

Marietta High School Theatre Department Handbook 2017-2018

Jacob Garcia, Artistic Director
Edward Zaboroskie, Theatre Arts Teacher

Dear Students and Parents,

We are the Marietta High School Theatre Department located in Marietta, GA. and I am Mr. Garcia. I am the Artistic Director of this fine Theatre Dept. and have led it for the past 6 years.

A little bit about myself: I have been involved with theatre since the age of 5 and have 26 years of performance experience, 125 productions under my belt and have performed and lived in 36 states. I have been blessed to have been on Broadway and a proud equity member. You may have seen me in Wicked, Oklahoma, Mamma Mia, The Last 5 years in New York and Aladdin in California. My film works are IMDb listed and have a country Christian praise and worship album on iTunes dedicated to my late grandmother entitled "When I Fly Away". This album made the top 5 song list on 754 international radio channels; and am the MHS 2016 Teacher of the Year! I have developed this theatre dept. from 86 students to 623 and have had so much joy building this strong department. I have a Dual B.A in Acting & Directing from Texas A&M- Corpus Christi with current Enrollment at SCAD for my M.A in Arts Administration.

I say all of this so you can get to know the educator who will be working with your extraordinary and talented kids. This department is truly unique in its diversity and direct collaboration with the students. I want our community and parents to know that we take the performing arts very seriously; that is fully supported by our administration at MHS and MCS. We are state winners for our Musical Theatre Dept. that offers a system wide musical where any and all ages in the school system can perform; as well as participate in the prestigious Georgia High School Shuler Hensley Musical Awards. We offer straight plays with participation in the one-act competition and are active members of the EDTA Thespians (Troupe #111). Another highlight is our IB Theatre Course that offers college credit for the artists that plan to pursue the arts in college that design, direct and perform their own work. Classes offered are: Theatre 1, Theatre 2, Theatre 1 Honors, Theatre 2 Honors, Technical Theatre Honors 1, and an audition only- Musical Theatre Class. We travel around the world studying theatre in a cycle of: London & New York. Our quality of productions here at MHS are far beyond the average "high school" level and is a direct result of the atmosphere within our program. The students in this dept. are seen as professionals with heavy trust and responsibility put upon them. Mutual respect and the expectation of Self-Reliance and Self-Worth are at its core. Our artists are required to audition for professional work in Film, Theatre and Colleges. Our goal here is to get your kids a quality education with the options to get into a

high quality performance college, equity acting status, agency representatives and paying film work/theatre experience during their high school years.

I am very excited and blessed to work with your kids and want you to feel free to contact me at: jgarcia@marietta-city.k12.ga.us if you have any questions, want a tour or need any information. We use this website for upcoming performance dates and other important information regarding our theatre department. Look around and thank you for your interest! There is magic in the theatre and the theatre is magic!

-Mr. Garcia

The 5 Pillars of the Marietta High School Theatre Department

1. Public Services

- Productions
- Touring
- Community Service
- Artistic Development Workshops

2. Classes

- Standard Route:
 - Theatre Arts 1 (\$10 class fee)
 - Advanced Drama 2 (\$10 class fee)
 - Acting 1 (\$30 class fee)
- Collegiate Route:
 - Theatre Arts 1 Honors (\$30 class fee)
 - Advanced Drama 2 Honors (class fee covered in Theatre Arts 1 Honors)
 - Technical Theatre 1 Honors (\$30 class fee)
 - IB Theatre
- Professional Route:
 - Theatre Arts 1 Honors (\$30 class fee)
 - Advanced Drama 2 Honors (class fee covered in Theatre Arts 1 Honors)
 - Musical Theatre (\$185 class fee, not including mandatory trips) or Acting 1 (\$30 class fee)
 - Broadway Artist Alliance (senior year)
 - management/technical theatre internships

3. Blue Devil Casting

- Professional agent representation (specifically film acting) for MHS Theatre Department alumni

4. The Actor's Circle

- Professional acting and design Q&A talkbacks

5. International Thespian Society Troupe 111

- This club meets on the first Tuesday of each month in the Blackbox from 2:45 to 3:15.

MHS Theatre Department's Procedure & Policy

Welcome to the Marietta High School Theatre Department. I would like to familiarize you with some policies before you commit to involvement in the department.

