

LHYT REGISTRATION PACKET

Welcome to the Lockport-Homer Youth Theater (LHYT)! Please note that this packet has been updated for the 2019-2020 Season. Enclosed in this packet you will find program details, audition information, as well as general information about LHYT policies and procedures.

Program Details:

Workshops - We start each show with workshops to allow us time to work with the students prior to auditioning for the performance. This enhances the program and allows each student to feel confident and comfortable during the audition process. If you are a seasoned veteran of the stage, great, this approach allows you to audition at your highest level! If you are new to theater, perfect, this new standard will get you comfortable with the directing staff and the auditioning process before you have your audition! This approach also does not require students to participate in auditions – however – we strongly encourage all participants to audition. If you wish to have a speaking part, be a featured dancer, or any solos you must audition.

Featured Dancers – We want to help promote participation in all forms of performing arts. Understating those committed to dance have a full schedule already, we created this program for those students! Students will register and audition for a featured dancer class with Wings Dance Studio where students will spend Friday's from 4:00 - 5:30 learning and teaching dances – if accepted into this class students will meet 4-5 Friday's at Wings Dance Studio starting in February and then join the cast of *Once On This Island* in April where they will help teach choreography to the whole cast under the direction of Miss Shannon Labus (our choreographer).

Tuition - Our programs are tuition based, which means all fees are included. Each production will still require registration for every participant. When you register for any program your tuition payment will be due at the time of registration. Tuition includes: all rehearsal materials, costumes, props, scenery, musical accompaniment, vocal score, the theatrical performance rights, along with all rental materials needed for your student(s) to participate in the production. Tickets, DVD's, show shirts, and personal items (make-up, footwear, undergarments, etc.) are not included in tuition. All our programs include workshops and rehearsals with industry professionals so that each participant will be fully involved in a high quality musical/theater production.

Once on This Island Tuition Details:

Early Bird Tuition = \$275 (February 15th – March 1st)

General Tuition = \$325 (March 2nd – March 17th)

Payment Options:

1) **Payment in full at time of registration**

2) **Payment plan:**

a. **\$100 due is at registration, balance due March 17th You can also work out bi-weekly payments, monthly payments by reaching out to info@homeryouththeater.com**

Please note that we cannot refund any fees for this production – if you are uncertain about participating, please do not sign up and take a spot away from another potential cast member

LHYT TUITION & COMMITMENT POLICY

Once ON THIS ISLAND

1) The cost to participate in this LHYT program is \$325. This payment includes show fees, music, rentals, licensing, and participation fees. This payment ***does not*** include such additional expenses as shoes, undergarments, cast party attendance, show t-shirt, tickets, DVD, etc.; these items will be expensed separately. Please ask about our family rate for three or more children.

2) *There is not a costume fee associated with our programs – you will need to get your own costume for this specific show...you should have everything you need in your own closet ☺*

3) LHYT's acceptance of this payment is our commitment to your child's casting and performance in this production; LHYT will make no commitment regarding specific roles.

4) Your child's commitment to LHYT is to participate in our production fully. In addition to your child's regular attendance at rehearsals, learning of parts as scheduled, and respectful attention to all LHYT staff and adult volunteers, your family will be required to donate 2 hours of volunteer time (per cast member), and participate in load-in and strike, to assist with the production. We ask each participant to write a check for \$30 to LHYT to hold until they have completed their 2 hours of volunteer time. Once the hours have been met, we will return your check...if you do not volunteer, the theater will cash your check.

5) Tuition is due in full at the time of registration; auditions for the various roles offered in the production take place after the workshops.

6) **The LHYT Staff and Board of Directors wants to ensure all children have the opportunity to participate in our program.** If the tuition cost would discourage parents from including their child(ren) in our program, please email us at info@homeryouththeater.com to discuss applying for our scholarship program.

8) Please know that we have high expectations for each of our performers. We ask that parents/guardians ensure your child understands that they are expected to follow the directors' instructions and is prepared for each rehearsal and performance. Please see our performers contract for details.

9) We have a \$20 returned check fee. Please know that it is always our wish to ensure all students can participate in our productions. Please speak with Angela regarding payment options for your cast member(s).

