will be a Family Potluck on Wednesday, June 29 from 6pm until 8pm, at APU. Students from ALL Academy sessions and their families are invited to attend. Each family should bring a main dish as well as a side dish or dessert. This will be a time for parents to meet with the staff in an informal setting and a time for us to answer any questions about TBA Theatre and its programs. We will also have a Potluck Picnic and Awards Ceremony on Wednesday, July 27 from 4-6pm on the APU lawn.

We are looking forward to a wonderful summer. If you have any questions you can call our office at 677-7529, or email us at summeracademy@tbatheatre.org

Thank You!

- The Summer Performing Arts Academy Staff

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Academy Rules

Hello and welcome to the Academy!

We're glad to have you on board, and hope that these simple rules make everyone's experience safe and happy!

Rules include, but are not limited to:

- Sign in! Show up on time and ready to work. Rehearsals/classes cannot begin without everyone present. Your punctuality is appreciated. If you are going to be late call the Academy office at 677-7529 and leave a message.
- Respect others and their property. Don't touch other people's props, costumes and/or personal property. Abusive or inappropriate language or conduct will not be tolerated and may result in removal from the program with no refund.
- Every student should provide a three ring binder or report cover for their script, as well as a pencil and highlighter. Please bring these items every day of Academy!
- Wear comfortable, appropriate clothing and closed toe shoes that allow freedom of movement for all rehearsals. Shoes must be worn at all times unless instructed otherwise. NO sandals, slip-ons, hats, bare midriffs or spaghetti strap shirts.
- Long hair must be kept pulled back off the face.
- Place lunches & bags in their assigned area.
- Food and drink are not allowed in classrooms and rehearsals. The only exception is water in a non-glass, sealable container.
- Do not chew gum, either onstage or off.
- Vending Machines and Coffee Cart are to be used during lunch ONLY. Remember that there are other classes and offices in use during the Academy that share vending equipment, hallways and classrooms so please conduct yourself appropriately.
- Warm-ups are required for all students. The body and voice are important instruments, participation in warm-ups helps you avoid physical injury and vocal stress. If you have a medical condition that prohibits you from participating, please have a note from a doctor. A serious illness/condition may prohibit your participation in a show.
- We are a non-smoking company. If you are underage and caught smoking, this (and all illegal activities) will be reported to your parents/guardians, and could result in your removal from the Academy with no refund.
- The Academy offices are off-limits to students. There is a public phone in the Grant Hall entryway that can be used at lunch or before/after the Academy only.
- Cell phones are not allowed in rehearsals or classes.
- The Academy is not responsible for lost or stolen items, please leave all valuables at home.
- During rehearsals and performances, you are responsible for your entrances and exits, do not rely on others to come and get you. Stay focused on the show.
- Visitors are allowed at Academy only with the approval of your stage manager, director and the academy administrator. Visitors must have a signed release form and emergency contact information. Absolutely no visitors are allowed backstage before or during dress rehearsals or performances.
- Be courteous and respectful to your tech staff and crew. A thank you goes a long way to these hard working people who are trying to make you look good on stage.
- Cameras or recording devices are not allowed at performances. DVD's will be made available for purchase and there will be a photo shoot where friends and family will be allowed to take photos.
- Unless listed on your conflict sheet, missing rehearsals may result in reassignment of your part or your removal from the show. Cast and crew are required to attend all tech/dress rehearsals and all performances, regardless of listed conflicts.
- Ticket envelopes must be turned in by 9:30am to be processed that day. Tickets are processed in the order received.
- You may be required to provide the following items, including, but not limited to:

Socks or Tights (check color w/costumer) • Shoes (check w/ your costumer) • Make-up kit, which should include: Base (appropriate to YOUR skin tone), sponge, applicators, blush, lip color, eyeliner, make-up remover (cold cream, baby-wipes, etc.) Hair spray and/or gel, bobby pins and hair bands. You can purchase a basic make-up kit at PartyWorld for under \$20, or you can find many of these items over the counter at local stores.

Do not purchase anything without first checking with your director!

