

Lyric Theatre Company is a diverse and inclusive community –based organization whose purpose is to entertain, educate, and enrich our community through the performing arts.

Lyric Theatre Company Parent Handbook

Thank you for your son and/or daughter’s participation in a Lyric Theatre Company activity or production. The goal of the *Lyric Theatre Company* is to help young performers to not only enjoy theatre, but also to help them learn, perform, and grow. To achieve this, we need the help and cooperation of all the parents/guardians of the participants. By your child’s participation in a *Lyric Theatre* activity, you are agreeing to abide by the guidelines set forth in this handbook. ***THIS DOCUMENT MUST BE READ AND SIGNED BY ALL PARENTS AND GUARDIANS WHO WILL BE PARTICIPATING IN THE CHILDS INVOLVEMENT WITH PRODUCTIONS AND ACTIVITIES.***

Parent Guidelines

We understand that almost every parent wants their child to be “the star,” but we encourage parents to remember that the Director has only the highest expectations for the artistic integrity of the production and is dedicated to providing the best educational opportunity possible for your son or daughter. One child may be a better fit for a role than another and those assignments are made only by the Director’s judgment. If you as a parent have an issue with role assignments or other artistic decisions, we are happy to listen to your constructive criticisms and we request that you **take them first to the Director**.

Many factors are considered before audition and production dates are advertised, before and after a role is cast and there are circumstances during rehearsals and performances that can change (including but not limited to) scenes, roles, costumes, props and roles.

The principles set forth in these behavioral guidelines apply to the parent as well as the child. These include:

- Treat everyone with respect and consideration while you and your child are participating in Lyric Theatre Company activities
- Follow all directions given to you by the theatre staff.
- Keep your language, behavior, and dress appropriate.
- We do NOT tolerate discrimination or bullying of any kind.
- We do NOT tolerate any underage drinking, smoking, drugs, or public displays of affection while on Lyric Theatre property or at *Lyric Theatre Company* sponsored events. If your child is found participating in any of the above, s/he will be immediately asked to excuse him/herself from the premises and leave the audition/performance permanently. This is non-negotiable

Your Role as Stage Parent

Be patient with your child and other children and actors. Participation in theatre should be fun and enjoyable and can be a positive lifelong activity for your child.

Help you child be focused and prepared. With the change of daily schedule that comes with learning lines, blocking and cues, later bedtime hours, and the energy required for rehearsal and performance, your child’s need for healthy food and plenty of water and rest is increased. Be sure your young performer is fed and well hydrated before rehearsals and performances. Good

hydration sharpens the brain. We recommend that you child have a personal water bottle at rehearsal. Please avoid, preferably eliminate, sugar-rich and caffeinated, foods and drinks.

Rehearsals

1. Discuss with the director/ assistant director, ahead of the first rehearsal any special needs, or consideration, your child may have as outlined in the medical form
2. Always check your preferred contact method (voicemail or email) at least twice a day, for any updates or last minute changes. We will contact YOU as quickly as possible in the event of a schedule change or update, not necessarily your child. It is recommended that the email address provided be that of a parent and not that of the child. .
3. A parent or guardian of a child under 18 should be accessible to the child at all times when the child is at rehearsal.
4. Come prepared to take written notes on the directions given to your child by the director so you can review them with your child. The ride home is a good time to review, when the directions are fresh and a quick review on the trip to rehearsal preps your young actor and helps her/him begin to focus on the task at hand.
5. Be there and be on time, for all rehearsals for which you are schedule. Arrive 10-15 minutes ahead of scheduled start time. You will receive a rehearsal schedule from your director and you are responsible for keeping it updated. Tech Week rehearsals, including dress rehearsal, may be closed to all parents and friends unless you are the designated chaperone for the evening. If unavoidable circumstances arise that will cause you to be absent or late **AT ALL**, you are required to call the director or designee **ahead of time**. Please get that contact information at first call back
6. During rehearsals we ask that you sit in the back half of the theatre and take notes as needed on behalf of your child. Please be quiet in the house (the theatre). Excessive conversation or comments may result in asking you to leave the house and wait in the lobby or outside foyer.
7. No cell phone use at all is acceptable in the house including texting, conversation, games or social media. It is preferable that your cell phone audible conversations are outside the theatre since sound carries from the lobby into the theatre.
8. You may not publish in any format including social media photographs of other children in the production without the written permission of their parents.
9. Always make sure your child has on a leotard (girls) or an undershirt and shorts (boys) underneath their costume for performances to prevent any accidental exposure during quick costume changes.
10. The Director has the discretion to have closed rehearsals and request that no family members be present in the theatre. You may be allowed to wait in the lobby but not backstage. Parents, guardians, siblings or other friends or relatives backstage must be with the approval and knowledge of the director or designee.
Disruptive or disrespectful behavior, tardiness, absence, difficulty in taking direction or other issues with either you or your child, may result in immediately removing your child from the performance. Please talk to your child and help him/her understand the role of the director, other crew and cast members. You are the model for good behavior, attitude and demeanor for your child. Critiquing and criticizing the director, cast and crew in the presence of your child is

inappropriate and may negatively influence your child's and other cast and crew member's ability to perform, take direction or interact positively with other cast and crew members.

