

# LHS Productions

## Company By Laws

*Please read through this document carefully- each member of the Companies will be accountable for the information and policies outlined herein.*

Congratulations on your decision to audition for the MUSICAL THEATRE COMPANY or ACTORS' COMPANY at Layton High School. It is a wonderful to express your talents and learn new skills, but we also want everyone to understand the level of commitment required to participate in these Companies. To make this program run more effectively, the following by laws have been set forth. If selected as a COMPANY MEMBER, these guidelines will be evaluated each term as part of your grade and for future participation in the PRODUCTIONS COMPANIES. We appreciate your support of these standards. Thank you.

1. **DEDICATION**- As a member of either COMPANY, you are accepting the responsibility to carry on the quality of LHS Theater. This means you are willing to commit the time and effort it takes to prepare for the shows, *adjust your schedules* and other commitments to attend all required rehearsals, practices, costume meetings, etc., necessary to produce great quality shows.
  - a. Membership in either COMPANY is a FULL-YEAR commitment. We work hard to create a cohesive, bonded company, and when members leave mid-year, for whatever reason, it causes a rift. When selected to be a member of a performing COMPANY at LHS, understand that you are committing for the entire year.
  - b. If you intend to participate in other LHS activities, i.e. SBO duties, sports, debate, etc. this must be communicated with Mrs. Helwig BEFORE auditioning for either company, and may affect casting of shows.
  - c. If you are cast in a production outside of school, you agree to make the COMPANY shows your priority and communicate any conflicts with your outside director and Mrs. Helwig BEFORE accepting outside roles. A yearly calendar will be provided to you by the beginning of the school year. Please mark all dates on your personal calendars. While we endeavor to adhere to the calendar we send out, sometimes it is necessary to make adjustments, please keep this in mind.
2. **ATTITUDE**- You are expected to model a positive, supportive attitude toward the productions, other cast members, the production staff, and the adult volunteers who help run the program. During rehearsals as well as during the show, please limit your comments to those that are positive, uplifting, and morale building. **Negativity has no place in either COMPANY** and should not be indulged either in the smaller COMPANY productions, or in the Main Stage All-School Musical.
3. **PARTICIPATION**- The grades in both COMPANY Classes are determined almost 100% by daily participation in class, as well as any outside rehearsals that are called. There will be MANY outside class hours of rehearsals and performances. Participation points cannot be earned if you are not in class or at rehearsal, for whatever reason. Each tardy will also result in lost participation points, as does not having the proper shoes or clothes, chewing gum, inappropriate cell phone use, disrespect, etc. Theatre critiques of outside shows also make up a significant portion of your grade in a COMPANY Class.
4. **TEAMWORK**- No one's role is any more important than another cast member's is. It takes the effort of the whole cast to make a successful show. COMPANY MEMBERS are expected to create a positive environment for all cast members to feel important, and to take the lead in working together as a team. A COMPANY MEMBER, who is cast as a lead in one show, might be needed as an ensemble member in the next one. COMPANY MEMBERS are expected to perform whatever part they are given, to the best of their abilities, at all times.
5. **SCHOOL WORK**- All COMPANY MEMBERS are required to maintain a **2.5 GPA** at all times throughout the year. COMPANY MEMBERS will be asked to give evidence of their GPA several times

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throughout the year, including at mid-terms and each quarter. Students who do not maintain a 2.5 GPA will be placed on probation and will be given until the next half-term to bring their GPA back into good standing. COMPANY MEMBERS with U's or F's will not be allowed to perform or compete, and may lose their role, or their place in the COMPANY, if the grades are not brought back into good standing within the allotted time period.

6. **CELL PHONES** - Use of cell phones and other electronic devices will **not** be allowed during classes, rehearsals or performances. Please keep your phone stowed away during class time, even if you are not actively rehearsing a scene or musical number at any given time. Beginning with dress rehearsals of all productions, cell phones will be checked in by the Stage Manager and stored in a safe place until the end of the show each night. Layton High will not be responsible for personal stolen items. If a cast member needs to call a parent or guardian after call time for any reason, there is a phone available for them in the Little Theater Box Office. NO cell phones may be used from "call time" until the "final curtain" bow. **Parents, please encourage your COMPANY MEMBER to adhere to the cell phone policy.**
7. **MAIN STAGE ALL-SCHOOL MUSICAL**- MUSICALTHEATRE COMPANY MEMBERS and ACTORS' COMPANY MEMBERS are *strongly encouraged, although not required* to audition for and participate in the Main Stage Musical each year. The participation fee for the Main Stage Musical is \$100 and will be assessed in addition to the other COMPANY fees. COMPANY MEMBERS form the elite core of performers for the Main Stage Musical, from leads to step-out roles to ensemble members. COMPANY MEMBERS are expected to set the standard of excellence for the rest of the cast. This includes behavior and attitude during the rehearsal period, following the guidelines of this **LHS Productions Contract**, agreeing to costuming decisions and deadlines, costume upkeep and care, **promptly paying fees**, and following the directions of the production staff.
8. **PREPARATION**- COMPANY MEMBERS should come to rehearsal/class with dialogue and music prepared. Begin memorizing your lines, music and lyrics early in a rehearsal process so you can help others. This takes hard work and extra effort but expedites the rehearsal process immensely, and is expected of COMPANY MEMBERS.
  - a. MUSICAL THEATRE COMPANY MEMBERS are responsible for learning your **own** words and **own** songs on your **own** time. The Music Director will take time to go over songs and "polish" them, but the initial learning and familiarization with the songs should happen on your **own** time.
  - b. All COMPANY MEMBERS are expected to have appropriate shoes EVERY DAY, even if it was not specified that particular dance shoes would be required. Be prepared for ANY kind of rehearsal, as plans change and schedules might be adjusted at the last minute if necessary. Dance shoes may be left in the Little Theater for your convenience. Flip flops or sandals are never acceptable for dancing.
  - c. All COMPANY MEMBERS will be expected to be off-book before blocking rehearsals begin for any play or musical.
9. **FINANCIAL OBLIGATIONS**- Being a COMPANY MEMBER can be expensive. Costuming, individual character props, hair pieces, make-up, participation fees, the cost of dance shoes and other financial obligations will be incurred. Parents should be aware of these additional costs and understand the financial commitment they are agreeing to when their student is cast in either COMPANY. Students will also be asked to attend one outside theatre performance each term and write a theatre critique on the performance. The cost of tickets to these performances will be the responsibility of the COMPANY MEMBER. Transportation to and from the performances will also be the responsible of the COMPANY MEMBER, unless otherwise indicated.

