



Middleton High School

T H E A T R E

Middleton Theatre Handbook 2023-24

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2021-22 Middleton Theatre Officers

2023-24 Officers

Aadhi Balasubramanian

Julia Burkholder

Isa Killian

Juliette Mandelbrot

Keira Marckel

Aydin Rosas

Rebecca Stine

Middleton Theatre Officers are selected by an application and interview process at the end of the school year. Junior and Senior Thespian Society members are eligible to apply.

Theatre Classes

There are currently four classes available for students to take for credit: **Intro to Theatre, Playwriting & Directing, Stagecraft, Design & Technology,** and **Acting Studio**. See brief course descriptions [HERE!](#)

Theatre Club/Stage Crew

To participate in Theatre Club or Stage Crew students need to enroll through My Payments Plus which can be found on the [Middleton High School website](#) in the Pay Meals/Fees section. You must be registered in Theatre Club or Stage Crew to join a production crew or audition for a show.

Participation Fee is \$21

Theatre Club

Theatre Club will meet during ASR 2 once a month throughout the school year. Meetings are run by the theatre officers and provide an opportunity for students to connect with each other, talk theatre, watch theatre, play games, participate in Friday activities during ASR, beginning second semester.

Stage Crew

Stage Crew is open to anyone in the theatre club interested in learning more about the technical side of theatre. Students can try their hand at costuming, hair and make-up, set and props building, painting, lighting, and sound. Stage Crew produces the technical aspects of the five productions throughout the year. Work sessions are after school from 3:45-5:30, specific days of the week will be announced soon.

Participation in Productions

In addition to Theatre/Stage Crew Club, students are invited to participate on the individual shows as a performer or production crew member. Each show has its own audition and sign-up process. Both cast and production crew members are announced at the same time, a day or two after auditions. All students involved in the show must attend the read-thru rehearsal, complete a participation form, and pay the participation fee through My Payments Plus. The fees are \$75 per non-musical production and \$150 for the musical. The fee covers tech week meals, show shirts, and helps cover other production costs (set, costumes, materials, rentals, etc.) Below you'll find a link to a more detailed explanation of the roles and expectations for the cast and crews of the productions.

List of Role Definitions and Expectations

Technical Theatre

SIGN-UP

If you'd like to work on one of the shows on any of the crews you'll need to sign up and attend stage crew on a regular basis. The deadline for the production crew application will be the day of audition callbacks. Production crews will be assigned by Jonathan, Alissa and Ms. B. and announced with the cast list. Crews are expected to attend the read-thru/production kick-off which is usually the first rehearsal. Production crews will get specialized training and guidance on stage crew days throughout the rehearsal process. Crews are welcome to attend rehearsals and strongly encouraged to participate in other cast/crew activities throughout the process. Participation Fee: \$75 for cast and production crew for non-musical productions and \$150 for musicals.

Production Crews

Lighting Crew - assist the Lighting Design team with hang and focus, and strike

Sound Crew - assist Sound Design team with set up and strike

Costume Crew - assist Costume design team with measurements, fittings, pulling from stock, dressing room organization, basic sewing tasks, and strike

Hair and Makeup Crew- assist Hair and Make-up design team with supply management, dressing room organization, providing actors with basic hair and make-up assistance, and strike

Run Crew - move set pieces during the performance under the direction of the Stage Manager (SM) and Assistant Stage Manager (ASM)

Rail Crew - work the rail to fly scenery in and out under the direction of the Stage Manager (SM) and Assistant Stage Manager (ASM), requires training from Zane during Stage Crew sessions

Assistant Stage Managers - keep the wings running in a quiet and organized fashion, track set changes with guidance and communication from the Stage Manager on Headset and lead the Run Crew and Rail Crew.

PRODUCTION HEADS & ASSISTANT DESIGNER OR DIRECTOR POSITIONS

The following roles will be assigned to our more experienced students.

