



Middleton Theatre
Handbook
2021-22

Middleton Theatre Handbook 2021-22

Table of Contents

[THEATRE CLUB](#)

[WAYS TO BE INVOLVED](#)

[AUDITIONS](#)

[CASTING](#)

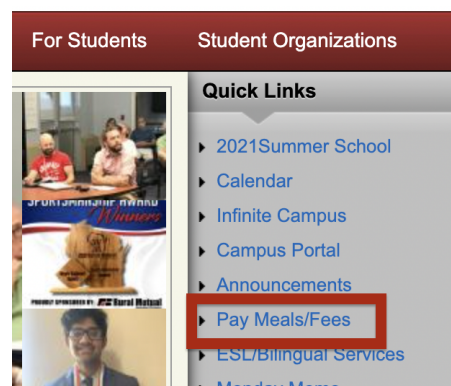
[REHEARSALS & TECH WEEK](#)

[PARENT INVOLVEMENT](#)

[INTERNATIONAL THESPIAN SOCIETY & LETTERING IN THEATRE](#)

Theatre Club

To participate in Middleton Theatre students need to enroll in Theatre Club through My Payments Plus which can be found on the [Middleton High School website](#) in the Pay Meals/Fees section. The participation fee is \$21. This fee allows you to participate in stage crew, audition for the productions, attend theatre club days during ASR, and join us for any workshops or field trips (additional fees may be required). Registration in Theatre Club also generates a roster used for communication to students and parents/guardians throughout the year. Our annual season t-shirt is included in Theatre Club registration. If you would like to receive a t-shirt prior to the first show of the season October 23, please fill out this [FORM](#).



2021-22 Middleton Theatre Officers

Evelyn Anderson

Avery Brutosky

Karlye Kriewaldt

Emily Lynch

Alex Seaborg

Abby Sperger

Nick Tormey

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.

Ways to be Involved

Take Theatre Class

There are currently three classes available for students to take for credit: **Theatre I, Theatre II, and Acting Studio**. Theatre I & II offer opportunities to explore all aspects of theatre making through individual and group projects in improvisation, acting, design, writing and directing. Acting Studio focuses on performance through monologue and scene study and performance. All courses include a performance or showcase open to friends and families at the end of each semester.

Theatre Club during ASR

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, etc. **2021-2022 Theatre Club dates are September 10, 24 October 1, 8 & 15, November 5, December 10, January 7, February 4 & 25, March 11, April 22, and May 13.**

Stage Crew

Stage Crew is open to anyone in 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 on Tuesdays and Wednesdays**. Participation is highly encouraged for all theatre club students and required for inducted members in the International Thespian Society.

State Theatre Festival

Middleton Theatre participates in the WHSFA One Act Competition that is held annually from October to November and culminates in the WI State Theatre Festival held in mid-November. Our competition One Act competes at the District and Sectional levels with the hope of advancing to the State level. A home performance for family and friends is held at the end of October. This year a non-competitive One Act performance will also perform at the home show. This additional production has been added to offer more students the chance to get started with production work both onstage and off.

Auditions

2021-2022 Audition schedule

Fall Auditions: Aunt Leaf, Curious Incident of the Dog in the Nighttime	Winter Auditions: Romeo & Juliet	Musical Auditions: Newsies
September 20-22	November 29-December 1	January - TBD

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 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...

AUDITION MEETINGS

Look for announcements about an audition meeting that happens approximately 1 week before the audition. Attendance is not required, but if you have questions or need clarification, please attend.

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 PACKET

The required forms, or audition packet includes an information sheet, production contract, and conflict sheet. Bring the *completed* audition packet (info sheet, production contract, 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.

FOCUS and BELIEVE

Get yourself focused and believe in yourself. The whole audition is an opportunity to show your positive attitude and show the production team (director, stage manager, etc.) that you can be a good collaborator. You are being observed the entire time – before, during, and after the audition. When you're done, take a deep breath and be proud of yourself! Auditions are tough, even for professional actors. Every audition takes bravery. Every audition helps you grow as a performer.

