

Summerstock Cast & Parent Handbook

St. Mary's County Recreation & Parks



www.stmaryscountymd.gov/recreate/summerstock

Summerstock Cast & Parent Handbook

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Recreation & Parks Information

Welcome to St. Mary’s County Department of Recreation & Parks Summerstock! It is our goal to provide community members with a positive youth development opportunity by offering a progressive community theater production every summer. Each production will help foster confidence and self-esteem while cast members will learn to perform individually and as a group.

Department Vision

A leader in cultivating exceptional leisure experiences in our community.

Department Mission

To provide an enriched quality of life for the community through the preservation of natural, cultural, and historical resources, enhancement of parks and outdoor spaces, and promotion of a variety of leisure experiences.

Departmental Contacts & Summerstock Organizational Structure

Deputy Director of Recreation and Parks	Jessica Hale	Jessica.hale@stmaryscountymd.gov
Recreation & Parks Program Coordinator/Summerstock Producer	Vacant	
Summerstock Director	Wade Thompson	smcsummerstock@gmail.com
Music Director Choreographer Set Builder/Designer Costume Coordinator	Sara Nelson Brooke Howell Gayle Nevis Julia Pappendick	
Recreation & Parks Office Administration	Gloria Edwards Susan Simmerman Darlene Stalcup	Gloria.edwards@stmaryscountymd.gov Susan.simmerman@stmaryscountymd.gov Darlene.stalcup@stmaryscountymd.gov
Facebook Page	www.facebook.com/stmaryscountyrecreation	

Contact Information

Recreation & Parks Director	Arthur Shepherd	301-475-4200 ext. 1800
Recreation & Parks Deputy Director	Jessica Hale	301-475-4200 ext. 1804
Summerstock Program Coordinator	Vacant	301-475-4200 ext. 1807
Registrar & Program Support	Susan Simmerman	301-475-4200 ext. 1801
Main Office/Front Desk	Gloria Edwards	301-475-4200 ext. 1800

Recreation & Parks Main Office Hours

Monday – Friday, 8:00am – 5:00pm
301-475-4200 ext. 1800
webtrac@stmaryscountymd.gov

Online Registration Support

For support, please contact Gloria or Susan at 301-475-4200 ext. 1800 or email webtrac@stmaryscountymd.gov

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Follow Us Online



Inclement Weather Policy

In case of inclement weather Recreation & Parks will announce any closures of department facilities. Please note that the department facilities do not necessarily follow the county public school cancellation schedule. Recreation & Parks also sends out email alerts on inclement weather days during the Winter months. All participants should receive this email. If you do not, please contact the office to ensure your email address is added to the list.

Weather Announcements:

- Visit www.stmaryscountymd.gov/recreate and click on **Announcements & Updates**
- Call the Recreation & Parks Cancellation Line at 301-475-4200 ext. 1840
- Visit Facebook at www.facebook.com/stmarysmdrecreation
- Follow us on Instagram @stmarysrecandparks and on Twitter at #stmaryrecparks
- Sign up to receive text message alerts www.stmaryscountymd.gov/recreate/rptext

How to Request Accommodations

Individuals with disabilities are encouraged to register for general recreation programs. With your registration, please include information regarding your disability and accommodation needed. Two-week notice is required for the Department to make reasonable accommodations based on individual needs for successful inclusion.

Minimum Requirements for Successful Inclusion

The basic eligibility requirements for all programs, camps, classes, and events are listed below. These requirements apply to all participants, regardless of ability level. There may be additional requirements for each program, camp, or class.

- The capacity for each program is based on ratio and logistics.
- Payment is due upon registration. Payments must be received before admission into any program.
- All participants are required to follow the rules of conduct in the Cast & Parent Handbook.
- An individual with a disability may be removed from a program if after interventions and accommodations their behavior is a direct threat to others.
- Must be able to maintain personal care without the support of R&P staff or volunteers.
- Participants should meet the prerequisite age/ skills for the class or program (if required for participation)
- Participant should be willing to participate and actively participate in the program most of the time.
- Ability to function with or without assistance as a member of a larger group (10 or more people)

Please call Crystal Haislip the Therapeutic Recreation Specialist for more information on disability accommodation and inclusion services 301-475-4200 ext. 1806.

General Summerstock Information

What is Summerstock?

Since 1971, Recreation & Parks has offered a summer community theater musical production, available for children and young adults to audition to be a part of this great production. 2023 will be our 41st Summerstock production!