Assistant Director
Assistant Choreographer
Stage Manager
Props Master
Lighting Crew Head
Costume Crew Head
Sound Head Crew
Set/Run Crew Head
Assistant Technical Director
Assistant Producer

Performers

AUDITION PROCESS

Auditions are held for all Middleton Theatre productions. Middleton High School and Clark Street Community School students are welcome to audition. Students must be enrolled in the Theatre Club to participate in the cast or crew of any production. While auditions can be intimidating, especially at first, the process is a useful tool for students to develop confidence and allow teachers and directors to better understand the unique abilities of the students. Here's how it works...

SIGN-UP

You will need to sign-up for an audition time-slot. The sign-up sheet and required forms will be posted on our website under the audition section. Plan to show up at least 10 minutes before your scheduled audition time.

AUDITION FORMS

The required forms, or audition packet includes an information sheet and conflict sheet. Bring the *completed* audition packet (info sheet, conflict sheet) to your audition. Check in with the MHS theatre officers or the stage manager in the PAC lobby, at least 10 minutes before your audition time. They will give you an audition number and take your photo. You will hand your completed paperwork to Ms. Brunner in the theatre.

CALLBACKS

Callbacks will be scheduled for each show as needed, not necessarily every show or every main role. Generally, the Wednesday or Thursday during the week of the general auditions. If you're hoping to audition for a main part, make sure you are available during this whole time should you be asked to attend callbacks.

WHAT ARE WE LOOKING FOR?

- Respect for all involved. i.e. crew members, accompanist, stage manager, other students, directors, etc.
- An openness to explore, discover, make big choices, an ability to collaborate in a positive way.
- Actors that prepare, communicate their schedule accurately to the director and stage manager, and have good time management skills.
- Good volume/projection and good diction - I want to hear every word
- Awareness of your body in relation to the audience and others i.e. don't face upstage or "upstage your partner
- Actors that are enthusiastic about the show and ready to have fun.

CAST & CREW ANNOUNCEMENTS

The cast list will be emailed to all auditioners between Friday at 4:00 pm and Saturday at 4:00 pm at the end of the audition week. If you are cast, you'll complete a participation contract with your parent or guardian and pay the participation fee on My Payments Plus: \$75 for non-musical productions and \$150 for musicals.

FEEDBACK

I am more than happy to give audition feedback, but I ask that you hold off from requesting feedback until you've had time to breathe and reflect on the process. Remember that casting decisions are multi-faceted and that simply completing an audition is a great accomplishment. You are a part of the MHS Theatre community because of your interest and passion for theatre and your unique contributions, not because of your role or type of participation.

EXPECTATIONS

Rehearsals

Please be on time, have your script, a pencil, appropriate clothes (comfortable) and shoes (no open toed sandals or flip flops), and be ready to focus and work. The rehearsal space must be a place where everyone feels safe, supported and free to share, discover and create.

Tech Week

All participants in the cast and run crew, including light and sound board operators, assistant stage managers, costume crew, hair and make-up crew, etc. must plan to attend ALL tech rehearsals. Tech Week refers to the final week(s) of rehearsal when all of the technical elements are added into the run-thrus of the show. **Rehearsals are longer, and attendance is required.**

Sample Tech Week Schedule - Final 2 weeks of Rehearsal

Monday 5:00-8:30pm Dinner break provided	Tuesday 5:00-8:30pm Dinner break provided	Wednesday 5:00-8:30pm Dinner break provided	Thursday 5:00-8:30pm Dinner break provided	Friday No Rehearsal	Saturday Cue to Cue 9:00am - 4:00pm *Lunch Provided	Sunday 12:00-4:00pm No Lunch provided
Monday 4:00-8:00pm *Dinner provided	Tuesday 4:00-8:00pm *Dinner provided Possible Invited Preview performances in the afternoon. Lunch provided, if needed	Wednesday TBD 4:00-6:00pm ————— Ideally, no evening rehearsals. Get rest!	Opening Night!! Call time: 5:30 Curtain: 7:30	Call time: 5:30 Curtain: 7:30	Call time: 5:30 Curtain: 7:30	*Musical Only Call time: 12:00 Curtain: 2:00pm

STRIKE

After the last show all members of the production's cast and crew will participate in strike/clean-up. Students will be assigned an area and when the tasks are completed, they will be released by the tech director. Below is an overview of the areas and tasks.