1. No one shall use drugs or alcohol during rehearsals or cast parties, or allow drugs or alcohol to inhibit their performance and class behavior. You shall be removed from the class and/or cast immediately and sent to an administrator if found in violation of this rule. If you are suspected to be under the influence of any drug at any time you will be reported to administration and the guidance office.
2. It is expected that you will attend ALL classes/rehearsals for which you are scheduled, unless excused in advance. You must notify Mr. Garcia or Mr. Zaboroskie via e-mail (jgarcia@marietta-city.k12.ga.us or ezaboroskie@marietta-city.k12.ga.us) if you are going to be absent. IT MUST BE 48 HOURS IN ADVANCE IF CAST IN A SHOW. Notifying via group chat, stage manager or friend is inexcusable. ONLY MR. GARCIA or Mr. Z can excuse you. Any other method of notifying WILL NOT excuse you. This includes verbally telling Mr. Garcia or Mr. Z that you will be absent. IT IS MANDATORY TO E-MAIL SO THERE CAN BE A TIME SIGNATURE. When signing your policy, you agree to all that will be on the rehearsal schedule and/or specific class syllabus.
3. If cast in a production, actors may be recast at anytime if Mr. Garcia or Mr. Z feels the actor is limiting the ability of the cast to progress at rehearsal with **NO notice given ahead of time.**
4. If cast in a production, lines are to be memorized by the 2nd rehearsal after blocking for that scene has been given. **If lines are not memorized you will attend lunch detention in Mr. Garcia or Mr. Z's classroom.** Expect to write them for the act(s) not memorized and submit them to the director the following rehearsal. Other ways of insuring line accuracy may also be employed at the director's discretion.
5. If cast in a production, each cast member will be expected to sell at least 10 seats for any one performance, or the equivalent number for more than one performance night. These tickets can be checked out from the Department Secretary. Cast members will be notified as to when tickets are available.
6. Rehearsal and class are a time for fun while being focused on the task at hand. If cast in a performance, it is expected that cast members will bring homework/school materials to rehearsals in the event they are not needed for the rehearsal's entirety. **Rehearsals are Tuesday-Thursday from 4:30-6:30. Select 2-3 Saturdays per month from 10 am-5 pm. Tech Weeks**

are 4:30-10:00 pm. Sunday - no performances or rehearsals. *The Theatre Dept. and its Directors are NOT responsible for you from 2:30-4:15. YOU ARE NOT ALLOWED ON CAMPUS DURING THIS TIME. THE ONLY WAY TO BE INDOORS IS TO BE ATTENDING TUTORING THROUGH THE SUCCESS CENTER OR ANY ADMINISTRATIVE APPROVED TUTORING PROGRAM.*
STAYING IN A THEATRE CLASSROOM OR IN FRONT OF MR. GARCIA'S OFFICE IS NOT ALLOWED OR ACCEPTED DURING THIS TIME. CLASSROOM IS NOT ALLOWED OR ACCEPTED DURING THIS TIME.

7. If cast in a production, cast members will be asked to purchase their own make-up. A professional Ben Nye makeup kit will be mandatory. Proper dance attire is also mandatory.
8. In regards to productions, if a role is lost due to Mr. Garcia or Mr. Z's choice, more than 3 unexcused absences, more than 6 tardies, or a dropout occurs, there will be NO REFUNDS for monies given to participate in the department.
9. I agree to arrive at all classes and rehearsals on time, if possible at least 10 minutes early, with the appropriate materials for each class. I understand that when class and rehearsal begins, I should be physically, mentally, vocally, and emotionally ready to rehearse. Arriving anytime past the call time or the late bell is a tardy.
10. I agree to write down all blocking and business in my script in pencil. I also agree to write down all notes given to me.
11. If cast in a production, I agree to bring my script, music, pencil and highlighter to rehearsal EVERY DAY, even after I have my part completely memorized.
12. I understand that I may be personally financially responsible for the various theatre classes offered within the department. Please see below for specific class dues. Scholarships are available on a very limited level and require an application process. Scholarship application forms are available at bluedevelttheatre.com.
13. If cast in a production, parts/materials or rental of my costume may involve some expense on the cast members' ends. The Costume fees can range from \$50-\$100 per production. Costume fees will be put on the school fines list if not paid. The script rental fee is a \$50 check that will NOT be cashed, unless the script is not returned in the same condition. The script must be returned at the end of the last performance night, or the check will be cashed. All productions offer fundraiser opportunities to cover the above costs.