10) *We can not offer refunds.*

LHYT PRACTICES

BOTH PARENT AND AUDITIONER MUST READ & SIGN THIS INFORMATION BEFORE AUDITIONING OR APPLYING FOR A CREW POSITION.

In order to utilize our rehearsal time most efficiently, LHYT must maintain a rigorous, fixed rehearsal schedule to make the process fair to all involved. This will allow us to produce the best show possible. If you cannot fulfill the obligations below (especially regarding attendance) then we encourage you to take this show off and participate in our next show. A contract specifying these obligations is enclosed. It should be signed and returned to LHYT at our parent meeting.

DEADLINES

Cast Members must meet all deadlines set by the Director.

COSTUMES

The Directors will let all Cast Members know what they will need to find or construct for their characters. If rental costumes are required for the program, your tuition covers those costs for your student. We will seek the help our parents to find common items when a show calls for simple costumes.

PARENT INVOLVEMENT

Parent support is essential to the success of any production. Parents should be willing to set an example for their child by volunteering to help with the production and assisting him/her in memorizing lines and blocking. However, parents (except for Rehearsal Hall Monitors) should not plan to watch or attend rehearsals. The time during rehearsals is closed to parents.

We expect each family to volunteer at least 2 hours for each cast member in the production during the course of the show. If you are unable to volunteer due to time constraints, you can instead choose to pay \$30 (per cast member) in lieu of the 2 hours. **We require all participants to write a \$30 check to LYHT when they sign up for their volunteer position. Once you complete your volunteer hours we will happily return you check.**

If you have any questions regarding these obligations and practices, including the purpose of them, please see the Executive Director – Angela Adolf.

DROP OFF & PICK UP

Cast members should not arrive more than 10 minutes early for any rehearsal. Staff is not responsible for cast members prior to nor following scheduled rehearsal times. Cast members must be picked up promptly at the scheduled rehearsal end time. **A \$20 fee will be applied to your account if staff is required to stay after rehearsal due to late pick up. Parents MUST contact the directing staff if they are going to be late – texting your student is not an acceptable notification for informing the staff you are going to be late.**

LHYT CONFLICT & ATTENDANCE POLICY

Please complete the Conflict Sheet carefully and truthfully, as it will be used in the casting process. It is critical to successful casting and rehearsal scheduling to be as complete and accurate as possible. When writing your conflicts, be sure to include:

- Any other production(s) you are in at this time.
- Vacations and trips
- All regular weekly commitments such as classes, lessons, and athletic activities.

If a child with a large number of conflicts is being considered for a lead role, they may be asked to eliminate certain conflicts before casting. **LHYT reserves the right to NOT CAST a participant if there are numerous conflicts that are not available to reschedule. Please note there is a zero tolerance policy for unexcused absences. NO CONFLICTS ARE ACCEPTED FOR TECH WEEK AND EACH CAST MEMBER MUST BE AVAILABLE FOR THE FULL RUN OF PERFORMANCES.**

Cast members may have ZERO unexcused absences during the rehearsal period. Participants that do not notify the directing staff prior to an absence may be asked to leave the show.

During TECH week any Cast Member with an absence may be replaced, regardless of attendance record. Each cast member must be available for the full run of technical rehearsals and performances. LHYT cannot plan rehearsals without an accurate understanding of who is available at any given rehearsal. Therefore, failure to accurately complete the conflict calendar may result in loss of part or being asked to leave the show.

PRODUCTION INFORMATION

Once on This Island

Rehearsal Locations:	Most rehearsals take place at the William J. Butler Elementary School
Rehearsal Times:	4:00 – 5:30/6:00 for regular rehearsals; 5:00 – 7:30 during tech week
Workshop Dates & Location:	March 16th, March 19th, and March 20th William J. Butler School – 1900 S. Farrell Road, Lockport
General Auditions:	Sunday, March 22nd 1:00 – 4:00
Featured Dancer Info	Those interested in a featured dancer role will register for that separately. Featured Dancers will start earlier than the listed schedule below – more details about this role can be found online.
Callbacks*:	Monday, March 23rd (if needed)
Cast List Posted:	Monday, March 23rd by 7:00 pm
First Rehearsal:	Thursday, March 24th
Off Book:	Tuesday, May 19th
Tech Week:	June 8th – 10th at LTHS East Campus Theater
Performances:	June 11th, 12th and 13th at 6:00 pm

