



solano youth theatre

Welcome to Solano Youth Theatre! Our on-going mission is to provide young people with terrific experiences in the world of theatre. Here are the answers to some of the questions you may have about our rehearsal and production process.

What is Solano Youth Theatre? SYT is the award-winning youth theatre arm of the Solano College theatre program.

Our mission is *“to inspire, nurture, challenge, amaze, educate, and empower young theatre artists via top-quality performing experiences.”*

With our programs, we seek to stimulate, celebrate, and enhance young actors’ and audiences’ understanding of themselves and others through the shared magic of live theatre.

What ages does SYT serve? Solano Youth Theatre is open to all students; however, performances are geared for students in grades 1 through 12 (ages 6 through 19). See www.solano.edu for detailed enrollment information.

What shows and workshops are being offered in my area, and where/when do they rehearse and perform? Please see the “Info at a Glance” fact sheets included in this packet.

Does a child need to have acting experience to participate? Absolutely not! We do our best to provide a safe yet exciting experience for beginning students, as well as a healthy challenge and more advanced training for "seasoned veterans."

Are there auditions to get in? If the description says “BY AUDITION,” then your enrollment in that workshop or show will be contingent on a successful audition. Most of our shows and workshops, however, do NOT have auditions to get in; we accept all interested applicants up to our enrollment limits, regardless of previous training or experience.

How do you cast the parts in the shows? Once rehearsals begin, friendly, supportive "in-house" auditions are held to determine casting. We pride ourselves on our ability to find developmentally appropriate and rewarding roles for all of our young performers.

How much does it cost? Students must pay two fees in order to participate. The Solano College enrollment fee is currently \$26.00 per unit. Students who are enrolled in K-12 are not charged an enrollment fee. All students are required to pay the Health Service Fee and the Student Records Fee, which currently total \$5.50 for the summer session. Please refer to “Fees/Refunds” on the Admissions page of the Solano College website at www.solano.edu.

The second fee is a production/workshop fee that helps to underwrite the cost of workshop and production expenses such as specialty instructors, facility rental, instructional materials, sets, costumes, lighting, props and other technical elements. The cost for our summer session is \$200.

Do you offer financial assistance? Yes! We offer installment payment plans, as well as a limited number of need-based scholarships. Ask us for an application if you are interested.

Are there ever any discounts? YES! You can earn production/workshop fee discounts by:

- a) registering at our official Registration Fair (\$25 off)
- b) enrolling two students from the same family during the same semester (\$25 off for each student)
- c) Registering for more than one session (\$50 off)

Multiple discounts are possible. Please see the payment form for more information.

How do I sign up? Simply fill out a registration packet and turn it in with payment at our Registration Fair or at the first class meeting*. **KEEP THIS INFORMATION PACKET** for future reference. Complete an Application for Admission for Solano Community College in addition to downloading and printing out a Special Admission Form at www.solanoyouththeatre.com,

How do I find out about future SYT programs? To join our mailing and e-mail list and automatically find out about future workshops and productions, you may do any of the following: visit us online at www.solanoyouththeatre.com, clicking on the "Join Our Mailing List" button, OR send an e-mail to syt@solano.edu, OR phone us at 707/863-7841.

****Please bear in mind that students may not attend classes until they are registered in the college section and some sections may already be enrolled to capacity by the first day of class, so it is always a good idea to apply and register early.***

Course Syllabus and Production Policies

After reading this document, be sure to locate, sign, and return the “Student Agreement,” which is part of the registration packet. We strongly suggest that you keep this document for future reference.

Course Title and Description

- Theatre Arts 105 – Beginning Applied Drama: A practical workshop in acting, singing, and/or movement for the theatre.

Enrollment

- Enrollment is open to any student up to the section limit. **All student paperwork must be completed and turned in, and the student registered in the appropriate Solano College section before the student will be allowed to attend class or rehearsals.** Please visit www.solano.edu for more information on how to apply and register on-line.

Transportation to and from Classes and Rehearsals:

- Students and their families are responsible for arranging suitable transportation to and from all classes, rehearsals and related events. Families interested in carpooling will be given the opportunity to share contact information to facilitate ride-sharing.
- For safety reasons, parents/guardians are asked to drop off their children no earlier than FIFTEEN minutes before the stated start time and pick them up no later than FIFTEEN minutes of the scheduled ending time. SYT is not able to provide supervision outside of these hours, and our rehearsal locations do not provide for waiting areas.
- **Students must be picked up within 15 minutes of the announced release time. After 15 minutes, the family will be charged \$1 per minute that a staff member must remain on his/her own time to watch over your child.** The student will not be readmitted to rehearsal until this fee has been paid.

General Attendance Policies – Classes and Productions:

- Coming to class or rehearsal more than thirty minutes late, or leaving more than thirty minutes early, is considered a full absence.
- More than three unexcused absences, for any reason, may result in the actor being dropped from the class or show.

