

Audition Information Form

Name: _____

Grade: 9 10 11 12

Address: _____

Home Phone: _____

_____ PA _____

Cell Phone: _____

YES NO – May we include your # in a phone chain?

YES NO – May we send you a group text if needed?

Student E-mail: _____

Names of Parents (for mailing purposes) _____

Parent Email Address: _____

	FALL SEMESTER Teacher Name & Room #	SPRING SEMESTER Teacher Name & Room #
Block One		
Block Four		
Homeroom		

PREVIOUS EXPERIENCE

(list most recent – or include a resume on separate sheet)

<u>Date</u>	<u>Show</u>	<u>Role/Crew</u>	<u>Location</u>

Do you feel able to handle a lead role? YES NO Why? _____

Will you accept any role offered to you? YES NO (Explain, if necessary)

Would you be willing to kiss on stage? YES NO (Explain, if necessary)

Would you be willing to alter your appearance by any of the following:

wearing wigs? YES NO cutting/dying your hair? YES NO

facial hair? (men) YES NO dressing as opposite gender? YES NO

Describe any other talents you possess that might be useful in a theater.

PAPERWORK NEEDED AT AUDITION:

*This audition form, with signatures

* Parent Survey

*Calendar – with any conflicts listed – this is a commitment of your time, list anything that conflicts!

*Code of Conduct (required once for all theatre activities for this school year)

*Drug Screening (if not already on HS list)

*Sapphire printout of current grades (print page 1 of 1 - 'chalkboard' overview/screen)

3) Are you an inducted Thespian for our Troupe #274

YES NO

4) CALENDAR CONFLICTS: Please mark any unavoidable conflicts on the calendars below. Specific dates/times for each crew to hold work sessions will be posted on the PM Theatre blog & Moodle site. Some will work after school, others will work in the evenings.

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5) PMP is primarily a self-supporting organization. EVERY cast/crew member is asked to strive to bring in \$100 of profit to offset production expenses – through sponsorships (businesses or individual donations) as well as ticket sales. Only ticket sales ordered in advance can be tracked for individual credit, though. Tickets purchased in the lobby on show nights do not qualify. How do you plan to help finance our production?

SPONSORSHIPS – Individuals SPONSORSHIPS-Businesses ADVANCE TICKET SALES

6). Please list three PM teachers who would recommend you, and can vouch for your work ethic & accuracy.

1. _____ Subject: _____
2. _____ Subject: _____
3. _____ Subject: _____

Theatre Program – Parent Help & Support Needed

Please fill in the blanks with the requested information and return this page along with the enclosed paperwork. Paperwork can be submitted to Mrs. Melissa Mintzer at PMHS in room 209, at Thespians club meetings, or to her PMHS mailbox in the main office. Specific questions about parent involvement can be sent via email: Melissa.mintzer@penmanor.net or voice mail: 717-872-9520 x1515

Parent Name(s):	
Student Name:	
Address:	
Home Phone:	
Cell Phone:	
Parent Email address(es):	

Please mark as many of the jobs/donations listed below that you could help do. Remember that the more volunteers we have, the easier the jobs are for everyone. Get together with friends who also have children in the theatre program and encourage each other. ("If you do it, I'll do it" works great!) These activities have been long-time traditions for the theatre program, so you will not need to start from scratch – but we do need go-to people and manpower to rely on for help. Please also plan to attend our monthly meetings – they last no more than ONE HOUR – and meeting dates are always posted on our PM Theatre blog: blogs.penmanor.net/mmintzer

APPLAUSE!! BOOSTER GROUP PROJECTS

✓	Activity	Description
	Attend monthly meetings	Typically held on Tuesdays from 6:30-7:30 pm, rm 209
	Rose Sale – Chairperson	Collect forms, place group order, set up lobby display at shows. District volunteer clearances required.
	Rose Sale – Worker	Work shift(s) in lobby on show nights. District volunteer clearances required.
	Concession Stand – Chair	Oversee concessions – inventory & arrange for items to be purchased. District volunteer clearances required.
	Concession Stand - Worker	Work shift(s) in lobby on show nights. District volunteer clearances required.
	Concession Stand – Donations	Bake or donate refreshments.
	Cast Party – Chairperson	Serve as liaison with venue. Collect permission slips, arrange for refreshments. District volunteer clearances required.
	Cast Party – Chaperone	Work a shift at cast party (held after final Saturday performance) District volunteer clearances required.
	Annual Banquet – Chair	Breakfast With the Stars held in the spring. Be liaison with venue, collect RSVP forms from students and staff. District volunteer clearances required.
	Banquet Committee	Willing to help organize and plan recognition banquet

PMP PRODUCTION SUPPORT FOR FALL/SPRING SHOWS

✓	Activity	Description
	Costumes	___Willing to help find items at secondhand stores. ___Will help with costume assembly/sewing. (instructions/kit provided)
	Set Construction & Painting	Help to build and paint sets. District volunteer clearances required.
	Fundraising	Help to raise funds to offset production costs & help to fund special activities. Ie. Pizza/Sub sale, Chinese Auction, restaurant nights, etc. District volunteer clearances required.
	Sponsorships	Contact local businesses & individuals to make a donation to our program. \$5 -\$250. Advertisements in program available also.
	Any other ideas/talents	

Penn Manor Productions – PMHS Theatre Program
STUDENT EXPECTATIONS & RESPONSIBILITIES

Rehearsals & Work Sessions

-Rehearsals for cast members will be held in the evenings and after school as needed. Schedules will be set at the beginning of the production process. Typically, rehearsals will be from Monday thru Thursday. (Attendance is required on ALL CALL days and days when your character is called.) If your character is not in that day's rehearsal, you do not need to attend.