Areas / Supervisors / Tasks

Cast Members	Costumes / Costume Leads	Green Room / Costume Leads	Hair & Make-up / H&M Leads	Box Office & House / Ushers	Set / Tech Director w/ Run Crew	Props Run Crew	Sound / Tech Director & Sound Leads
Empty your costume bag and hang costumes Clear your own area Check out w/Evelyn Go to your Strike group Report to the Black Box seats with your personal items when you're done	Separate washable and dry cleaning items Put all costumes away and hang them up on a show specific rack	Wipe down tables and mirrors Put away random items Sweep the floors Put chairs back	Clean and put all makeup supplies away in the cart Clean and put all hair supplies away Put wigs away on a foam head or in a bag	Take down headshots - distribute to cast & crew Wipe box office counters Check BB aisles for programs and trash Straighten chairs	Tear down set, masking, platforms, Etc. Return materials to shop, including hardware Pull up spike tape Clean paint and/or crafting areas Sweep Backstage all spaces	Put all props back in the props basement or wherever they go	Put away mics and equipment

PARENT INVOLVEMENT

MHS Theatre Boosters is the parent organization that provides volunteer and financial support for the Middleton High School Theatre program. Volunteers assist with a variety of tasks throughout the year, including providing meals to students during tech week, managing the box office and selling tickets, show photography, selling refreshments and flowers, managing student ushers, running errands, and working backstage. Boosters also support MHS Theatre by raising funds to augment the program's budget: making more resources available to produce high quality theatrical productions, funding tech week meals and show shirts for cast and crew, subsidizing travel to competitions and festivals, and hosting and facilitating events, such as the annual Thespis Celebration and cast parties. More information about volunteer opportunities and meetings can be found at [MHS Theatre Boosters](#)

INTERNATIONAL THESPIAN SOCIETY & LETTERING IN THEATRE

What is a Thespian?



At Middleton High School a Thespian is an inducted member of Middleton High School's Thespian Troupe 2960. MHS has a decades-long tradition of participating in the

International Thespian Society, which is an honor society for middle and high school theatre students. ITS has inducted more than 2.4 million students since it was founded in 1929. The benefits to theatre programs and students can be explored on the official [ITS website](#).

Induction criteria.

- To qualify for induction into ITS, a student needs 20 points (200 hours) of work in theatre arts. Point allocation is outlined in the Thespian point tracking form and can be found on the website.
- Only students in grades 9-12 may be inducted into the high school Thespian troupe.
- Of the 20 points required for induction, at least 2 points (or 200 hours) must be stage crew participation.
- Enrollment in courses: Intro to Theatre, Playwriting & Directing, Stagecraft, Design, and Technology, Acting Studio can earn students 3 points per course after successful completion. Being a Classroom tutor earns you 5 points.
- Students may earn up to five points through auditioned participation in non-school theatre that does not require tuition, i.e. community, children's, middle school, or professional theatre.
- After a student is inducted, 10 points must be earned each year to maintain membership status.
- There is a one time \$100 induction fee.

Students are responsible for tracking, calculating and submitting their point totals each year. To record your points make a copy of this form [2023-2024 THESPIAN POINT TRACKING FORM](#). Complete the form and submit it to middletontheatre@gmail.com by April 1st. Points for the Spring musical can be estimated and submitted. All point submissions will be reviewed by Ms. Brunner, and then calculated by the theatre officers. Email questions about point allocations to kbrunner@mcpasd.k12.wi.us

Lettering in Theatre

To earn a varsity letter in theater, students must be an inducted member of the International Thespian Society and show an outstanding commitment to theater by earning a cumulative 40 points or 400 hours of participation in ITS qualifying activities.

FORMS

Audition Information Sheet: Complete this form online [HERE](#), or print and bring it to your audition.

