

# THE HIGH SCHOOL ACTING STUDIO: Summer Seminars 2024

CINCINNATI ACTOR'S STUDIO & ACADEMY

## Policies and Procedures

PLEASE PRINT OUT. SIGN THE LAST PAGE AND RETURN ON THE FIRST DAY OF CLASS. SAVE THE REST FOR YOUR INFORMATION.

### Appropriate Behaviors

The following is a list of what should and should not be done during a class, rehearsal, and production, and proper methods of behavior. Since individuals from all levels of theatrical experience enter the program, some of the entries may seem elementary.

- Wear appropriate footwear, tennis shoes or your character's actual shoes. But many activities will most likely end up being barefoot.
- Wear appropriate clothes during rehearsal, designed for movement. You do not want to have to worry about falling out of your clothes, or constantly adjusting.
- Do not go in areas that you are not supposed to.
- Clean up after yourself!!!!!!!!!!!!
- Respect other people's property. If it is not yours, do not touch it without asking. This is especially true for props and costume pieces.
- Double check your own props and costumes, and ensure they are set correctly.
- Do not talk during rehearsals.
- Do not be late, nor leave early without checking with a faculty member. If you must leave early or arrive late, notify the faculty as soon as possible.
- Come into rehearsal memorized on the day you are asked to be memorized.
- Stay within earshot of the faculty during rehearsal. If you need to go somewhere out of earshot, tell the teaching assistant where you are going.
- Turn off cell phones before rehearsals start.
- Water is permitted, in spill proof containers.
- Help clean up the rehearsal space after rehearsal.
- Maintain a professional and positive attitude, do your part to keep morale high.
- Be responsible for the energy you bring into the space.

- Bring note-taking supplies (pencil, notebook) and write your notes down. Read your notes before rehearsal the next day.
- Be ready to work!
- Above all, have a good time; it is called a play for a reason!
- However, take this list seriously; you can be dismissed for not following it.

### **Attendance**

Being on time is a requirement, but unforeseen circumstances do occur, and The High School Acting Studio is aware of that. If you are going to be late/absent, it is your responsibility to let the instructor and/or scene partners know prior to the beginning of class. It is preferred that all conflicts be written on the student info sheet. Failure to contact one of the following individuals, or frequent tardiness/absence WILL result in dismissal.

**CASA CONTACT:** Gina Cerimele-Mechley 513-200-5866

### **Dress/Costume Code**

Actors will be required to dress in a manner that suits their position. For example, clothes that allow freedom of movement, do not distract other class members, and do not restrict the actor. Also, they should bring any additional items of clothing that the director/fight director asks for, based on class needs. If coming from another engagement, (work, etc.) appropriate clothing should be brought with them.

### **Props, Costumes**

Each actor is responsible for the placement and well-being of their props and costumes. They should know where they are stored, where they are set during a class, and when to use them. If a prop breaks, or a costume piece is damaged, the actor should notify the faculty immediately.

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I have read the above policies and expectations. It is understood that not following these policies could result in dismissal from the program without a refund.

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Student Name (please print)

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Student Signature

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Date

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Parent/Guardian Signature

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Date