Summerstock Dates & Location

Summerstock will be held July 21,22,23 and July 28,29,30 (Friday-Sunday), with four shows each weekend for a total of eight shows (Friday evening 7 PM, Saturday afternoon 1 PM & evening 7 PM, Sunday afternoon 3 PM). Summerstock has been performing at Great Mills High School since the late 1990s.

Age Requirements

For 2023, the age requirement for cast members ranges from 10 to 21 years old. Age requirements are subject to change.

Audition Dates & Location

Summerstock auditions were held April 14 & 15 at Great Mills High School. If necessary, callback auditions are held later at either location. Video auditions may also be accepted per Summerstock Director approval.

Volunteer Opportunities

In addition to our phenomenal cast and staff, Summerstock relies on parent and other volunteers to assist with duties such as set building and painting, costume creating, assembling, and gathering, and creating props, front of house assistance, raffle & basket sellers, etc. **All Recreation & Parks volunteers** must submit a Volunteer Application and submit to a background check screening. Our volunteer information and application can be found at:

www.stmaryscountymd.gov/docs/volunteerform.pdf

Summerstock Cast/Orchestra/Volunteer Registration

All Summerstock cast members, orchestra members, and volunteers must register through Recreation & Parks to be involved in the production. Registration can be done online www.stmaryscountymd.gov/recreate Online Registration/Special Events (see QR code below!)



Insurance/Liability

Please be advised that the St. Mary's County Department of Recreation and Parks **does not** provide accident or hospitalization insurance for program participants. Parents are strongly advised to have adequate personal insurance coverage for their children. Participation in the Summerstock programs shall be at the parent's and participant's own risk.

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Ticket Information

Summerstock tickets can be purchased online, at the Recreation & Parks Main Office, or at the show one hour before show time.

Evening & Sunday Ticket Prices:

Adult (11-59): \$16.00

Senior (60 & over): \$12.00

Child (10 & under): \$8.00

Matinee (Saturday Afternoon) Prices:

Adult (11-59): \$12.00

Senior (60 & over): \$10.00

Child (10 & under): \$6.00

Comp Tickets

Each cast and crew member will receive two free comp tickets to a show of their choice. There will be an online form distributed that is to be filled out regarding comp tickets. Comp tickets will be distributed the week of the show or can be picked up at Will Call before the show.

Release of Children

At the time of enrollment, parents/guardians will be asked to provide names of designated persons who will be permitted to pick up the child in the parent/guardian's absence. If the person is not listed on the child's Emergency Contacts, parent/guardian may inform the staff in writing through email if necessary. Summerstock staff will verify the identification of the person before releasing the child. Please instruct said person to bring proper identification with him/her into the rehearsal/show location. Staff will make every effort to ensure the safety of a child. If concerns arise, (i.e., alcohol smell, slurred speech, incoherency) staff may contact other parents listed on emergency card or local law enforcement.

General Behavior & Code of Conduct

Participants will conduct themselves in an appropriate manner when participating in Recreation & Parks programming. Participants should refrain from being verbally and/or physically abusive to others. Participants should have respect for authority figures and should respond positively to guidance and direction. Persistent behavior problems may result in dismissal from the Summerstock program. Disciplinary procedures within the department are guided by the type and severity of the behavioral incident as described below:

Minor Incidents: Minor incidents include, but are not limited to, name calling, horseplay, refusing to cooperate (not listening, not following rules, or not following directions), being disruptive, being rude/discourteous to adults, throwing soft objects, minor destruction of property such as tearing up or coloring on other papers, etc.

More Serious Offenses: More serious offenses include, but are not limited to, using abusive/profane language, throwing dangerous objects, participating in physical conflict (hitting, kicking, biting, etc.), and inappropriate social behavior. When a child does not conform to acceptable rules of behavior, the staff will discuss with the child the specific inappropriate behavior that the child has demonstrated, more appropriate behavior, and the consequences for demonstrating further inappropriate behavior. Consequences may include, but are not limited to:

- Being assigned to a "Time Out" or a parent will be asked to assist with redirection. This action will be repeated if necessary.
- Being removed from the group if the behavior causes a distraction and barrier to learning for the other participants.
- Informal or formal parent conferences
- Suspension or dismissal from program (*without refund of fees*)

Zero Tolerance Policy – There is no tolerance regarding the participant's conduct involving infractions that concern the immediate safety of the child, the other participants, and our staff.