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 WE ARE LOOKING FOR?

- Teamplayers
- Actors that are open to direction
- Hard working and pleasant individuals who are enthusiastic about the show more than any specific part.
- Actors who have set aside time in their schedules and are able to commit to the schedule and have sufficient preparation time.

WHAT WE ARE NOT LOOKING FOR?

- perfection (which, by the way, doesn't exist)
- actors that have already cast themselves and aren't willing to try a different part
- actors who have locked in their choices based on another performance or recording
- Discussions or debate about the given direction or character motivations. Auditions are not the time for that.

WHAT YOU CAN CONTROL?

- Good volume/projection and good diction - I want to hear every word
- Awareness of your body in relation to the audience and others, don't face upstage or "upstage your partner"
- Politeness with the accompanist, stage manager, other students, directors, etc.
- An openness to explore, discover, make big choices, and take direction from the director
- evidence of an ability to collaborate in a positive way
- A respect for the process and understanding that we build the show together
- An effort to find the humanness in the character and text
- An actor that is prepared, brings good energy to the audition and remains grounded
- An actor that's reliable, willing and able to attend rehearsals and communicate their schedule accurately to the director and stage manager.

WHAT YOU CANNOT CONTROL?

- An actor to compliment the vision of the individual director
- A good fit with the rest of the potential cast members
- An energy and quality that even the director can't define until they see it.

THE BOTTOM LINE...

Nerves are expected and will get better throughout the rehearsal process; mistakes will get resolved. But, when it comes to this process of page to stage, passion and a commitment to learning and is everything.

That said, please understand that at the end of the day, it's the director who's responsible for the being the "outside eye" and for making the final decisions that best showcase ALL of the student talent, both on and off stage. The director is accountable to the audiences, parents, the school, the community, and the playwright and the overall quality of our Middleton Theatre productions.

AUDITION FORM #1 [PRINT AND BRING]: Information Sheet

Name:

Year: FR SO JR SR

Pronouns:

Height:

Hair Color:

Parent/Guardian's Name:

Parent/Guardian's Phone:

Student's Cell Phone:

Email:

What roles are you most interested in playing?

1) _____, 2) _____

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

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

Would you accept a position of understudy?

YES

NO

(You would be part of the ensemble but ready to go on in a specific role)

Please list a few of your *most important* 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?

If you are taking any AP tests this year, what are they?

Turn your three forms (Information Sheet, Conflicts, and Production Contract) when you arrive at your audition.

AUDITION FORM #2 [PRINT AND BRING]: Cast and Crew Production Contract

Please read the following expectations with a parent or guardian, sign below, and return with your audition form

- I will let my director and stage manager know of any previously scheduled appointments that fall during rehearsal time and I will **not** schedule any new (after casting) appointments/activities that would interfere with my production responsibilities.

Note: We will do our best to schedule around conflicts up to the last two weeks before the show.

The final 2 weeks of rehearsals are mandatory for both cast and crew.

- I will be responsible for knowing when I am called to rehearsal, and I will be on time (actually 5 min. early) for all rehearsals and work sessions. Rehearsals will be scheduled after school, on weeknights, and/or on weekends at least three times a week for ensemble members and more for principal roles.
- 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.
- I will make sure that my parents or guardians are aware of my responsibilities and production schedule. I will be able to keep up my grades and turn in assignments for other classes on time, no matter when rehearsals are held. Production responsibilities are not a valid excuse for not doing homework or completing assignments for other classes in a timely fashion.
- I will follow the Middleton High School code of conduct as well as the expectations and responsibilities outlined for participants in Student Activities (Student Handbook pgs. 25-26, 80-81).
- I will work to foster an inclusive, supportive and collaborative community by contributing by best attitude and being a team player.