-Crew members are expected to attend all scheduled work sessions. If you cannot attend, you should notify the staff member in charge of that crew as far in advance as possible. Only reliable, consistently working crew members will earn recognition in the program booklet and thespian points.

-There will be at least several ALL CALL Saturday sessions. Everyone (all cast, crew and pit) should plan to attend when needed! The final Saturday prior to performances will be a full run-through (dress rehearsal). Other Saturdays will be used for additional rehearsal, and tech preparations.

Performances

- Public performances are on the school calendar, and all tickets/seats are reserved on a first-come basis.

- **Set Strike and Costume Return/Packing** will follow the show – tentatively scheduled for the Monday & Tuesday following the final show. Everyone should plan to attend! We need to return the auditorium to a plain stage and need everyone's help!

Student Responsibilities

1. To abide by all school district policies regarding involvement in extra-curricular activities. This includes submitting all necessary paperwork for eligibility – a code of conduct form, weekly grade reports and enrollment in the drug screening program.
2. To attend all required rehearsals, as scheduled, which includes making transportation arrangements to arrive & depart rehearsals promptly. Additional sessions may be added, if needed. Schedule changes will be announced as soon as possible, and a phone chain will be put in place for any last-minute cancellations. In the event of an early dismissal due to inclement weather, it is district policy that all after school activities are automatically cancelled. All absences need to be approved by a member of the directorial staff. Please notify in advance, and in writing, whenever possible.
3. All students **MUST** be on time for rehearsals, work sessions and performances. You need to be prompt & prepared. All students must be present for their entire rehearsal or performance as printed on the schedule.
4. A written note from a parent/guardian is needed for any absence or tardiness from a rehearsal or performance. If a student is late 3 times, that will count as an absence. **The directorial staff reserves the right to eliminate or reduce your role in the show for chronic attendance issues, misbehavior, or academic ineligibility.**
5. To strive to contribute \$100.00 worth of profit. This can be accomplished through soliciting ads/patrons, as well as turning in advance ticket orders by the established deadlines.
6. To provide items relative to my costume, shoes, etc. (when needed)
7. To maintain academic eligibility. If any grade is less than a 60%, you may not participate. If a grade is between a 60-70%, you must attend a mandatory tutoring session. Eligibility reports are printed by Mrs. Mintzer on a weekly basis – if you have a low grade, you will receive a memo and you'll need to get your teachers to initial next to your course grade for their class as needed – particularly if the grade listed is not up to date. (This allows them to make any comments to theatre staff, as well as other input, since

Sapphire is not required to be updated on a weekly basis.) **You must maintain your eligibility to participate each week. You will not be permitted to rehearse/work with a failing grade in any class or if you fail to get the memo signed and returned in a timely manner!**

8. The parent booster group (Applause!!) works to organize a party for all active cast, crew, and pit members. It is held immediately following the final Saturday evening performance. No guests are allowed – only cast and crew members may attend. Crew members must complete a minimum of at least 10 hours worth of work to be eligible to attend. Applause also handles the souvenir DVD's, recognition banquet, concession stand, and rose sale – please get your parents to pitch in somehow! There will be one meeting each month, which lasts no more than one hour. We truly do need their help! **Parents must also complete the enclosed survey – we really want every student to return a paper. We will use SignUpGenius as our primary source to gather and track jobs and donations needed.**
9. ITS members will act as ushers for each performance, but if that is their only function for the show, they may not attend the cast party. Ushering is a requirement to maintain their membership in club. Ushers may also be crew members, but are subject to the ten-hour minimum.
10. All students involved onstage and behind the scenes may qualify to earn theatre points, which makes them eligible for induction into the national International Thespian Society (upon earning a minimum of ten points.) One point is the equivalent of 10 hours of time. There is a maximum amount of points allowed for each crew/role performed. For more information, visit www.edta.org. **The guidelines for induction are very specific – and points are earned based on the number of hours worked backstage – so timesheets must be maintained accurately, signed by a staff member, and submitted for credit. Every time you do something that relates to the theatre program, this time counts for credit towards induction & other theatre honors – but you must have an adult supervising the activity & submit a timesheet for credit!
11. We want everyone to learn about all aspects of theatre, and have fun doing it! But we also have high expectations for each student's level of commitment and responsibility for this production.

Keep up to date with everything going on with Penn Manor Theatre!

Facebook: Penn Manor Theatre

Instagram: @PMTheatre

Twitter: @PMTheatre

Blog: blogs.pennmanor.net/mmintzer