Performances will take place on the Lockport Township High School East Campus Theater

FEATURED DANCER DETAILS:

There is a separate program and registration process for those wishing to be a featured dancer in the production. Featured Dancers also participate in the full show – that will be their choice. Featured Dancers will be required to attend all dance rehearsals, but do not need to attend the blocking and singing rehearsals. When registering for this program you will need to select Featured Dancer Registration. There is a \$40 registration fee; the tuition balance will be due at the first dance rehearsal. Please visit our Featured Dancer Page online for the full details of this program .

**Callbacks are used to help the directors select cast members for specific roles, there are often times when two or more people are able to portray the same roll. Callbacks help the directing team establish who is best suited for each roll. If you do not get a callback invitation that does not mean you are not a lead or not in the show*

If you have any questions, please feel free to contact us at 312-919-5004 or info@homeryouththeater.com

REHEARSAL CALANDER

ONCE ON THIS ISLAND

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 15	March 16	March 17	March 18	March 19	March 20	March 21
	Workshop 4:00 – 6:00			Workshop 4:00 – 6:00	Workshop 4:00 – 6:00	
March 22	March 23	March 24	March 25	March 26	March 27	March 28
AUDITIONS 1:00 – 4:00	CALLBACKS 4:00 – 6:00	Rehearsal 4:00 - 6:00		Rehearsal 4:00 - 6:00		
March 29	March 30	March 31	April 1	April 2	April 3	April 4
		Possible Rehearsal		Possible Rehearsal		
April 5	April 6	April 7	April 8	April 9	April 10	April 11
		Rehearsal 4:00 - 6:00		Rehearsal 4:00 - 6:00	GOOD FRIDAY	
April 12	April 13	April 14	April 15	April 16	April 17	April 18
		Rehearsal 4:00 - 6:00		Rehearsal 4:00 - 6:00	Rehearsal 4:00 - 6:00	
April 19	April 20	April 21	April 22	April 23	April 24	April 25
		Rehearsal 4:00 - 6:00		Rehearsal 4:00 - 6:00	Rehearsal 4:00 - 6:00	
April 26	April 27	April 28	April 29	April 30	May 1	May 2
		Rehearsal 4:00 - 6:00		Rehearsal 4:00 - 6:00	Rehearsal 4:00 - 6:00	
May 3	May 4	May 5	May 6	May 7	May 8	May 9
		Rehearsal 4:00 - 6:00		Rehearsal 4:00 - 6:00	Rehearsal 4:00 - 6:00	
May 10	May 11	May 12	May 13	May 14	May 15	May 16
		Rehearsal 4:00 - 6:00		Rehearsal 4:00 - 6:00	Rehearsal 4:00 - 6:00	
May 17	May 18	May 19	May 20	May 21	May 22	May 23
		Rehearsal 4:00 - 6:00		Rehearsal 4:00 - 6:00	Rehearsal 4:00 - 6:00	
May 24	May 25	May 26	May 27	May 28	May 29	May 30
		Rehearsal 4:00 - 6:00		Rehearsal 4:00 - 6:00	Rehearsal 4:00 - 6:00	
May 31	June 1	June 2	June 3	June 4	June 5	June 6
		Rehearsal 4:00 - 6:00		Rehearsal 4:00 - 6:00	Rehearsal 4:00 - 6:00	
June 7	June 8	June 9	June 10	June 11	June 12	June 13
	Rehearsal 5:00- 7:30	Rehearsal 5:00- 7:30	Rehearsal 5:00- 7:30	Performance 6:00	Performance 6:00	Performance 6:00