There will be a MANDATORY PARENT MEETING for parents of the cast and crew immediately following the first rehearsal. Cast and crew parents should plan to attend. At this time we will discuss the schedule, communication, and sign-up parent volunteers. Parents are an important part of the students' involvement. It is really important to kick off our rehearsal process with good communication.

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 standards if I am cast in *this production*.

Student Signature _____ Date _____

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.

Furthermore, I understand that theatre is a high profile activity which means photo (and occasionally video) publicity is standard. I give permission for images/video of my student to appear in district publicity (website, social media) and local publicity (newspaper, social media, etc.).

Guardian Signature _____ Date _____

AUDITION FORM #3 [PRINT AND BRING]: Conflict List

Use the table to make a COMPLETE list of ALL POTENTIAL rehearsal conflicts. Refer to the rehearsal calendar draft posted on the website. Please explain if the conflict is weekly or a one time thing. Also note if the appointment is flexible. Conflicts during the final two weeks of rehearsal must be cleared by Ms. Brunner

Dates	Conflict

Casting

CASTING ANNOUNCEMENTS

The cast list will be emailed to all auditioners between Friday at 4:00pm and Saturday at 4:00pm at the end of the audition week.

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.

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

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 mandatory. The Tech Week schedule will begin the full week prior to opening which will allow at least seven days of technical rehearsals.

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. Bring homework to fill unavoidable downtime.

Sample Tech Week Schedule - Final 2 weeks of Rehearsal

Monday 5:00- 8:00pm Dinner break provided	Tuesday 5:00- 8:00pm Dinner break provided	Wednesday 5:00- 8:00pm Dinner break provided	Thursday 5:00- 8:00pm 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	Wednesday TBD / Lunch provided if needed Possible Invited Preview performances in the afternoon followed by notes No evening rehearsal	Opening Night!! Call time at 5:30 7:30 Curtain	Call time at 5:30 7:30 Curtain	Call time at 5:30 7:30 Curtain	*Musical Only Call time at 12:00 2:00pm Curtain

Production Crews and Production Team members

Production Crews are students that are involved in Stage crew and would like to work during the performances in one of the following areas...

Production Crew positions

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 Team positions

The following roles are open to our more experienced students.

Assistant Director

Assistant Choreographer

Stage Manager

Props Master

Student Lighting Designer

Student Costume Designer

Student Sound Designer

Student Set Designer

Assistant Technical Director

Assistant Producer

Students interested in working on a crew or being a production team member must complete a [PRODUCTION CREW & TEAM APPLICATION](#) form. **If you are interested in working the Fall shows complete this form by September 23, 2021.** The number of people needed for each crew varies from show to show. These roles will be assigned and announced with the casting announcements, but may be adjusted if necessary. Depending on the needs of the production professional theatre artists may be employed to work with the students in these roles. In these situations students will collaborate and co-design with the hired professional.

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 Thespi Celebration and cast parties. More information about volunteer opportunities and meetings can be found at <https://sites.google.com/site/mhstheatreboosters/home>

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 10 points (100 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 nine through 12 may be inducted into the high school Thespian troupe.
- Of the 10 points required for induction, at least 1 point (10 hours) must be stage crew participation.
- Enrollment in Theatre I, Theatre II or Acting Studio, or a being a Classroom Assistant can earn a student 1 point per successful completion of the course.
- 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.

Students are responsible for tracking, calculating and submitting their point totals each year. To record your points make a copy of this form [2021-22 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 Katrina and Zane, and then calculated by the theatre officers. Email questions about point allocations to middletontheatre@gmail.com.

Lettering in Theatre

Juniors and Seniors with three years of active participation in Middleton Theatre can earn a MHS letter in Theatre. Work must include production participation in at least one production per year (freshman, sophomore and junior years OR sophomore, junior, and senior year). Letters will be awarded during the end of the year Thespis ceremony.