



Performer Survival Packet for Oliver Twist!

**REHEARSAL ADDRESS:
7727 Amador Valley Blvd
Dublin, CA 94568**

Royal Theater Academy (RTA) MISSION STATEMENT

Royal Theater Academy (RTA) is an educational community theater company dedicated to nurturing and enriching lives through the transformative power of the theater arts. Our purpose is to create a safe environment for our community members to have quality theater experiences. While also focusing on the development of individuals by teaching essential life skills, including social skills, self-empowerment, teamwork, and emotional awareness.

INTRO: WELCOME

Welcome to the Royal Theater Academy, where passion meets performance, and every member is embraced as part of our artistic family. We are thrilled to have you join us on this enchanting journey of creativity and expression. Together, let's explore the magic of the stage, share unforgettable moments, and make lasting memories. Get ready for an exciting adventure at the Royal Theater Academy-where your talents shine and friendships flourish. Welcome to our family!

Please note, all information within this "Performer Survival Packet" is provided to help our RTA performers and their families be "in-the-know" and understand what to expect! We have provided dates throughout the document based on our current plan, however, please understand that all dates are subject to change, depending on where we are in the process when a new month begins.

Any and all communications should be sent to info@royaltheateracademy.com. This is a centralized place where staff members can check for conflicts, callouts, and reply to questions or concerns. Please refrain from emailing Coach Trent's personal email, and/or texting staff members in the middle of the day. A lot of them are at school or work and emailing info@royaltheateracademy.com is the best way for the line of communication to be consistent.

SECTION 1: GENERAL INFORMATION

SAFE SPACE TO PLAY: At RTA, we take our jobs as mentors and role models extremely seriously. We want all of our performers to succeed (both during rehearsal and in their lives outside of it) and excel at doing so. It's not just about performing for us. We create a SAFE space for your performer to be themselves, to open up to others and to be vulnerable. We strive for positive "yes" attitudes, no matter the question, always phrasing the answer in a positive way. We encourage all performers to support one another, always. We often share thoughts and feelings about our day with the group before & during rehearsal and play games to get to know one another. A connected cast is a great cast!

ENSEMBLE-REHEARSAL COMMITMENT: All students that register for a Royal Theater Academy production are guaranteed a role in the Ensemble of the show.

Ensemble rehearsal commitment is weekly on Tuesdays from February 20th, 2024 (after Auditions) to June 11th, 2024 (additional rehearsal days may be added if needed). **(See SECTION 5 for more information.)**

LEAD-REHEARSAL COMMITMENT: Lead Role rehearsal commitment is weekly on Wednesdays & Thursdays (generally between 5:00pm-10:00pm) from February 22nd, 2024 (after Auditions) to June 13th, 2024 (additional rehearsal days may be added if needed, possibly on Saturday and Sunday evenings usually initialized on the preliminary schedule). Rehearsal times vary by role. Please see the Lead Rehearsal calendar once provided. **(See SECTION 6 for more information.)**

TEAM BUILDING & OUR RTA FAMILIES: As mentioned above, a connected cast is a great cast! And we love our RTA families! Many lifelong friendships have grown from families that have met during a RTA production! We try to plan a social event outside of regular rehearsals to get all of our families together for some good old-fashioned fun! Watch for information in the monthly newsletter!

WEEKLY NEWSLETTERS: Our newsletter titled "The Twist Times" is the NUMBER ONE and MOST IMPORTANT way we communicate with our cast and their families! This weekly newsletter is emailed to our families every week's end (Friday/Saturday). Please make sure to read them (and with your cast member), as they contain valuable information, including any *changes* made to the rehearsal schedule for the upcoming week.

MONTHLY NEWSLETTER: The “Oliver Newsletter” is new to RTA in 2024, and is your go-to source for all things Royal Theater Academy! Stay updated on community news, track ticket sales, and never miss an event. Plus, discover team-building opportunities that make our family even stronger. It's your backstage pass to the heart of the action-because here, the spotlight is on you and your theater experience. Stay connected, stay informed!