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10. **“LOVE YOUR THEATRE” DAYS**- *All members of the Musical Theatre Company and Actors’ Company will be required to attend our Love Your Theatre days, the dates are August 11-12, 2023. This is an important time for the new companies to get to know each other, bond, clean, play, and get ready for the new school year. Love Your Theatre Days will take place at Layton HS and various nearby locales. It is NOT an overnight event. More information will be forthcoming. Please mark these dates in your calendars now.*
11. **UTAH SHAKESPEARE FESTIVAL/RETREAT** - *All members of the Actors’ Company and the Musical Theatre Company will attend the Utah Shakespeare Festival October 4-7, 2023 (dates subject to change). This is a wonderful opportunity to meet other students, support fellow actors, take great workshops, see amazing theatre, and make wonderful memories. This year BOTH companies will attend, as well as a select number of Stage Crew students. A participation fee (\$500) for each student covers the cost of Retreat and some of the meals (there will be 2-3 that the students will need to plan for), as well as various social activities throughout the year. Jackets will be assessed later, around \$60. (As of today, we are still planning on attending the Shakespeare festival- if that changes we will communicate that to everyone ASAP.)*
12. **COMPETITIONS**- ACTORS’ COMPANY, MUSICAL THEATRE, THEATRE 3 and THEATRE 4 students are all invited and encouraged to prepare scenes and monologues to participate in the Region and State Competitions in March and April 2024. There will be an open audition for those who wish to be considered for a competition slot, and coaching will be available. Students must be in good standing at school, with no Fs or Us, in order to compete.
13. **COSTUMING**- Costuming decisions for ALL shows fall under the direction of the Head Costumer who works directly with Mrs. Helwig.
  - a. For shows produced in the Little Theater we do our best to pull from existing stock, or borrow or rent from other theatre groups, but COMPANY MEMBERS may be asked to provide all or some of the costumes used in various productions.
  - b. All COMPANY MEMBERS will be expected to provide their own undergarments, including but not limited to tights, Spanx, shoes, socks, Under Armor, leotards, hair accessories, etc in conjunction with their character/ show needs. A full body leotard for changing is required for each female cast member. Body Armor type underwear and a t-shirt/tank top is required for all male cast members.
  - c. COMPANY MEMBERS agree not to change their general appearance or cut their hair drastically without checking with Mrs. Helwig or the costumer first. Short trims are fine. Shaved heads, dyed hair, radical changes in length, etc. need to be cleared first. Boys may be asked to grow out their hair or perhaps facial hair for a particular role or show.
14. **GUM CHEWING**- will never be abided in class or rehearsal.

**Parental Support Commitment**- Parents of COMPANY members must be aware of, and agree to, the extra level of time, commitment, and resources it takes for their student to be a COMPANY MEMBER. Company Parents are asked to provide ten (10) volunteer service hours per Company show as well as serving as volunteers for the LHS Main Stage Musical, if your student participates. Main Stage Musical parents are asked to provide ten (10) volunteer service hours to our Main Stage Musical. Committees include: Set construction, playbill ads, symposium, ushers, concessions, etc.

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Please sign and upload this page *ONLY* of the **Standards and Guidelines** to the audition form with your Audition Form at your *COMPANY* audition. Please retain the rest of the document to refer to as needed throughout the rest of the year.

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### MUSICAL THEATRE COMPANY and ACTORS' COMPANY CONTRACT:

I have read the above outlined by-laws and **ACCEPT** and agree to follow these **Standards and Guidelines** as a MUSICAL THEATRE COMPANY or ACTORS' COMPANY member at Layton High School. If I do not follow these guidelines, I understand that I may be asked to leave the COMPANY at any time.

\_\_\_\_\_  
**Print name of Student**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

I have read and agree with the above stated Standards & Guidelines in order for my child to participate as a COMPANY member/main stage cast member at Layton High School. I also agree to provide the parental support of ten (10) volunteer hours needed for my student to be successful as a COMPANY member and understand they may be asked not to participate in the COMPANY if these by laws are not followed.

\_\_\_\_\_  
**Print name of Parent/Guardian**

\_\_\_\_\_  
**Signature of Parent**

\_\_\_\_\_  
**Date**