Special Attendance Policies – Productions (only):

- All rehearsal conflicts must be noted via the Conflict Sheet. Any revisions to the Conflict Sheet must be handed in, in writing, prior to callbacks/casting.
- Students with an excessive number of anticipated conflicts may not be cast, or may be cast in smaller roles. Students who are being considered for leading roles may be asked to eliminate certain conflicts before they are cast as a lead.
- Once rehearsals begin, only absences due to illness, or which have been pre-approved via this conflict sheet, will be considered excused.
- Since our staff does not have the time to “catch up” actors on material they have missed, any absences from a scheduled rehearsal, excused or unexcused, may result in the actor being excluded from a given scene or musical number. If the actor can later demonstrate to staff that he or she has mastered the missed material, he or she may be permitted to rejoin the scene or musical number, at the staff’s discretion.

- Absences are not permitted during the ten days leading up to the first performance. If you know you have a conflict during this time you may want to look into participating in another city with different dates or possibly skipping this semester. Any actor who is absent during tech/performance week will be dismissed from the show.

Grading

- All participating students are assigned letter grades by the instructor. Grading criteria include attendance/punctuality, attitude/effort, and overall improvement. Students who are frequently absent or tardy, for whatever reason, necessarily are not able to progress as far as other students and will generally earn a lower grade. Students whose on-going behavior or focus need improvement may also fail to get everything possible out of the course (as well as detract from other students' experience), which will also lead to a lower grade. In short, an "A" grade is not guaranteed, but is reachable by the majority of students who take the experience seriously, apply themselves, and put in the time and effort required to achieve personal improvement.

Materials Needed for Class and/or Rehearsal:

- Comfortable clothing (no outdoor jackets, and no excessively loose or tight clothing) in which he/she can move, dance, and sit on the floor. Midriffs should remain covered. Long hair should be tied back so it is out of the actor's face.
- Sneakers or jazz shoes (no platform shoes, slip-ons, sandals, or open-toed footwear).
- Three-ring binder for handouts, including script, score, schedule, and other written materials. Please mark the student's name on the binder.
- Pencils (we suggest mechanical pencils since it's usually hard to get to a sharpener).
- Water in a sport bottle. Please mark the student's name on the bottle. Dry snacks may be brought to class/rehearsal as long as they are consumed at break time in approved areas only.

Expectations for Student Behavior

- Please see the "Student Agreement" for details on SYT's basic expectations for attendance and behavior.
- Behavior problems will be dealt with informally to start, with persistent problems potentially leading to any of the following: a "tag out," temporary removal from rehearsal, suspension from rehearsals pending a parent conference and a specific behavior contract; a final warning; dismissal.

Parents at Class Meetings, Rehearsals and Performances

- Since students often react negatively to the presence of their parents at classes and/or rehearsals, and due to our very limited meeting space, SYT does not permit family members and/or friends to observe classes or rehearsals. •

To minimize disruption, no informal parental video taping or photography is allowed at any time. Families may order professionally produced production photos through our affiliated vendor.

Policies Regarding Recording Devices at Rehearsals & Performances

- The use of recording devices of any sort is expressly forbidden during rehearsal's performances, class meetings or any other gathering of Solano College Theatre,

Solano Youth Theatre or Teen Touring Company. Violation of this policy is grounds for immediate dismissal from the classes and programs at Solano College Theatre. Furthermore, any recording devices such as video cameras, cell phones or cameras shall not be permitted in rehearsals at any of the college's sites. If found, devices will be confiscated and returned only to parents.

- A posting of unauthorized recorded materials or logos of Solano College Theatre, Solano Youth Theatre and Teen Touring Company on the internet in any format is expressly forbidden and potentially a violation of copyright subject to civil penalties.

Withdrawal:

- **All requests to withdraw must be submitted in writing** to SYT staff at either the rehearsal site or at our home office at Harbor Theatre.
- Students who withdraw past Solano College's initial course drop date (about a third of the way into the production) will receive a "W" (for withdrawn) on their permanent record. After the final drop date has passed (two thirds of the way through), the college requires that we give even withdrawn students a letter grade, which will probably be an "F" due to non-attendance.
- Students in our productions are expected to accept whatever role(s) they are assigned by the director. Withdrawing from a show after casting because you didn't get the part you want is both unprofessional and disruptive to the overall production. It is SYT's policy that actors who withdraw for this reason automatically become ineligible for a leading role in their next SYT production.
- Every participating student must have his/her current school's permission in order to enroll in an SYT activity. Students with a 2.0 GPA or lower will generally be denied permission to participate, or may even be withdrawn from a show or workshop already in progress.

Refunds:

- Registration fee: Requests for refund of the registration fee must be made before the semester deadline. Please see "Dates and Deadlines" on Solano College's website at www.solano.edu
- Production/Workshop Fee: **After three meetings, no production/workshop fee refunds will be made under any circumstances.**
- Please allow up to four weeks for processing of your refund.

Liability for Damaged Property

- Please be aware that students and their families may be held financially responsible either individually or collectively to repair or replace costumes, props, lighting, sound, stage, or musical equipment, or other property lost or damaged due to student neglect or misuse.

Questions?