14. I understand that I am part of a team effort, so I must have a positive attitude, even on days when I have a million reasons to not be open minded and willing to work.
15. I agree to assist with the department's productions in any capacity in which I am able. All classes are required to help with marketing for each production. Details will be given in class.
16. I understand that productions and classes require collaboration and I agree to contribute my ideas and energy at **appropriate** times. When Mr. Garcia or Mr. Z is talking, you are listening and NOT talking.
17. If cast in a production, I understand that the Directors will make final choices pertaining to my role(s) and that it is my duty as a company member to maintain the directed concept throughout each and every performance. Nothing is to be changed or modified without prior approval of the Directors.
18. If cast in a production, I understand that during rehearsals and performances, I am to remain quiet until my part begins on stage. This is a great time to work on homework! If any member causes problems by disrupting the cast or the Directors during rehearsal, they may lose their role in the show on the 3rd warning.
19. I understand that the crew and performers are part of a team and are all working toward the same result. I agree check my ego at the door and to respect the part that each individual plays in the production or class.
20. I understand that overt physical affection (lap sitting, kissing, etc.) to another cast or crew member during rehearsal, class time, or show periods is inappropriate. This goes for any time you are backstage, in the dressing rooms, or anywhere under the supervision of an Adult.
21. I agree to **NEVER TO TOUCH** a prop or a piece of lighting, sound, or stage equipment unless specifically directed to do so in the performance of my duty. This includes the scrim in the Blackbox.
22. I agree **NEVER TO TOUCH** a stage "weapon" unless specifically directed to do so in the performance of my role and to respect the chain of custody given to me by the director in regards to stage weapons.
23. Publishing or posting any department information is **STRICTLY PROHIBITED**. Certain cast members who are pre-approved by Mr. Garcia have the liberty to record rehearsals and class activities **SOLELY** for future

reference. Leaking any audition materials (Ex: dance videos) or recording class activities/performances will result in disciplinary action. Mr. Garcia's word is **FINAL**.

24. While electronic devices such as cell phones and music players may be suitable to use in the dressing rooms or hallways during "**down time**" when actors are not actively rehearsing onstage, they are a tremendous distraction to both director and cast and have no place in the black box. As an actor in this show, **All cellphones will be collected before each rehearsal by a stage manager. No cell phones are allowed in the Blackbox. THIS IS MANDATORY.**
25. **NO FOOD OR DRINKS ARE ALLOWED IN THE BLACKBOX.** Only bottled water. Violations of this policy will result in these devices being banned from rehearsals entirely and will count as an absence. We as a department strive to keep our black box clean and appropriate, and each cast member has a responsibility to withhold this expectation.
26. In regards to productions, I understand that as a member of this show, I must remain eligible academically in order to participate. I agree that if I find that I am struggling in any course I will immediately let my parents/guardians and Mr. Garcia/Mr. Z know so that they can assist me. **If I am failing on ASPEN on audition dates, I will not be allowed to audition. Aspen grades will be re-checked 2 weeks before opening if I am failing my understudy will replace me for the entire run of performances even if my aspen grade returns to passing after the grade check date. I also understand that signed notes from parents or teachers saying they are passing will NOT BE ACCEPTED. Only Aspen can verify a passing grade.**
27. I understand that Theatre is a physically and mentally demanding art form. If cast in a production, I agree to take care of myself during the rehearsal and production period of this show by getting enough sleep, eating regular nutritious meals, using preventative hygiene measures (washing hands, not drinking after others, etc.), taking care of my voice and body, and doing my best to stay healthy and well. It is advised to NOT attend parties/sports/concerts 48 before a show.
28. Personal Hygiene is important. Shower and wear deodorant daily! Brush your teeth and have clean and good smelling breath every day! We work in small areas and need to not offend any actors or directors.
29. I understand that all rehearsals and shows are a school function; thus, all school policies must be followed at all times.
30. **I understand that I am always "auditioning" and that a poor attitude,**

unreliability, failure to meet deadlines, or difficulties with production team members will have a bearing on whether or not I am considered for roles in future productions.