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Parent's Rights

Parents have the right to:

- Know their children are in a safe environment where they are free to select from a variety of activities.
- Know what types of programs and activities are being planned and to offer feedback on the kinds of activities the children enjoy.
- Share concerns with the staff at any time about anything they do not feel is in the best interest of their children.
- Know if their child is misbehaving and spend time talking with the staff concerning the matter.
- Know if their child does not report to the program as intended.
- Know when the children will be going any place other than where the program is usually held.
- Be notified when their child has been injured however minor or severe the injury.

Parent's Responsibilities

Parents have the responsibility to:

- Observe the rules of the program as set forth by Recreation and Parks.
- Pay fees on time.
- Inform staff of all relevant issues pertaining to their child's physical, mental, and emotional health; behavior; and/or special needs, so that staff can plan appropriately.
- To keep the child's records up to date with changes in phone numbers and addresses.
- Pick up children on time; contact program staff if they are to be late.
- Let the staff know if their child will not be attending the program for the day.
- Be available to be reached by telephone in case of an emergency; be able to pick the child up or have someone pick the child up within 30 minutes of the call.
- To notify a staff member when another authorized person is picking up a child.
- Inform staff if their child has been exposed to a contagious illness.
- Notify staff of planned vacation and other absences in advance.
- Notify the Registrar in writing of withdrawal from the program at least two weeks in advance.
- To share their concerns with staff members if the program is not meeting their child's needs.
- Be available for parent-staff conferences in a reasonable amount of time, especially in regard to behavioral problems.
- Listen to concerns that staff members have about their child's behavior, and to work through an agreeable solution to any problems that might occur.
- Know about any change in program policy or procedure.
- Know the discipline procedure of the program.
- Replace any equipment that their child is responsible for misusing.

Personal Belongings

Staff will not be responsible for the loss and/or damage to participants' personal belongings brought from home. Participants are asked to refrain from bringing candy, chewing gum, live pets, or money to rehearsals/shows. Weapon-type toys or toys that encourage violent or rough play are prohibited from department facilities.

Individual Cast Photos

Wade will provide a date for cast photos in the future. The cast will be asked to bring a black shirt to rehearsal so they can be photographed for the show program. Must be a plain black T-shirt with no wording or graphics.

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Biographies

Later, the Cast members will be given a form to fill out for their personal and program biography. Please make sure these are completed as soon as possible from when received. You will be given an example to follow.

Social Media Policy

By joining and using R&P's private Facebook page for Summerstock shows, you agree that you have read, understood, and will follow all rules and guidelines outlined here. Postings and discussions will be monitored to ensure that users are adhering to conditions. Recreation & Parks reserves the right to immediately remove all postings that violate the terms of use. In addition, R&P reserves the right to temporarily and/or permanently suspend user accounts in continued violation of these terms, which will be at the full discretion of the R&P Facebook administrators. Violations will be addressed, and the code of conduct will be referenced to demonstrate the offense. Any user found to be in violation of the code of conduct will be removed from the Facebook private group. The opinions, views, positions, policies, and goals posted to, or available on or through, the R&P Summerstock page do not necessarily represent/reflect those of R&P (staff, board, and committees).

User Etiquette & Rules for Posting Content: Use of R&P Summerstock Facebook requires the practice of respectful communication, as well as an understanding of the difference between opinions/constructive criticisms as opposed to derogatory/negative comments. The discussions on the lists are meant to stimulate conversation and provide notification, not to create contention or discourse among our group. Best practice if it bothers you

Recreation & Parks requests that you follow these general rules:

- You will not send, post, or otherwise promote commercial products or services, except sales of St. Mary's Summerstock merchandise if necessary.
- You will not send, post, or otherwise promote offers for contests, giveaways, or sweepstakes unless for the express benefit of/to serve Summerstock fundraising goals.
- You will not post content that is defamatory, abusive, profane, threatening, offensive, pornographic, or violent.
- You will not send, post, or otherwise promote any content that infringes any intellectual property or other right of any person or entity, including, but not limited to, violating anyone's copyrights, trademarks, or service marks.
- You will not knowingly post any spam, documents, files, or other content that contain viruses, corrupted files, or other materials that may cause damage to another's computer.
- You will not use the site to do anything unlawful, misleading, malicious, or discriminatory.
- Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade.
- You will not post any subject matter not directly beneficial to the function of Summerstock.

