

ON THE 20th CENTURY

Student Information & Absence Request Form

Please print CLEARLY!

Student Name: _____ Student Email: _____

Parent Name: _____ Parent Email: _____

Parent Home Phone: _____ Parent Cell Phone: _____

Emergency Contact Name: _____ Phone: _____

ALL musical rehearsals and meetings are MANDATORY.

If you have a **major event** on your personal or family calendar that may result in you missing a rehearsal, meeting, or performance, please list it below. Any absence may affect your eligibility for any part and limit your future participation in the theater productions. A request for any absence must be submitted in writing and approved at least three weeks in advance by Mr. Hunsberger (provide the reason for the absence, as well as the specific date, day of the week and times involved.) ANY variation you must make to the rehearsal or performance schedule (including coming late or leaving early) MUST be reported to Mr. Hunsberger. Notifications made to anyone else are NOT acceptable.

1. Absence Date: _____ Time: _____

Reason for absence: _____

2. Absence Date: _____ Time: _____

Reason for absence: _____

We, the undersigned, agree to abide by all USCHS Musical Rules (see musical information packet) and accept the student's responsibilities for the assigned cast, orchestra, or crew position(s). We certify that we can access the musical calendar online at uscsd.org/musicalcalendar to view the rehearsal schedule and times. **We agree to submit all required paperwork and fees by the deadlines.** We understand that failure to attend a single rehearsal, meeting, or performance could result in a student losing a cast part, crew membership or student staff position. If selected as a student staff or crew head position, the student promises to attend weekly staff meetings.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please return this completed form to Ms. Gibson (room 201) by Wednesday, November 9, 2022

(A box marked "20th Century" is just inside the door.)

Student Rules & Regulations

Upper St. Clair High School Musical

1. **HEALTH & SAFETY MEASURES:** Follow all current district health & safety measures.
2. **ATTENDANCE** to all posted musical rehearsals, meetings, and shows is **mandatory**. Absence requests must be indicated on the provided Student Information and Absence Request form. Arrive promptly and remain in designated areas until excused by the production or student staff. In the event that a scene is blocked or choreographed during your absence, the Directors **are not** obligated to add students later or hold additional rehearsal(s.) We have a VERY SHORT production season! **As per district policy; students are not permitted to leave during regular and extended rehearsals until dismissed by a member of the production staff. Students must attend at least half of the school day to be eligible to participate in musical activities at night.**
3. See [Music / Rehearsal Calendar](#) for the most up-to-date production schedule. *Note:* The musical staff reserves the right to update the schedule as needed. Directors may replace students who miss their assigned times or who are unable to perform their parts due to lack of preparation or for health and safety reasons. **Contact Mr. Hunsberger to handle schedule conflicts.** Rehearsals are often scheduled on in-service days. For double-cast roles; breakdown of cast members performing for each show will be provided prior to ticket sales.
4. You are responsible for the following:
 - a. PUBLICIZE: Share show dates and ticketing information!
 - b. Meet your *Ad Sales* requirements, by selling Program Ads and *Friends of the Theatre* listings. **NOTE: Monies raised do NOT contribute to a student's costume fee or t-shirt order.**
 - c. Provide additional costume items as requested by the costume department OR performance dress.
 - d. Plan ahead! Arrange transportation to/from rehearsals.
 - e. **Keep up with your academic school work!**
5. You are responsible for all announcements posted on **REMIND**. You must check the Musical REMIND and your email **twice** daily for updates and announcements!
6. Follow all staff instructions to the best of your ability. **Ask questions** if you don't understand the instructions.
7. Cast members will be provided with major components of their costume as needed for their role. Cast members will be responsible for providing their own footwear and undergarments unless otherwise directed, and may be required to obtain other pieces as needed. **Absolutely no food may be consumed while in costume.** All costumes are the property of the Costume Department and may not be altered or changed in any way except by the Costume staff. All costumes must be returned in good condition after the final performance closing night. Students will be responsible for the replacement cost of any lost or damaged costumes or pieces. When requested to report to the costume department for measuring, fitting, alterations, etc., **cast members MUST report!**
8. During Dress Rehearsals and Performances, all cast members must be in **complete and appropriate** costume and make-up, and use the proper props for assigned scenes and curtain calls.
9. **Do not talk** backstage or in the hallways outside the theatre; sound carries very easily to the audience. If you **must** communicate, whisper!
10. Remain in designated dressing rooms and waiting areas throughout the performances. Do not **loiter** in the hallways. Avoid doorway areas during the entrances and exits of other actors and during crew shifts. Performers and crew members can ruin a performance if seen by the audience.
11. Practical jokes/pranks/gestures, unauthorized alteration of props/sets/lines/music/dance, improper or incomplete costume or dress, or any other disturbance of a rehearsal or performance are a safety issue and can tarnish the school musical's image or reputation of professionalism, and are therefore **strictly forbidden**.
12. Absolutely no food or drink is permitted backstage or in the theatre! For designated longer rehearsals in February/March, bring a bag lunch. **Do not leave the building for any reason!**
13. Curling irons/straighteners necessary for dress rehearsals/performances may be used in designated areas only. **Absolutely no other electrical appliances are permitted!**
14. **Dressing Rooms:** Only the leads/dancers with frequent costume changes who are assigned to dressing rooms may enter them **at any time!** Unauthorized use of dressing rooms is grounds for disciplinary action. No costumes/props/personal belongings may be left in them. Any damage will be charged to the student(s) assigned to the dressing rooms, and the privilege will be revoked!
15. In keeping with school policy, absolutely **no** possession or use of alcohol, illegal drugs, e-cigarettes, vape pens, or tobacco of any kind is permitted during rehearsals, meetings, performances or other activities of the musical.
16. **Unauthorized** students are not permitted in the Box Office, Costume Room, Control Room, Pinrail, Music Offices or Scene Shop at any time.
17. Use of any electronic device/earbuds while on stage or backstage is a safety hazard and is **strictly forbidden!**
18. Do not bring valuables! The adult and student staff will not be responsible for any theft or damage to student property.
19. **Theatre Angels:** Parent volunteers are needed for a successful production. Parent(s) may contact one of the producers for information about volunteer opportunities/required clearances.
20. All financial obligations must be met to continue participation in Spring Musical. To be **eligible to participate** in musical auditions, crew work sessions, or rehearsals/performances, all students must be in financially good standing with the musical program. All fees must be paid; robes, ticket charges and costumes/props must be returned/reimbursed from previous Fall Play, Choral, Band/Orchestra, Musical and Thespian productions.
21. **All** *Student Handbook* Rules and Regulations shall apply to **all** musical activities: meetings, rehearsals, performances, and Company Party.
22. At the discretion of the Producers, any student who fails to abide by these rules may: 1) Be suspended or expelled from musical activities up to the remainder of the season; 2) Become ineligible to participate in one or more rehearsals, meetings, or performance; 3) Lose or be reassigned to a new cast, crew, or student staff position; 4) Be issued disciplinary action by Administration.