31. I agree that if I or my parents have any problems with other cast members, I will address it **to Mr. Garcia or Mr. Z** immediately and personally and in a positive, respectful manner. It is important to tell Mr. Garcia or Mr. Z as only **they** can make changes. Guest choreographers/artists or any other teachers have zero authority over changes having to do with the theatre dept. (We cannot do anything about problems we don't know about, and letting problems fester does not help solve them.)
32. Mr. Garcia's and Mr. Z's desks are off limits. I agree to not take or use anything off his desk unless I have his direct permission. This includes taking pictures and sharing information. EVERYTHING on Mr. Garcia's or Mr. Z's desks are sensitive material and **WILL** be considered theft if rule is broken.
33. Actors may not enter the sound booth in the MPAC, costume closet, set room, or Mr. Garcia's office without given permission. Technical theatre students and stage managers may not dwell in dressing rooms, and when they do need to enter dressing rooms, they must always knock and be courteous of actors' privacy.
34. Each show is a TEAM and COLLABORATIVE effort. I agree to work as a team and will not use harsh language at any times via verbal or written. **Cussing will result in a discipline step. If Mr. Garcia or Mr. Z deems that you are poisoning the team spirit, they solely reserve the right to remove any cast member from the show and/or room.**
35. **The following disciplinary steps will be taken if rules are broken:**
 - 1. Verbal Warning- Written e-mail to parent**
 - 2. Verbal warning- Parent Phone Call**
 - 3. Removal from Show**
36. In order to be inducted into International Thespian Society, inductees must have at least 10 points accumulated throughout one year. Inductees must have ONLY missed 2 Thespian meetings during one year to be inducted.

MHS Theatre Department Officers' Duties

President

- Oversee the duties of all other Thespian Officers.
- Plan the activities for each Thespian Meeting.
- Work or have worked previously in all aspects of the MHS Theatre Department during 5 shows (technical theatre and theatre performance).
- Plan the TIM (Theatre is Magic) Awards.
- Organize the filling out of Thespian Points.
- Oversee the actions of all other Thespian Officers.
- Lead each Thespian Meeting.
- Initiate and lead meetings with the Thespian Officers and the MHS Theatre Department Officers.
- If cast in a production, lead rehearsals if the director is not present.
- If not cast in a production, take the position of Assistant Director of the show.

Vice President

- Confer with the President to plan the activities for each Thespian Meeting.
- Work or have worked previously in all aspects of the MHS Theatre Department during 5 shows (technical theatre and theatre performance).
- Plan the TIM (Theatre is Magic) Awards.
- Lead Thespian Meetings if the President is absent.
- Assist the President in leading meetings with the MHS Theatre Department Officers.
- If cast in a production, lead rehearsals if the Director and the President are not present.
- If not cast in a production, take the position of Assistant Director of the show if the President is not Assistant Director.

Secretary

- Work or have worked previously in the MHS Theatre Department during 4 shows.
- Take notes about important events or information in MHS Theatre Department Officer meetings.
- Type up the itinerary for all Thespian Meetings.
- Keep a binder of all Thespian Points sheets.
- Create a spreadsheet for attendance of every Thespian Meeting.
- Send emails to the Student Liaisons about upcoming events and fundraisers.
- Manage tickets and distribute tickets for productions to cast members for them to sell.

Publicity and Marketing

- Attend meetings with the MHS Theatre Department Officers about upcoming events.
- Work or have worked previously in the MHS Theatre Department during 3 shows.
- Update the MHS Theatre Department website.
- Post on the Instagram, Twitter, Facebook, and YouTube accounts at regular intervals to update followers about Thespian meetings and other upcoming events.

- Run the Snapchat account during shows and performances.
- Create a list of trusted individuals who will “take over” the Snapchat account for a day.
- Meet with the class representatives and give them access to the social media accounts so that each theatre class is represented on social media.

Technical Representative

- Attend meetings with the Thespian Officers and the MHS Theatre Department Officers about upcoming events.
- Work or have worked previously in the MHS Theatre Department during 4 shows as a tech member and a stage manager.
- Manage any technical aspects of Thespian meetings.
- Meet with the technical theatre students to update them on any information.
- Manage any technical aspects of rehearsals and shows.