Participant Liability: It is the sole responsibility of the user to ensure that the posted content is accurate and does not infringe or violate the intellectual property rights or other rights of third parties. Information posted is available for all to see, and comments are subject to all laws concerning libel, slander, harassment, verbal assault and antitrust issues.

Be Courteous, Tolerant, and Keep it Clean: R&P encourages site users to protect themselves and each other when engaging in information sharing and/or online discussions. If you notice a user is in violation of the terms of use, or if you have a technical question, please notify Recreation & Parks at jessica.hale@stmaryscountymd.gov or 301-475-4200 ext. 1804.

Summerstock Rehearsal Information

Rehearsal Dates & Location

Summerstock rehearsals will be held Monday through Friday 5 PM – 8 PM at Carver Recreation Center from May 15 – June 9th.

Rehearsals will then be held Monday through Friday 5 PM – 9 PM at Great Mills High School from June 12 – July 14.

The last week before the show, July 17-20 will be 5 PM – 10 PM at Great Mills High School.

Tech week will traditionally run the week leading up to performances.

There is no leaving GMHS on Saturday July 22nd and July 29th between the shows.

Extra Rehearsal Days & Times

There are two Saturday rehearsals. June 24th and July 15th.

Holidays

There are no rehearsals on Memorial Day May 29th, Juneteenth June 19, or Independence Day July 4th.

Absences

Staff try to be as lenient as possible regarding absences, however, please be advised that multiple unscheduled absences can have an impact on our ability to cast you in future shows. The last weeks of rehearsal are crucial as we finalize the staging of the show. Planned trips in July may impact the ability to cast you in the current show. Inform Wade immediately as needs arise.

Makeup

Closer to the show on the weekend, cast members will be provided a list of makeup that they need to support their role in the show. Please help provide that makeup. Cast members should not share makeup due to hygiene concerns.

Water Bottles & Snacks

Please make sure cast members have eaten dinner before rehearsals or that they have something to eat during break, especially during tech week. Please make sure snacks and water are also provided.

Costume Pieces

In general, Summerstock staff will try and provide all costume pieces that are required. However, there may be costume pieces that your child is asked to provide such as undershirts, socks, belts, etc.

Script

Cast members must pay a \$25 security deposit to obtain a copy of their rehearsal script, which will be refunded after the show once the script is returned. Damaged scripts may not qualify for return of security deposit.

Summerstock Sponsorship & Support

Each year, the Summerstock production is brought to the public by volunteer actors and families supporting their love of theater. Sponsorship and Supporter donations that are collected assist with the cost of each production and any net proceeds are reserved towards to net of future shows.

Summerstock Sponsorship Opportunities

Title Sponsor: \$3,000.00

- Logo/Business name on all advertisements (fliers, billboards, social media releases, banners, front cover of program, PSA's)
- One full page free paid ad in program / 20 free show tickets / advertisement table in lobby
- Use of cast shirt for one business day for in house promotion / appreciation plaque / banner in lobby
- Show poster of cast

Second Tier Sponsor: \$2,000.00

- Logo/Business name on specific advertisements (fliers, social media releases, PSA's)
- One full page free paid ad in program / 10 free show tickets / advertisement table in lobby
- Show poster of cast

First Tier Sponsor: \$1,000.00

- Logo/Business name on specific advertisements (fliers, social media releases, PSA's)
- One half page free paid ad in program / 6 free show tickets / advertisement table in lobby
- Show poster of cast

Summerstock Supporter Opportunities

Exclusive Supporter: \$200.00

- 2 adult tickets to any 2023 Summerstock show and a signed show poster

Premier Supporter: \$150.00

- 2 adult tickets to any 2023 Summerstock show

Local Arts Supporter: \$100.00

Supporter: \$75.00, \$50.00, or \$25.00

Summerstock Sponsorship/Supporter Form: www.stmaryscountymd.gov/docs/summerstocksponsorship.pdf

Summerstock Program Information

Summerstock Program Advertisements

Parents and businesses are encouraged to purchase advertisements to be included in our Summerstock Program, which will be available at the show. In previous years, we had a physical booklet for patrons to pick up, however we are now utilizing QR codes to make our program virtual.