Which show(s) are you auditioning for? (circle one)

Urinetown

One Act: 146 Point Flame

Name:

Year: FR SO JR SR

Preferred Pronouns:

School email:

Student's cell phone #:

Parent/Guardian's Name:

Parent/Guardian's cell phone #:

What roles are you most interested in playing?

1) _____, 2) _____

Are there any roles you would *not* accept? If so, please specify. _____

Will you accept an ensemble role with just a few lines? _____

Would you be interested in being a rehearsal stand in for other characters? YES

NO

We are open to choice regarding gender presentation. Please let us know what character genders you are comfortable playing onstage.

- ANY GENDER
- Only consider me for male presenting characters
- Only consider me for female presenting characters

Please list one of your *favorite* performance experiences:

Please list any special skills. (tumbling, dialects, yodeling, animal noises, etc.)

What other activities are you involved with (at school or elsewhere) and approximately how many hours do you spend per week participating in each?

**~ Turn your Information Sheet and Conflicts sheet when you arrive at your audition~
Break a Leg!**

Cast and Crew Participation Contract: Complete with a parent or guardian and return it during the first week of rehearsals.

Name: _____

Email: _____

Title of Show: _____

As we begin the exciting process of creating a show together, we want to be very clear about the expectations of time and commitment with all of the students and families involved. Please read over the following expectations with a parent or guardian, initial each item, sign below, and return. You'll also need to register through My Payments Plus on the MHS homepage

- 1) I agree that rehearsal attendance is important. The preparation and success of the show relies on the commitment of every cast and crew member. Therefore, I plan to attend all the rehearsals except for the conflicts I put on my audition sheet, and I agree to avoid scheduling any new appointments/activities that would conflict with rehearsals.

_____ (Student Initials) _____ (Parent/Guardian Initials)

- 2) I give permission for images/video of my student to appear in district publicity (website, social media) and local publicity (newspaper, social media, etc.).

_____ (Student Initials) _____ (Parent/Guardian Initials)

- 3) I understand that the final 2 weeks of rehearsals, performances and strike are mandatory for both cast and crew.

_____ (Student Initials) _____ (Parent/Guardian Initials)

- 4) I accept the responsibility of staying current on schedule information and maintaining good communication with my stage managers, directors, parents and fellow students. I will know when I am called to rehearsals or work sessions, and I will be prepared to begin at the start time of the rehearsals and work sessions.

_____ (Student Initials)

- 5) I will follow all theatre safety rules, including wearing appropriate shoes at ALL times and NOT going sock-footed or barefooted on the stage, ever.

_____ (Student Initials)

- 6) I understand that participants in MHS Student Activities must maintain consistent school and class attendance and follow the expectations and responsibilities outlined for all Middleton students.

_____ (Student Initials)

- 7) I will work to foster an inclusive, supportive and collaborative community by contributing my best attitude and being a team player.

_____ (Student Initials)

Lines of communication:

- Emails from the Stage Manager Team or Director
- Sunday newsletter
- Website Callboard www.middletontheatre.org
- Direct email to Alissa - aberman@mcpasd.k12.wi.us or Ms. Brunner - kbrunner@mcpasd.k12.wi.us

Student:

I have read the student contract above and understand that failure to live up to these responsibilities may lead to dismissal from the production. Thus, I commit to upholding each of these expectations.

Student Signature: _____ **Date** _____

Print Name: _____

Parent:

I have read the student contract above and understand my student's commitment to this production if they are cast in this production. I have also gone over the rehearsal calendar with my student and understand the commitment to the process and the other members of the cast.

Guardian Signature _____ **Date** _____

Print Name: _____

Parent email: _____

Participation Fee: \$75 per Non-Musical and \$150 per Musical payable through My Payment Plus.

This fee covers expenses related to each show, such as 3-4 tech week meals, show shirts, headshots, photography from the show, and goes toward the costs of program and poster printing, costumes, and set rentals or materials. There will be an option to request a scholarship when you sign-up.