The director has the right to terminate any cast, crew, or volunteer member's participation at any time

Suggestions, Ideas and Grievances

1. If you, or your child, have needs, positive suggestions about the production or about the facility, unresolvable issues with other cast members or crew, please discuss them one-on-one with the director or the designated person at an appropriate time. *Do not expect the director to stop production or rehearsal to listen to your input or complaint.* Do not expect an immediate response or change. The director will respectfully consider your input but is under no obligation to integrate your suggestions into the performance.
2. Complaining to other cast and crew is inappropriate, artistically unprofessional, distracting and disruptive to other's abilities to focus on their performance.
3. Please try to resolve your own issues with the other person first, then go to the Director (or her/his designated person and last of all to the President of Lyric Theatre Company.) If an issue is serious, and not resolved by the director to your satisfaction, you are to go to the President of *Lyric Theatre Company*. The president will attempt to resolve the issue and/or may take the complaint to the Board of Directors as appropriate.

Social Media

Social media is a wonderful tool for promoting a performance in which your child is participating. Please check our Facebook page daily and "share" information on your page that can help promote the production in which your child is participating. However, airing your grievances in social media, during a rehearsal or production, is inappropriate and may result in immediate termination of your relationship with the performance and with Lyric Theatre Company. Please go through the chain of command as described above to help resolve problems

Gifts

Please refrain from giving cash gifts to the director, staff or crew. If you would like to show your appreciation for the educational and performance opportunity given to your child, please consider donating to *Lyric Theatre Company*. Your donation is tax deductible.

Facilities

The Lyric Theatre is the property of the *Loudon Merchants and Property Owners Association*. The *Lyric Theatre Company*, of which all cast and crew are members, is working collaboratively with *LMPOA* to help maintain and upgrade the facility. As community theatre participants, we all bear equal responsibility to do our share in keeping this lovely old theater environment safe, clean and functioning. We have no janitor. There are eating and drinking and food guidelines posted in the dressing room

Green Room/Dressing Room/Lobby/Theatre

1. Maintenance and cleaning of theatre environment is everyone's responsibility including children and young actors. Leave the theatre clean and orderly after every rehearsal and performance
2. Work with the props/costume personnel to help organize prop in appropriate places

3. All actors are responsible for putting their own props in place and hanging up their costumes as well as their street clothes. Do not move or remove anyone else's props or clothes.

Food and drink. *Simply put: If you bring it in, take it out as well as the container it came in.*

To avoid having mice, rats and bugs in our theater and back stage area

- ♥ Leave no food, wrappers and food containers in the dressing room or back stage area
- ♥ Please empty all liquid from your drinks into the sink or toilet before disposing of cups
- ♥ Water is the only item to be ingested while in costume
- ♥ Be sure that there are trash bags in the trash cans before you put trash in
- ♥ Recycle cans and plastic in the container in the lobby or in bin provided in greenroom.
- ♥ Failure to keep food cleanup rules may result in banning food from backstage. Oh no!
- ♥ Recycle cans and plastic in the container in the lobby

Bathroom

1. If you note that the toilet is slow or stopped up, please plunge it. If you are unable to clear it after a few attempts, report it ASAP to the director or designee before it overflows if possible. Please close the lid and leave an "out of order" sign on the seat to prevent others from using toilet until it can be repaired.
2. Toilet paper and paper towels and cleaning supplies are located under the sink. Replace them in the dispenser if they are out. Wipe out the sink with a paper towel or clean it with appropriate cleanser as needed.
3. Immediately report leaks to back stage personnel/stage manager
4. Pick up your trash and others before leaving the dressing room.

Parking Policy, Drop-off and Pick up

Cast crew and family who are participating in productions should park in the gravel up the hill from the theatre for performances. Leave the space immediately in front of the theatre for handicap parking, loading and unloading. The *Lyric Theatre Company* prefers that parents of our young performers, park, and come in to get their child in the lobby or in front of the building.

Director Discretion

Each director may have additional expectations.

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This page must be returned to the Director before participating in any rehearsal or activity

I have read and understand the Lyric Theatre Company Parent Handbook. I understand that my or my child's failure to conform to the policies contained therein may result in disciplinary action and/or my child's non-negotiable expulsion from the program.

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Parent/Guardian's Signature _____ Date: _____

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