Full Page Ad: \$225.00

- One full page advertisement (5.5 x 8.5)

Half Page Ad: \$125.00

- One half page advertisement (5.5 x 4.25)

Quarter Page Business Ad: \$75.00

- One quarter page advertisement for a business (2.25 x 4.5)

Quarter Page Parent Ad: \$30.00

- One quarter page advertisement for a parent to send a message to their cast member (2.25 x 4.5)

Patron Program Ad: \$15.00

- One patron advertisement (2 x 1.5) – up to two lines of a message (images are not permitted)

Parents and businesses, you can help celebrate our Summerstock productions and take the opportunity to wish your child well or advertise your business all at the same time, by purchasing an ad in our program. Thank you for your support. Advertisements can be emailed to Recreation & Parks after the ad has been purchased – details will be sent out to all who purchase an ad.

Summerstock Show Weekend Information

Dinner Between Shows

Cast will be served dinner between the Saturday matinee and evening shows. Cast will be asked about any food restrictions that should be taken into consideration. Closer to show weekend, signups will be introduced for those interested in helping.

Snacks/Water

Cast will be provided snacks and water that are available in either the costume room or chorus room. Fruit and other healthy items are preferred. Signups will be introduced for those interested in helping.

Show Weekend Fundraising

Before every show and during intermission there will be fundraising tables in the lobby run by volunteers. Fundraising efforts include star grams, stuffed animals, flowers, candygrams, raffle baskets, 50/50 raffle tickets. Fundraising volunteers typically wear cast shirts to show they are associated with the production.

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End of Show Clean Up

After each show, cast members will be asked to ensure that the facility is clean and left as it was when we arrived. Spaces include bathrooms, green room, and stage. Costumes must be returned to where they are stored, and props must be put away.

Strike

After the final show, cast members and any volunteers help clean all the spaces used and get everything out of Great Mills High School. Cast members will be assigned an area to help with. Costumes, set pieces, and props will be sorted into different groups to be returned to where they were borrowed from.

Cast Related Activities

The cast have several traditions they like to continue throughout show weekend. All activities are strictly voluntary for each member to participate in. Activities include:

- Circle Leaders – senior leaders of the cast that are responsible for all activities and lead warmups prior to rehearsals and shows
- Secret Psyche – like Secret Santa (forms will be handed out before show weekend). Gifts are exchanged the second Saturday of the show
- Breakfast at Cracker Barrel – first Saturday of the show the cast likes to have breakfast at Cracker Barrel at 8:30am
- Director’s Gifts – coordinated by the circle leaders to say thank you to the Director and staff. The cast will decide on gifts and how much may be requested in donations.
- Dinner at Red Robin – after Strike on the last Sunday, cast will go to dinner at Red Robin to celebrate
- Cast Party – generally held the week after the show ends at the Wellness Aquatics Center inside CSM which is tentatively scheduled for July 26 from 8 PM to 10 PM and supported by funds raised during fundraisers.
- Cast Photo – prior to the show weekend, the cast will take a cast photo either on stage or at an offsite location. Cast will normally receive a free 11 x 17 photo donated by Summerstock alumni.
- 4 Year Award – when a cast member has participated in four consecutive shows they will receive a plaque from Recreation and Parks commemorating their four years as well as the four shows they were in.

PARENT AGREEMENT

1. I hereby pledge to provide positive emotional support, care, and encouragement for my child participating in Summerstock by following the Parent Handbook.
2. I will encourage healthy behavior by demonstrating positive support for all performers, volunteers and Recreation & Parks staff at every program or event held at St. Mary's County Recreation & Parks facilities.
3. I will place the emotional and physical well-being of my child and other participants ahead of any personal desire to excel or advance.
4. I will insist that my child perform in a safe and healthy environment.
5. I will provide support for volunteers, staff and all individuals working with my child to provide a positive, enjoyable experience for all.
6. I will provide a drug, alcohol, and tobacco-free recreational environment for my child and all other participants. I will refrain from their use at all Recreation & Parks programs and events. I am aware if I am caught smoking, drinking, using illegal substances or bringing them onto Recreation and Parks grounds, I will be removed immediately.
7. I will remember that the youth programs are geared toward children and not for adults. I will remember that the adult programs are to accommodate adults and not for children.
8. I will do my best to make attendance at practices and meets a fun and enriching experience for my child.
9. I will require my child to treat other participants, volunteers, spectators, and Recreation & Parks staff with respect regardless of race, sex, creed, or ability. I will not condone any homophobia, racism, discrimination or hostile environment from myself or my family members.
10. I will address any concerns with the Program Director or the Recreation & Parks staff in private and in a respectful manner. I will refrain from abusive or threatening language. Failure to do so could result in my inability to enter or participate in St. Mary's County Recreation facilities or events.
11. I understand that if any policy is violated by any of my family members it will result in my children or myself being removed from the Summerstock program.

