



September 7, 2022

Dear HSE Students and Families,

Greetings! HSE Drama is excited to start the year with our fall play, *Agatha Christie’s Murder on the Orient Express*. Performances will be **November 17, 18, and 19 @ 7:00 PM in the Little Theatre**. Tickets will go on sale approximately 2 weeks prior to opening. This letter includes important production information that you will want to review *carefully*. Please print and save this document for future reference.

CAST AUDITION PROCESS Students who wish to audition to be in the cast will report to the **Little Theatre** immediately after school on **Monday, September 12**. Actors will read a short excerpt from the script with other performers. Some may be asked to read for multiple roles or the same role multiple times. We will release students as we are able to, but students will be not be held later than **6:00 PM**. *If necessary*, callbacks will be held after school on **Tuesday, September 13**, concluding no later than **5:45 PM**. Students who need to attend callbacks will be notified later Monday night. **PRIOR TO AUDITIONS**, students should (1) complete the online audition form (link below), (2) print and completely fill out the production participation agreement and (3) **BRING THE COMPLETED FORMS TO AUDITIONS**. *Unless we have confirmation that a student has permission from their parent/guardian, we cannot cast them*. Students will receive an email offering them the part, so please ensure we have the correct email address on file. Students must reply by **12 PM** on the day of the first rehearsal (currently scheduled for **Wednesday, September 14**).

CREW APPLICATION PROCESS Students applying for a crew position should refresh their memories on the descriptions of typical activities and responsibilities unique to that crew by clicking [here](#). To apply students should (1) complete the online application form (link below), (2) print and completely fill out the production participation agreement and (3) turn in the **COMPLETED FORM** to the performing arts office (H105) no later than **3:00 PM on Tuesday, September 13**. Students will receive an email offering them a position (exact date TBD). Students will then have 24 hours to respond to the email accepting or declining the position.

STUDENT COMMITMENTS & EXPECTATIONS A successful show requires the total commitment of all cast and crew from start to finish. If you audition/apply and accept your role—cast or crew—you are making a commitment to HSE Drama and this production, which means you have a responsibility to the rest of the cast and crew to fulfill all aspects of your role. Students who fail to do so may not earn full thespian points. Here is an overview of expectations for mandatories, rehearsals, crew meetings/work sessions, and set construction:

ADD THESE TO YOUR CALENDAR NOW!

MANDATORY REHEARSALS for CAST & CREW MEMBERS

- * **MONDAY, NOVEMBER 7** through **FRIDAY, NOVEMBER 11** – Dress Rehearsals/Runs, **3:00 PM to 6:30 PM** for cast. Some crews may be called later on certain days. If so, we will communicate this information ASAP and a dinner/snack break will be taken.
- * **SATURDAY, NOVEMBER 12** – Tech Rehearsal/Long Saturday (*Students should plan to be at school from TBD AM until TBD PM.*) This time will include a lunch break. Information on placing an optional food order will be communicated at a later date.
- * **MONDAY, NOVEMBER 14 & TUESDAY, NOVEMBER 15** – Dress Rehearsals (3:00 PM to 8:00 PM). Rehearsals will include a dinner break each night. Information on placing optional food orders will be communicated at a later date.
- * **WEDNESDAY, NOVEMBER 16** – Archive Photos and Final Dress Rehearsal (3:00 PM to 8:30 PM), including a dinner break. **All crews** should attend this final dress rehearsal to participate in archive photos and celebrate the eve of opening night!
- * **THURSDAY, NOVEMBER 17 & FRIDAY, NOVEMBER 18, & SATURDAY, NOVEMBER 19** are performances (7:00 PM). Exact call times **TBD**.
- * **MONDAY, NOVEMBER 21** all cast and crew will gather to strike the set and clean up the theatre, starting at 3:00 PM. **All** cast and crew are required to attend. End time is **TBD**, as it is dependent on student progress and productive work.

ASSIGNED REHEARSALS for CAST MEMBERS

DAILY REHEARSALS for actors will begin Wednesday, September 14, running 3:00 PM until 6:00 PM, unless dismissed earlier. A rehearsal schedule will be released with as much advance notice as possible. It is *critical* that you are completely transparent in your listing of conflicts, as they play a key role in the formation of the rehearsal calendar—this includes ongoing/extended conflicts such as religious observances, Camp Tecumseh, fall break, employment, other clubs/organizations, etc., as well as lessons, doctor’s appointments, and practices. The more specific you can be with your availability the better able we will be to determine your viability as a participant in the production.

ASSIGNED MEETINGS/WORK SESSIONS *for CREW MEMBERS*

CREW MEETINGS/WORK SESSIONS for specific crews will tentatively begin Monday, September 19 in the Little Theatre.

All crew members should plan to attend the first meeting on Monday, September 19 starting at 3:00 PM lasting until 4:30 PM in the Little Theatre. After that initial meeting, the frequency, time, and length of meetings will vary depending on the crew. Crew members should pay attention for announcements on Remind/email/Canvas, and communicate with their crew head as well as the directors. Once the majority of the staging is complete, crew heads will need to attend several rehearsals each week. There may be meetings or work sessions before or after actors' rehearsal times as well, depending on the needs of the production and responsibilities of the crew.

