



Augustine Christian Academy Performing Arts

HAND BOOK





PURPOSE OF ACA THEATRE

Theatre is the single most valuable place where students can explore the endless possibilities of their imaginations and what they can do. Through our theatrical productions, Augustine Christian Academy is committed to preparing students for skilled and endearing communication through acting, choreography, and music. Students enjoy the opportunity to audition for roles and appear on stage. Such challenges teach students the power of presentation and infuse them with the courage for self-expression. Through ACA's performing arts program students will learn teamwork, leadership skills, encouraged to think creatively and "outside the box", and will learn and perfect choreography, acting, and character singing skills. Students are also trained in technical and backstage skills, stage management, directing, filming, costuming, and mentoring if they intern for our junior program. Sets are designed and built by our Stagecraft class, a highlight that students always remember as a happy, lively "boot camp" in creativity, resourcefulness, and teamwork. Our Filmmaking Class films and edits our productions. The entire performing arts experience builds true camaraderie and positive working relationships.

Our Mission Statement

Building a passion and a purpose within the heart of each artist for the glory of the Lord.

ACA Theatre is open to ALL ACA students

- All students that come through the audition process and return all required forms and payment WILL be cast in the show regardless of skill or experience level.
- A complimentary Audition Workshop is offered for both the Jr. and Sr. high productions prior to auditions so that students can be prepared and confident for the audition. We highly recommend students wishing to participate in the current show to attend the workshop.

Cast Fees 2020/2021

- \$180 per cast member
- Partial scholarships may be available (contact Gale Post, 918-852-2040 **PRIOR TO AUDITIONS**)
- TWO ways to pay: payment in full, or payments broken down monthly through FACTS. Payment or FACTS enrollment must be completed and presented to the school office ON or [before the first rehearsal.](#)
- If you will be making payments through FACTS, please note this on the registration form. **FACTS forms must be completed in the school office.** All performing arts fees ([except rehearsal shirts](#)) can be added to FACTS.

What cast fees cover:

The Audition Workshop, cast script (libretto), rehearsal and performance music, assists with our professional licensing for both the rehearsal and performance music, cast tee shirt, parent tee shirt (for new parents), costumes, training in vocals, acting, choreography, and Intern Training Program for high school students interning in the junior production.

Parents Receive:

- *10% discount on performance tickets (limit 10 tickets per production)
- Advanced ticket sales prior to the public ticket sales
- 1 parent performing arts tee shirt for new cast parents (to be worn if working shows, Little Theatre, Auggie Awards, or in our Valentine Store). Additional tee shirts for both new and returning parents are available to order for \$10.

Fundraising

- ★ ACA Valentine Store – week of Valentine's day
- ★ Candy Grams

Gradenet

Gradenet is used to communicate show information with both parents and cast. YOU are responsible for reading Gradenet. The cast list, rehearsal schedules, updates, reminders, calendar changes, and volunteer assignments will all be posted in Gradenet. It is the responsibility of the parent and cast members to check Gradenet frequently.

Required Parent Volunteer Hours

- **10 hrs for one child; 15 hrs for families with multiple children** whether they are in the Sr. or Jr. productions.
- Areas to volunteer: Building/painting set, decorating front of house, selling Candy Grams before and during intermission at shows, helping with costumes or assisting costume supervisor, working the shows (there are usually 4-5 shows with both the Jr. and Sr. productions), working in our Valentine Store (Feb), Little Theatres concessions (Oct & March), or the Auggie Awards (May).
- A record of all volunteer hours will be maintained by the Parent Volunteer Supervisor. She will send out a reminder of your volunteer areas via Gradenet message. IF you do not fulfill your required hours, you will be billed. Volunteer hours are calculated at \$10 per hour. 10 hrs = \$100; 15 hrs = \$150
- Parents may opt to purchase **½ their hours** at \$10 per hour. If you want to purchase hours, please note on your Volunteer Form.
- The Volunteer Form MUST be returned with the other required forms and payment at time of audition.

THE DIRECTOR'S RULE:

If a student goes through the audition process (turns in paperwork and auditions before the judges) then decides to withdraw from the production after the casting of the show has posted, that student may NOT participate in the following year's production. If there are extenuating circumstances, the Director can make an exception to this rule.

Social Network ([Facebook](#), [Twitter](#), etc.)

Cast and parents are to refrain from posting negative comments or complaints about cast, crew, directors, or any aspect of the show via social networking. Negative comments serve no constructive purpose. All concerns or complaints need to be addressed with the Director. Students or parents are NOT to place photos of rehearsals or dress rehearsals on social media without the permission of the director.

Rehearsals

Rehearsals are held on Tuesday and Thursday from 3:30 – 6:00 pm for the **senior production** and 3:30 – 5:30pm for the **junior production**. Students are to change into rehearsal wear (including rehearsal shoes) and be ready for warm-ups and announcements by 3:30pm.

ALL CAST MEMBERS are needed at rehearsals the first two weeks of production unless otherwise directed. After the two-week period, a more detailed schedule will be posted on Gradenet to include Saturday rehearsals which start the month before the show opens.