Schedule Subject to Change

RELEASE FORM MINORS & ADULTS

Participant and Volunteer RELEASE of LIABILITY

In consideration of being permitted by Lockport-Homer Youth Theater (LHYT) to participate (both my child as a cast member or myself as a volunteer) in its activities and to use its equipment and facilities and equipment and facilities leased by LHYT, I hereby agree to release, indemnify and discharge LHYT its agents, directors, partners, employees, volunteers, manufacturers, participants, lessors, affiliates, subsidiaries, related and affiliated entities, successors and assigns (the "RELEASED PARTIES"), on behalf of myself, my spouse, my children, my parents, my heirs, assigns, personal representative and estate as follows:

1. I acknowledge that my and my child's participation in LHYT entails known and unknown risks that could result in physical or emotional injury, or damage to myself, to property or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity. Performing on stage involves the use of special equipment (lights, sound, sets) that can result in trips, falls and other bodily harm. Furthermore, LHYT RELEASED PARTIES have a difficult job to perform. They seek safety, but are not infallible. They might be unaware of a participant or volunteer's fitness or abilities, or be unaware of unsafe conditions that may exist in the location where we rehearse or perform.
2. I expressly agree and promise to accept and assume all of the risks existing in this activity. My participation in this activity – both my child as a participant and myself as a volunteer – is purely voluntary, and I elect to participate in spite of the risks.
3. I hereby voluntarily release, forever discharge and agree to defend, indemnify and hold harmless RELEASED PARTIES from any and all claims, demands or causes of action, which are in any way connected with my participation in this activity or my use of LHYT equipment or facilities, including any such claims which allege negligent acts or omissions, whether active or passive, of RELEASED PARTIES.
4. I certify that I have adequate insurance to cover any injury or damage that I, or my child, may cause or suffer while participating, or else I agree to bear the costs of such injury or damage myself. I further certify that I am willing to assume the risk of any medical or physical condition that I may have.
5. I agree as a volunteer, or as the Parent/Legal Guardian of a minor participant, in consideration of being permitted to participate at LHYT, to grant LHYT, its parent, subsidiaries, related and affiliated entities, officers, directors, partners, employees, agents, successors and assigns, the irrevocable right and permission to photograph and/or record me or my child(ren)/ward(s) in any manner in any and all media now or hereafter known, in perpetuity throughout the world, without restriction as to alteration. I waive any right to inspect or approve the use of the Photograph and/or Recording, and acknowledge and agree that the rights granted to this release are without compensation of any kind. All photographs and or recordings are exclusive to LHYT.
6. Due to insurance requirements, LHYT's liability, and the safety of all children, including your own, parent volunteers need to avoid situations where they are left alone with a child other than their own except in emergencies. We take this policy seriously and therefore may ask volunteers to leave the production for failure to follow this policy.
7. I agree that if the participant is a minor, this Release of Liability agreement is made on behalf of that minor participant and that all of the releases, waivers and promises herein are binding on that minor participant. I represent that I have full authority as Parent or Legal Guardian to bind the minor participant to this agreement.
8. I agree that if the participant is a minor, I further agree to defend, indemnify and hold harmless LHYT from any and all claims or suits for personal injury, property damage or otherwise which are brought by, or on behalf of the minor, and which are in any way connected with such use or participation by the minor, including injuries or damages caused by the negligence, whether active or passive, of RELEASED PARTIES, except injuries or damages caused by the sole negligence or willful misconduct of the party seeking indemnity.
9. I agree that photograph of myself and/or my child(ren) can be used in promotional materials

By signing this document, I acknowledge that if anyone is hurt or property damaged during my participation in this activity, I may be found by a court of law to have waived my or the minor participant's right to maintain a lawsuit against LHYT or any RELEASED PARTIES on the basis of any claim from which I have released them herein. I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.

Print name of participant(s) and adult volunteers:

_____ Date of Birth: _____ is a minor
_____ Date of Birth: _____ is a minor
_____ Date of Birth: _____ is a minor

Address: _____ City: _____ State: _____ Zip: _____

Signature: _____ Today's Date: _____
participant or Parent/Legal Guardian

LHYT CODE OF CONDUCT

*I understand that LHYT's mission is to provide outstanding theatrical learning experiences that develop leadership, emphasize responsibility and foster teamwork in a supportive, respectful environment, and as such I will model behavior that reflects that mission.

*I will model inclusive behavior and expect all participants to respect each other regardless of race, sex or ability. Furthermore, I will not participate in or allow others to yell at or ridicule a participant for making a mistake.