Participant Name:	
Participant Name:	
Parent Name:	
Parent Signature:	
Parent Name:	
Parent Signature:	

CAST AGREEMENT

I understand and agree to abide by all the rules listed below, failure to abide by them will jeopardize my position in the cast.

1. All rehearsals for which a cast member is scheduled are mandatory. If you must miss a rehearsal, are running late notify the director via email prior to the rehearsal. Please understand that absences after July 1 must be limited and may not be approved; the final 2–3 weeks of rehearsal are crucial. Cast members are permitted to miss a total of 5 excused rehearsals. Summerstock is a commitment. By signing this contract and being in the cast, you are committing to being at every performance of the show, which is the point of the entire rehearsal process.
2. Be on time to rehearsal. Three unexcused absences or tardies will result in dismissal from production.
3. Alcoholic beverages, tobacco products and drugs of any kind are prohibited on school property. Anyone caught breaking this rule will be immediately dismissed from production and reported to the police.
4. Rehearsals are closed to family members and friends. Requests for exceptions must be made in advance.
5. After arriving at rehearsal or performance, no one is allowed to leave without clearing the departure with the director, music director, choreographer, or stage manager. For safety, when leaving rehearsal early, cast members will not be allowed to go outside of the rehearsal rooms until parents have arrived on school grounds. Cast members must be off school grounds within 15 minutes of the scheduled end of each rehearsal. Parents, please pick your cast members up promptly.
6. Cast members may keep their cell phones with them during rehearsals. Phones should only be used in case of an emergency, during breaks, to call for a ride, or for Summerstock business. Cell phones must be set to vibrate. Game playing, unnecessary texting, and the use of headphones during rehearsals will not be tolerated. During performances, valuables, keys, electronics, etc., may be handed to the director or stage manager for safe keeping. Cell phones and other personal electronic devices are not permitted beyond the stage door during performances. Summerstock staff are not responsible for lost or stolen items.
7. Per GMHS rules, eating and drinking are not permitted in the auditorium. This includes water, even if it's in a sealable bottle. Eating and drinking in costume is prohibited unless you are covered with a towel, blanket, or other large cloth
8. Do not get your hair cut or change your hairstyle or hair color without prior permission from the director. This goes for males and females and includes facial hair.
9. Lines, music, choreography, and blocking must be memorized! Cast members will be replaced if effort is not consistently put forth. EVERYONE MUST BE OFF BOOK BY JUNE 25!
10. Cast members will treat the director, production staff and crew, and their fellow cast members with respect. Disrespecting others includes the use of foul language, fighting, bullying, rude and self-important “diva” attitudes, and public displays of affection (kissing, cuddling, etc.). Other disrespectful behavior, such as gossiping and trying to turn cast and crew members against one another, is also prohibited. Leave all past grievances at the door and be professional. No one performer or crew member is more important than another. Everyone is a key part in the success of this production.
11. The production staff is in charge. All decisions made by them will be made with the best interest of the show and its cast members in mind. Trust them, their ideas, and their decisions. The Director understands that theatre is a collaborative process. Early in the rehearsal process, you will be given a chance to voice

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your thoughts and ideas on how to improve our production. Once a decision has been made about an issue/concept, whether it was your idea, invest in that decision fully. Please talk to the Director if you have a problem, question, concern, or suggestion.

12. When responding to group emails from Wade, please don't REPLY ALL. Send a NEW message with something pertinent yet distinct in the subject line (so that your reply doesn't get lost in the abyss of everyone else's replies).
13. Please respect deadlines that are provided. This includes memorization, comp ticket requests, event sign-ups, and more.
14. Please take care of yourself. Eat well. Stay hydrated. Wash your hands often. Stretch daily! Bathe regularly. Do not use Axe Body Spray, colognes, or perfumes before or during rehearsals. Do use effective amounts of deodorant.
15. Repeated, persistent, and/or belligerent breaking of the items listed above can and will result in the offender's removal from this and future Summerstock productions.

Cast Member's Name (Print): _____ Role: _____

Cast Member's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Recreation Organizational Chart