Students are asked to wear a clear plastic face shield this year while we are in a pandemic status. **ONE shield will be provided for each student.** It will be stored in the PAB after each rehearsal. IF a cast member loses his/her facemask, they must purchase a new one from us for \$3. Students need to bring their own water bottle or bottled water with their name written somewhere on the bottle and a dry snack to rehearsals. THERE WILL BE NO SHARING OF FOOD OR DRINK.

Time Commitment

The success of each production is due to dedicated and reliable cast members. Cast members are expected to be on time and attend the entire length of the rehearsal. They are expected to attend all their scheduled rehearsals unless a conflict has been noted on the registration forms or special arrangements have been approved by the Director.

Conflicts

Cast members are allowed a maximum of 2 conflicts (pre-arranged absences). This does not include illness. DO NOT schedule a conflict AFTER Fall Break or AFTER SPRING BREAK unless prior arrangements have been made with the director. Also refrain from taking a SATURDAY conflict as this is a 5-6 hour rehearsal. **ALL conflicts must be listed on the Conflict form and RETURNED with your child on the day of their audition.** Turning in a conflict form AFTER CASTING, could result in a cast member being reassigned to a different part.

Academic Commitment

Students are strongly urged to bring homework to all rehearsals and utilize down times to complete homework. Academic success is a priority at Augustine Christian Academy and can easily be attainable while participating in the musical if students practice good time management skills.

Illness

If you miss school due to illness on a rehearsal day, you can NOT attend rehearsal unless approved by the Director. If you are too ill to come to school, you are too ill to rehearse plus we do not want sickness to spread throughout the company. It is the student's and PARENT'S responsibility to notify the Director or Assistant Director of their child's absence prior to the missed rehearsal via phone call or text message. If a cast member's absence is Covid 19 related, please let one of the director's know asap so that we can make appropriate accommodations.

CAST ENROLLMENT FORMS

All cast enrollment forms can be found on the performing arts page of our school website, or a printed hard copy will be in the Performing Arts Bookcase in the school foyer. **FACTS forms must be completed in the school office.**

REHEARSAL DRESS CODE

High School Girls: Black knee length Character Skirt (skirt should touch the **top of the knee but NO SHORTER than two inches above the knee**). Skirts can be purchased from any dance store *or online*. TOPS: white, pink, or black crew neck or modest v neck tee shirt (no writing or decorations unless it is an approved shirt; should not be able to see undergarments through shirt), or OPTIONAL ACA REHEARSAL TEE SHIRT . TIGHTS/FOOTLESS TIGHTS/LEGGINGS (to be worn under skirts): Black, White, or ballet pink. SHORTS: Black or ballet pink shorts or spanx need to be worn over tights/leggings. SHOES: Black, nude, or pink ballet shoes may be worn for rehearsals but black Character Shoes (small heel) are usually used for performances unless otherwise directed.

A **DESIGNATED** Dance or Gym bag is **MANDATORY** to store all dance wear, shoes, school uniforms, and water bottles. **PLEASE LABEL BAG, SHOES, AND REHEARSAL WEAR.**

High School and Jr. High (grades 4-8) Guys: Solid black basketball or soccer shorts or long black athletic pants (plain, no decorations except for a small white stripe down the side or a logo such as *Adidas* is acceptable). Solid black or white tee shirt (crew neck or modest V-neck) with no writing or picture. No rips, tears, or stains. *Optional:* ACA rehearsal tee shirt may be worn (order form in FORMS Packet) **SHOES:** Black jazz shoes, or light weight black oxfords (character shoes). *Sr. Company guys will perform in character style shoes unless directed otherwise. Jr. High guys will perform in black jazz shoes unless otherwise directed. For Rehearsals jazz shoes are acceptable. Athletic shoes or bare feet are not acceptable. ALL GUYS need a gym bag to store rehearsal wear, shoes, uniform clothes, and water bottles in. Please label everything.

REHEARSAL DRESS CODE CONT.

Jr. High Girls (grades 4th – 8th grade): Girls have the option of using the same dress code as the high school girls OR they may opt to wear solid BLACK yoga or dance pants or capris (no sweat pants). The same shirt and shoes requirements for high school girls applies for Jr. High girls. If you opt to wear the character skirt, you must wear tights/or leggings and shorts with your skirt. Black, Pink, or Nude Jazz or ballet slippers or black character shoes (small heel) are worn to rehearsals. Girls will perform in BLACK ballet or Character shoes unless otherwise directed. Please use a Dance or Gym bag to store your clothes and water bottles/snacks.

Leaving Campus

Students may NOT leave campus during rehearsals for any reason, including walking to Quick Trip! Parents may bring food or drink to their child or take them off campus. We encourage students to bring a snack and drink to rehearsal.

Cell Phone Policy

We will comply with the school's policy on cell phones. Student's may check messages during breaks.

Performing Arts Advisory Board

Gale Post –Performing Arts Director - 918-852-2040

Dawn Redden – Assistant Director of Performing Arts / Choreographer

Brooke Baker - Parent Volunteer Coordinator (918-606-9017)

Sofia Brennecke - Intern Trainer/Assists where needed with each show

Erin Merrill - Cast Photographer

Heidi Chambers - Supervisor Trainer Jr. and Sr. productions.

Christy Rowland – Valentine Store Coordinator