MHS Theatre Department Production Duties

Stage Managers

- Take role call of all actors.
- Record the blocking.
- Manage the running crews.
- Call cues for performances.
- Plan set changes.
- Send out “Rehearsal Reports” every day after rehearsal to all actors.
- Work backstage during shows with a headset in order to communicate with Mr. Garcia or Mr. Zaboroskie.
- Strike the set after shows.

Technical Director

- Play music for cues and songs during rehearsals.
- Create lighting plan for the show with help from the Technical Theatre students.
- Run the soundboard during shows.
- Strike the set after shows.

Choreographer

- Choreograph all dances.
- Lead warm up.
- Teach dances to actors and answer questions while teaching the dances.
- Record and share videos of the dances with the cast.
- Clean dances prior to tech week.
- Strike the set after shows.

Dance Captain

- Lead warm up if the choreographer is absent.
- Answer questions about the dances during rehearsal in the absence of the choreographer.
- Teach any absent actors dances that they missed.
- Document all dance formations.

- Strike the set after shows.

Vocal Section Leaders (soprano 1, soprano 2, alto 1, alto 2, tenor, bass)

- Record all harmonies for their section and share them with their section.
- Answer questions about harmonies for their vocal section.
- Teach any absent actors harmonies that they missed.
- Strike the set after shows.

Makeup Captains (one female actor and one male actor)

- Meet with Mr. Garcia about the makeup requirements for the specific show.
- Teach actors how to do stage makeup during tech week.
- Ensure that each actor has the appropriate makeup (Ben Nye).
- Answer any questions about makeup during tech week and before performances.
- Help fellow actors with makeup IF NECESSARY.
- Strike the set after shows.

Hair Captains (one female actor and one male actor)

- Meet with Mr. Garcia about the hair requirements for the specific show.
- Teach actors how to style their hair for the specific show.
- Ensure that each actor has the appropriate hair products and appliances.
- Answer any questions about hair during tech week and before performances.
- Help fellow actors with makeup IF NECESSARY.
- Strike the set after shows.

Costume Crew

- Meet with Mr. Garcia to discuss the costumes in each show at the beginning of the rehearsal process.
- Borrow, buy, or make costumes for the show.
- Organize costumes by actor.
- Section off racks and counter space in dressing rooms to accommodate each actor.
- Set out props.
- Help with quick changes during shows.
- Collect costumes after each show is done and count the pieces in each costume.
- Strike the set after shows.

Technical Theatre Crew

- Build and paint sets.
- Spike tape the stage before tech week.
- Learn the set blocking.
- Move set pieces during shows.
- Strike the set after shows.

Actors

- Learn lines, lyrics, harmonies, dances, and blocking.
- Attend all rehearsals for which they are called.
- Buy any products needed for their part in the show (shoes, wig caps, etc.)
- Keep up with and organize their costumes and props after each rehearsal and show.
- Strike the set after shows.

2017-2018 Productions

1. ONE ACT PLAY FESTIVAL: OCT. 11TH-14TH 6PM-9PM (Blackbox)
Auditions: April 25, 26, 27
 - a. Black Comedy- Directed by Mia Epstein (Oct. 11th @ 6 pm)
 - b. The Foreigner- Directed by Cassie Ellis (Oct. 11th @ 7 pm)
 - c. The Last 5 Years- Directed by Nia Myrthil (Oct. 11th @ 8 pm)
 - d. A Thousand Paper Cranes- Directed by Kiara Martinez (Oct. 12th @ 6 pm)
 - e. The Glass Menagerie- Directed by Vanessa Fox (Oct. 12th @ 7 pm)
 - f. Edges- Directed by Kellie Rodriguez (Oct. 12th @ 8 pm)
 - g. Doubt- Directed by Genevieve Batts (Oct. 13th @ 6 pm)
 - h. Orphans- Directed by Jared Walker (Oct. 13th @ 7pm)
 - i. Rent- Directed by Grace Garrison (Oct. 13th @ 8 pm)
 - j. Endgame- Directed by Chandler Wooten (Oct. 14th @ 6 pm)
 - k. Deathtrap- Directed by Cameron Moore (Oct. 14th @ 7 pm)
2. Acting 1 and Musical Theatre Fall Showcase: November in the MPAC
3. The Great Gatsby: Feb. in the MPAC
Auditions: November 9, 10th
4. In the Heights: March in the Black box
Auditions: October 25, 26, 27
5. Acting 1 and Musical Theatre Spring Showcase: May in the Black box