If you have any questions, just let us know! Call us at 677-7529

**Remember, discipline is not the enemy of enthusiasm.
We are looking forward to a great time and great shows!**

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OFFICE USE ONLY

Last Name _____

First Name _____

Enrollment Authorization & Volunteer Form

Please Print Neatly

Student Name _____ Age _____ Date of Birth _____ Circle One: Girl / Boy

Summer Parent/Guardian Name _____

Summer Address _____ Zip Code _____

Summer Phone # _____ Alternate Phone # _____ Alternate Phone # _____

Health or Physical Problems _____

Medications _____

Father's Name _____ Day Phone # _____ Eve Phone # _____

Mother's Name _____ Day Phone # _____ Eve Phone # _____

Emergency Contact _____ Relationship _____ Phone # _____

Name of Physician _____ Phone # _____

I am aware that my child will attend this program at his/her own free will and can come and go as he/she chooses (per AMC 16.55.300.C.7). Program facilities are exempt from the childcare and educational center code as this is "a recreational program in which children are allowed to attend as they choose with the program assuming no responsibility for their care." For example, students are not checked out individually when they leave for the day.

I give my permission for my child's image to be used by the Performing Arts Academy, TBA Theatre and its agents in promotional materials for Performing Arts Academy and TBA programs. I hereby authorize the above child to be instructed in all training necessary to enable the child's participation in the Summer Academy. I further waive any and all claims against the Alaska Pacific University TBA Theatre and their employees, servants and agents in connection with the above child's participation in said program. In the event of any injury, I direct that the child be referred to any appropriate and convenient health care facility or:

I have read the information above and am aware that this form must be signed in order for my child to participate in the Performing Arts Academy program.

Parent / Guardian Printed Name _____

Parent / Guardian Signature _____

Date _____

Volunteer Opportunities!

We depend on the support of people like you! To volunteer during the Performing Arts Academy, check the box next to an activity and fill in the information below - we'll call you to coordinate schedules!

☐ Sewing ☐ Painting ☐ Carpentry ☐ Ticket Sales ☐ Ushers ☐ Baked Goods ☐ Volunteer Coordination

Name _____ Best Phone # to call _____ Best time to reach me _____

★ TBA Theatre • Summer 2016 ★

Performing Arts Academy

OFFICE USE ONLY

Last Name _____

First Name _____

Performing Arts Academy Contract

Must be signed by both the student AND a legal guardian

Student Name (as it will appear in the program) _____ Age _____

Height _____ Weight _____ Hair Color _____ Eye Color _____ Circle One: Girl / Boy

PLEASE LIST (or attach resume): Past Acting / Technical Experiences:

Play Title	Character Played	Company/School	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE LIST (or attach resume): Past Acting / Technical Classes or Training:

Class	Instructor	Company/School	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE LIST (or attach resume): Other training, skills or hobbies:

Please be aware that any conflicts may affect decisions on which part you receive in a show. However, for the success of the program we need to be aware of conflicts in advance. Please list dates / reason for conflict below:

Date (s) _____	Reason _____
Date (s) _____	Reason _____
Date (s) _____	Reason _____

We, the undersigned, are aware that punctuality and attendance are an essential element to the success of a theatrical production and that students are expected to arrive at the Academy by 9:30am each day. Missing, or arriving late to warm-ups may result in additional physical activity, meetings with parent/guardian to discuss tardiness, and/or part re-assignment in the show. We understand that regular programming ends at 3:30 and the staff is not responsible for student supervision before or after Academy hours. We understand that participation will require evening and weekend attendance for dress rehearsals and performances.

We understand that certain activities may need to be missed in order to participate in the Academy and we will avoid scheduling music lessons, sports, trips, medical appointments, etc., during program hours. We understand that if a rehearsal is missed for any reason, students may be taken out of scenes or their lines may be reassigned. Missing three or more rehearsals may result in a student's removal from the play. We understand that removal from a play or the program for any reason is without refund.

We have listed dates above that may conflict with Academy programming. We understand that images of students may be used by TBA Theatre, Inc. and its agents in promotional materials for TBA Theatre programs.

Participant Printed Name _____	Participant Signature _____	Date _____
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Parent / Guardian Printed Name _____	Parent/Guardian Signature (If Participant under 18) _____	Date _____
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