*I will place the emotional and physical well being of participants ahead of my personal artistic judgment.

*I will remember that part of the goal of the program is to have fun, improve skills, and feel good about oneself.

*I will strive to make this program a positive and enjoyable experience for ALL participants and others (staff, volunteers, parents) around me by treating everyone with respect and dignity, and by teaching participants to do the same.

*I will not criticize staff or fellow volunteer decisions or disrespect the production staff and volunteers.

*I understand that all directors & staff members are giving me instructions to help the entire cast look their best on-stage.

*LHYT provides an environment for participants that are free of drugs, tobacco, any form of vaping, and alcohol; and I will refrain from their use at LHYT.

* I will NOT be disruptive during rehearsals, and I understand that talking while instructions are being given could result in being given a behavior warning – two warnings could result in my being asked to leave the production.

* I understand that violating any of these may result in my being removed from this cast.

PERFORMER'S CONTRACT

Please review this form, complete it, and return at the Cast/Parent Meeting.

I, _____, hereby agree to participate fully in this production.

Attendance

- I agree to attend all rehearsals for which I am scheduled.
- I agree to arrive at rehearsals on time and in appropriate clothing and shoes. (*No open-toed shoes. No Flip-Flops. Always dress to dance/move. No revealing clothing.*)
- I will remain at all rehearsals until the rehearsal is completed and I am excused. I understand that if I am under age 18, I am not allowed to leave the rehearsal/theater premises without adult supervision. I will not loiter in the parking lot after rehearsals.
- I realize that arriving more than thirty minutes late to or leaving more than thirty minutes early from a rehearsal constitutes an absence.
- If I must miss a rehearsal because of a legitimate reason, I will contact the Director(s) before that scheduled rehearsal.
- It is my responsibility to contact my double when I will be absent from a rehearsal to make sure they will be at the rehearsal and will learn, and then teach me, what I missed.
- I understand I am not allowed to miss any rehearsals and there is and zero tolerance policy.
- If I miss any scheduled rehearsals I understand that this may be sufficient cause to replace me.
- I understand that I need to be available and accessible one hour before each show and during the first hour of each show if I am playing a principal role, even if my cast is not performing that show.

Behavior

- **I will follow the LHYT Code of Conduct.**
- I will not talk while directors are giving instructions.
- I understand that no food or drink is allowed on the dance/rehearsal floor or stage.
- All food/drink trash will be thrown out in appropriate bins by the end of rehearsal.
- I will help clean up the rehearsal hall and dressing rooms after rehearsal and performances.
- I will be quiet when asked.
- I will respect and follow the instructions given by the production staff, rehearsal hall monitors, and parent volunteers.
- I will maintain a positive and cooperative attitude, and support and encourage my fellow performers.
- I understand that swearing is unacceptable.
- I will not engage in any inappropriate public display of affection.
- I understand it is my responsibility to leave rehearsals with all of my personal belongings, paperwork from folders and important messages for parents.
- I further agree to meet all deadlines (including line memorization) and do what is expected of me.
- I understand that no cell phones are allowed in the rehearsal space.
- **If I receive two behaviors warnings during any rehearsal I understand my participation in this production could be effected.**

I know that if the Director thinks I am not fulfilling my obligations, LHYT will have a conference with me that could result in my removal from the show at any time. If this does happen, I understand that LHYT's decision is final. If I am under age 18 my parents will be notified, and if I am age 18 or over I will be notified, of any behavioral problems, and the consequences can range from being removed from the scene to being expelled from the show.

Please sign and tear off this portion, and hand in at your first rehearsal. Please put your portion of the contract in your rehearsal notebook, along with your script and other important show-related paper work.

I UNDERSTAND THAT I AM AN INTEGRAL PART OF THE SHOW. I ACCEPT THIS RESPONSIBILITY. I HAVE READ AND UNDERSTAND THE CONDITIONS LISTED ABOVE AND AGREE TO ABIDE BY THEM
I agree to have fun and make the most of this opportunity to perform in a Lockport-Homer Youth Theater production! ©

Cast Member Signature

Date

Parent Signature