REHEARSAL SCHEDULE: Please make sure to review the Preliminary Rehearsal Calendar! ([Click here](#)) This is a rough overview of the schedule and includes all Ensemble rehearsals, Lead rehearsals and any other important dates. We do our best to plan out all rehearsals in advance, but please understand that all dates are subject to change, depending on where we are in the process as a new month begins. **Any changes to the rehearsal schedule will be noted in the weekly newsletter.**

CARPOOL POLICY: Please note that Royal Theater Academy does not provide guidance or assistance with carpools due to show-specific requirements. You are welcome to align with other parents for pick-up and drop-off, however RTA will not facilitate the carpools and it is important to communicate with your children effectively.

CLOSED DOOR REHEARSALS: All of our rehearsals are considered “Closed Door”, meaning only performers are allowed to be at rehearsal. Don't worry parents, we take good care of all our performers and treat them like we would our own children!

SHOW TICKET INFORMATION: We use an online ticket sales website, for our ticket sales. Tickets for “Oliver” will go on sale on/around April 2024. Prior to releasing tickets to the general public, we often try to offer a 24-hour premium seating ‘first pick’ for our performer families to purchase tickets. We will provide the link to purchase tickets, so you can share with all your friends and family! We love to have a sold-out theater for our performers to see!

PARENT WHATSAPP GROUP: Join the RTA Parent WhatsApp Group! This community is designed for parents to seamlessly share show information, exchange costume tips, and stay updated on any last-minute schedule changes. Be part of the magic! Click the link to join the conversation and enhance the experience for everyone involved. This is not run by RTA admin but has been a great resource for families.

<https://chat.whatsapp.com/BUno74wlEx45yRehRaLYqi>

SOCIAL MEDIA - FACEBOOK / INSTAGRAM / TIKTOK: Please LIKE US on Facebook at www.facebook.com/royaltheateracademy. Follow us on Instagram **@royaltheatera**. And on TikTok **@royaltheateracademy** We take pictures regularly of our wonderful cast members during rehearsals and enjoy posting these to social media for our families and friends to get a glimpse of the show! We also post general updates about upcoming shows, ticket sales, etc.

SECTION 2 : PRICE OF PARTICIPATION

Pre-Reg Full (Discounted): \$650

Pay your registration in full before January 15th to receive \$100 OFF! The discount will disappear on January 16th.

Pre-Reg (Deposit Plan): \$700

To receive a \$50 discount, \$300 is due at registration (or before January 16th) and \$400 is due by February 20th. The discount will disappear on January 16th.

After January 15th:

Full-Reg: \$750

Total paid upfront to secure your spot in the show. Convenience Fee Waived

Full-Reg (Deposit Plan): \$750

Pay \$300 upon registration to secure your spot in the show and \$500 by February 20th.

Adult Reg: \$250

Pay \$250 to secure your spot in the show.

Adult Free: For adults who either have 3 or more paid performers in the show OR are training/bartering their talents ie. marketing, costume creation, media, trade skills, etc. to cover their registration cost. Inquire with Coach Trent via email at:

info@royaltheateracademy.com

Staff Plan: \$350 for student assistants and or staff members performing in the show.

We only offer one payment plan option:

- \$200 to secure your spot in the show.
- \$100 On the first day of Rehearsal or "Reg Day" - February 20th, 2024
- **Remainder (Pre-Reg Deposit Plan) :**
 - *March 20th: \$133*
 - *April 20th: \$133*

- May 20th: \$134
- **Remainder (Full-Reg Deposit Plan)**
 - March 20th: \$150
 - April 20th: \$150
 - May 20th: \$150

To inquire about Scholarship Opportunities or Payment Plan Exceptions: Please reach out via email info@royaltheateracademy.com

Included in your fees:

- 4 months of instruction (singing, dancing and acting) as well as student connection and self-esteem building.
- Some lead costumes (non-undergarment) and any face-changing cosmetics/prosthetics.
- Cost Breakdown: approx. \$150/month

Not Included:

- Ensemble costumes
- Makeup
- Wigs
- Base items for Lead costumes (ie. white button up, black slacks, black shoes, etc.)

Lead Fees:

- Major Leads - \$150
- Featured Leads - \$100
- Featured Ensemble - \$75

Please note:

There are other Payment Plans available for all families. Please privately communicate your needs via email, and we will be happy to help and support.

Theater is for everyone, and because we believe in making it accessible, we do have scholarship applications available as well.