SET CONSTRUCTION REQUIREMENTS *for CAST & CREW MEMBERS*

For this show, all students must participate in a minimum of **12 hours** of set construction—some positions will require more than this. Most set construction occurs on Saturdays, usually in two shifts—9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM. Some set construction sessions may also occur on Mondays or other weekdays after rehearsals or Pathways periods. Weekday set constructions are generally reserved for students who have work or prescheduled competition obligations. If a student does not have half of their set construction hours completed by **November 5**, they may not be able to order a show shirt and/or have their name appear in the program. At the end of the production, if a student fails to meet this hourly requirement, they may be ineligible to audition for the next production and/or jeopardize their thespian status.

STUDENT CONDUCT AND ABSENCE POLICY Time, dedication, and flexibility are needed from *everyone* if a production is to be successful. It is important that when a student accepts any role—cast or crew—other people will be depending on them. Thus, attendance at rehearsals is critical *and wise personal choices when not at rehearsal are expected as well*. **No mandatory rehearsals may be missed except in the case of illness or quarantine.** Other absences from rehearsals may result in loss of thespian points, dismissal from the show and/or preclusion from future shows. If a student is absent from more than three rehearsals (for non-medical reasons), the student may be dismissed from the show. If a student cannot be at rehearsal, they must inform the directors at least one week prior to the absence. However, this does not necessarily excuse the absence. If an unforeseen medical absence or quarantine situation arises, please inform the directors ASAP. We will address individual situations on a case-by-case basis, with as much grace as appropriate on our part, balanced with the inherent responsibility students must take for personal choices.

Additionally all school policies and rules including the Extracurricular Academic Standards and the Extracurricular Code of Conduct are in effect. This includes the policy regarding consequences for students with a D or lower in any class per grading period. Please also consult the Attendance section of the HSE Student Handbook for details. Students are also required to abide by the **[COVID-19 protocols put in place by the district](#)**. Please review these carefully if you have questions. Additional measures and precautions may be required in an effort to ensure our common goal of a safe and successful HSE Drama production accessible to all.

Please print and keep this page for your records and/or take a picture of it to have on your phone for easy access and reference.

Then print and *completely* fill out the **PRODUCTION PARTICIPATION AGREEMENT** on the next page and turn it in following the procedures outlined on the first page of this document. The links to the online audition form and crew application are located at the bottom of the signature sheet.

If you have any questions, please email Mr. Mathias (emathias@hse.k12.in.us). Thank you in advance for your cooperation, support, and understanding throughout this process. Without these, we could not be successful in our productions.

Sincerely,

Directors of HSE Drama

PRODUCTION PARTICIPATION AGREEMENT



SECTION ONE: STUDENT AGREEMENT

I, _____, do hereby enter into this contract with HSE Drama Club.

I acknowledge, understand, and agree to the following:

- I will attend rehearsals and performances with an attitude of cooperation and respect for all members of the cast, crew and directors.
- I will be on time to rehearsals/meetings and properly prepared with appropriate materials, supplies, and attire.
- I have the responsibility for helping with set construction, properties, and other jobs.
- I am aware that failure to be at rehearsals/meetings, especially mandatory rehearsals, could result in my dismissal from the cast or crew, loss of thespian points, and/or possibly impact my eligibility for future productions.
- I understand that all existing rules and regulations of Hamilton Southeastern High School with regard to my conduct as a student and grades are in effect, and I will comply with those rules and regulations as a condition of this contract.
- I understand that it is critical I take seriously my responsibility to exercise good judgment in my personal conduct, both in rehearsal and outside of school, out of consideration for the health of the show and the safety of all those involved. This includes guidelines as set by the current HSE HS and district policies.
- I do hereby agree to the above conditions of this contract for the purpose of participating in the 2022 fall play.

STUDENT SIGNATURE

DATE

SECTION TWO: PARENT/GUARDIAN PERMISSION

My student, _____, has my permission to participate in the 2022 fall play. I realize that being a cast or crew member is as much of a responsibility as it is a privilege and will see that my student conducts themselves in the manner stipulated above, and abides by the other aforementioned conditions of their contract.

PARENT/GUARDIAN SIGNATURE

DATE

Please write legibly! We use the email address to send important information concerning HSE Drama.

PARENT/GUARDIAN NAME (PLEASE PRINT CLEARLY.)

PHONE # _____

EMAIL: _____

SECTION THREE: PARENT VOLUNTEER OPPORTUNITY/AVAILABILITY

Knowing that we don't know what we don't know (and may not know immediately what we need) we are always looking for parent support to make sure the show goes on. We recognize that everyone is busy, and that the demands of life might prevent you from volunteering your time and energy. Please know that by consenting to add your name and email, you are **not** blindly agreeing to help with every request sent. We are simply trying to gather the names of the people we might turn to for help.

May we add your name and email to our "support list" for this production? (Check one.) _____ YES _____ NO

In which areas might you be willing to assist? (Check all that apply.)

- SEWING & ALTERATIONS
 PROPS/CRAFTING/PAINTING
 FOOD (TECH WEEK)
 CONCESSIONS/TICKETS
 CONSTRUCTION/WOODWORK
 BREAK-A-LEG MESSAGES BEFORE SHOWS
 LARGE TRANSPORTATION
 OTHER: _____

If you are willing to help, have you completed the Volunteer Background check? (Check one.) _____ YES _____ NO

COMPLETE THE ONLINE AUDITION/APPLICATION FORM, BY CLICKING [HERE](#) OR SCANNING



AUDITIONING FOR CAST?

Bring this completed form to auditions in **THE LITTLE THEATRE** at **3:00 PM** on **MONDAY, SEPTEMBER 12.**

APPLYING FOR CREW?

Turn in this completed form to the **PERFORMING ARTS OFFICE** in **H105** no later than **3:00 PM** on **TUESDAY, SEPTEMBER 13.**