- For answers to questions about rehearsal schedules or registration/attendance matters, please approach your show's staff directly. Staff members' names, contact information, and areas of responsibility are included on every rehearsal schedule.
- For questions which cannot be answered by the show staff, please feel free to contact us by e-mail at syt@solano.edu, or call the Solano Youth Theatre office at (707) 863-7841 during normal business hours.

Student Agreement

We require commitment and cooperation from everyone involved in our workshops and productions. Personal responsibility is the key to our success! SYT provides an exciting environment within which to work and create, but there are expectations for attendance and behavior that must be met in order to maintain it. Here are some that will help everyone to achieve success:

PART ONE: ATTENDANCE

- I understand that I am an integral part of my class/show and that I am needed at every class meeting or rehearsal for which I am scheduled.
- I agree to arrive at class/rehearsals on time, and no more than 15 minutes early.
- I will remain in class or at rehearsals until the session is completed and I am excused. I understand that I am not allowed to leave the premises without adult supervision inside of class or rehearsal hours.
- I realize that arriving more than thirty minutes late to or leaving more than thirty minutes early constitutes a full absence.
- If I must unexpectedly miss class or a rehearsal for any reason, I will contact my instructor or show staff (not the SYT office) before class or rehearsal to notify them of my impending absence.
- I understand that I may be excluded from any material that is taught while I am absent.
- I understand that any absences that aren't due to illness (or, for actors, that aren't on the submitted conflict sheet) will be considered "unexcused."
- I understand that if I incur more than three (3) unexcused absences, I may be dropped from the class or show.

PART TWO: BEHAVIOR

- I will pay attention to and follow the instructions of SYT staff members.
- I will display the highest standards of respect for myself and others.
- I will control myself and avoid roughhousing.
- I understand that physical violence of any kind against other students or staff is grounds for immediate suspension and/or dismissal.
- I understand that swearing is not allowed. I will also control my topics of conversation around younger participants.
- I agree that the following behaviors create an uncomfortable environment for other actors and are always inappropriate: sexual language, gossip about a person's sexual activities or sexual orientation, sexual gestures or movement, and physical contact of an intimate or sexual nature, whether the other person is willing or not. [If someone directs this kind of behavior at you, or if you observe it happening around you, please speak privately with someone on the adult staff with whom you feel comfortable talking. Don't worry - your identity will be kept confidential.]
- I will always wear appropriate clothing and shoes, as instructed by SYT staff.
- I promise I won't litter, but instead will throw my trash in an appropriate trash receptacle. I'll also help to pick up trash and straighten up, regardless of whether I made the mess.
- I won't bring unapproved food or drink to rehearsals or performances. I understand that I may have water with me if it is in a closed bottle. I'll eat only dry snacks, and only during designated breaks in rehearsal, in designated areas.

- I understand that drinking alcohol or taking drugs at or prior to class, rehearsals or performances is grounds for immediate dismissal.
- I agree not to smoke before or during class, rehearsals or performances.
- I will turn my cell phone off during class or rehearsal. I may only use it during official breaks.
- I won't bring any personal electronics (music players, video games) to class or rehearsal.
- I promise to support my fellow actors and the adult staff. I won't offer criticism or "advice," and if I overhear gossip of any kind, it will stop with me.
- I understand it is my responsibility to leave class or rehearsal with all of my personal belongings, and will promptly turn over to my parents any paperwork or notices that have been handed out for their information.
- I agree to meet all deadlines (including line memorization).
- I will treat school and theatre property, and anything that doesn't belong to me, with great respect and care. I will not touch props that are not assigned to me.
- If I'm in a show, I understand that I may not alter the length, color, or general appearance of my hair closer than four weeks before opening, without permission of the Makeup/Hair Supervisor.
- I promise not to alter any elements of any show I'm in without instructions from the staff. I realize that "pranks" are not part of a professional theatre experience and harm the integrity of the show. I also understand that if I participate in a prank during performance, I may be banned from future youth theatre productions.

A Word About Lines and Blocking That May Make You Uncomfortable:

Sometimes actors are asked by their directors to say lines or act out blocking that makes them uncomfortable, especially if it involves strong or religious language, or "pretend" flirting (or even kissing) between characters. Please understand that the director is doing this because it's part of the play, and is what the playwright intended for the characters. Everyone associated with the production, including the audience, knows that when actors speak or act on stage, they are acting as characters, not as themselves, so there's little reason to worry that a character's "behavior" will reflect on the actor playing the role. Changing the language or actions of a character based on our own personal feelings goes against the playwright's vision, and destroys the unique world that the playwright has created to get his or her message across. For this reason, and in respect for copyright laws, we are not in a position to make "adjustments" to "tone down" scripts.

At the same time, we try hard to choose plays that are of high quality and which our actors feel happy participating in. If for whatever reason you are uncomfortable with something that you are asked to say or do on stage, please speak privately with someone on the adult staff with whom you feel comfortable talking. If we can adjust things to help you feel better, we will. If it's something we can't change, you may be given the choice to go ahead and do/say what's being asked, or let another actor take your place for those words/actions. Just ask, and we'll talk about it!

Read this document, then sign and return the "Student Agreement Sign-Off Sheet." We suggest that you keep this document for future reference.