SECTION 3: PERFORMANCES AND MANDATORY TECH WEEK INFORMATION

Livermore High School, 600 Maple St, Livermore, CA 94550

Performance is at the heart of our shared journey at Royal Theater Academy, and your commitment is key. Tech Week is the crucial moment where the magic comes together. **It's mandatory** and your presence is vital for the success of the show. If scheduling conflicts arise, communicate promptly.

Show Dates are TENTATIVE and subject to change to one weekend depending on registration. This is a short week, with some longer days due to theater availability.

- **LOAD IN (Mandatory for all families): June , 2024**
- **Tech Week: June 17th-June 21st, 2024. Tech week is mandatory. No exceptions.**

6 SHOWS

- *Saturday, June 22nd, 2024 *TWO SHOWS* First Show: 2:00pm, Second Show: 7:00pm*
- *Sunday, June 23rd, 2024 One Show @ 2:00pm*
- *Friday, June 28th, 2024 One show @ 7:00pm*
- *Saturday, June 29th, 2024 One show @ 7:00pm*
- *Sunday, June 30th, 2024 One Show @ 2:00pm and LOAD OUT (Mandatory for all families)*

TECH WEEK (Confirmed) June 17th, 2024-June 21st, 2024: For those not familiar with theater lingo, “Tech Week” is the week before the show starts, where we transition from the studio rehearsal space into the theater at Livermore High School! It is a busy and exciting week! Most performers are in the theater every day of the week! We know this makes for a very long week for everyone (parents, staff and performers) but we are here to help in any way we can! Families often choose to carpool to the theater in Livermore, California.

THEATER LOAD-IN & STRIKE: All Families are required to help with Load-In and Strike, there are safe things for younger humans to help with like costumes and props!

We ask that you find childcare for 5 - 12 year olds or have them sit in the audience during this time. If you are an adult performer in the cast and fail to stay for Load-In and Strike, you will be charged the buyout fee of \$150. The more folks we have helping, the faster it goes!

Important reminders for once we transition to the theater for Tech Week & Performances:

- Please allow for travel time to the theater, so performers can arrive on time!
- For parents of younger performers, please walk them inside to the Green Room and pick them up from the Green Room at the end of rehearsal.
- Performers are asked to eat a substantial meal before coming to the theater, but may bring snacks to have when on a break (food MUST be eaten outside).
- Only WATER is allowed inside the Green Room, dressing rooms and theater.
- Performers are NOT allowed to eat or drink when wearing a microphone or mic pack!
- Performers should bring ALL of their costumes EVERY DAY in a bag of some kind (please label all costume pieces with your name).
- On Full Dress Rehearsal days & for performances, Lead performers are asked to arrive with hair & make-up DONE!
- On Full Dress Rehearsal days & for performances, Ensemble performers are asked to arrive with hair & make-up DONE and wearing their first costume!
- Lead performers may change in the women's/men's dressing rooms (downstairs). Ensemble members are asked to remain in the Green Room until needed on-stage.
- Performers are strongly encouraged to bring homework and/or other quiet activities to work on when they're not on-stage.
- Please be RESPECTFUL of the theater and their staff! Leave it cleaner than when you arrived.
- Only RTA staff, theater staff, performers and parent volunteers are allowed backstage in the workshop area. THIS WILL BE HEAVILY ENFORCED! This is to ensure your child's safety!
- Volunteers are asked to please check in with their volunteer coordinator upon arrival at the theater.

COMMUNICATION FOR TECH WEEK: If your child has exams or a big assignment, let us know in advance. Talk to their teachers about school stuff and make a plan - it's a four-month window. We're all about putting kids first, but we need to plan for their safety during the show, especially with set pieces and movable props. Your cooperation ensures a smooth and secure experience for everyone. However, this does not mean that we will allow conflicts or missed Tech Week rehearsals for last minute school work or family events. Sometimes the solution will be dismissal without refund.

REHEARSAL END TIME-DURING TECH WEEK: It is extremely important to note that while we will do our absolute best to finish on time, there are going to be days where we go over our end time.

Our intention is always to learn from prior shows and provide enough time for us to complete our daily tasks. However, Tech Week is nothing short of unpredictable (especially with factors like COVID-19), and we often need some extra time to create the finished product before we open the show. There are many things that go into these productions, and one of our top priorities is SAFETY.

It becomes unsafe when actors don't know where to go, or where to be on stage. Or if the stage crew doesn't know when and where to put an important set piece.

If we are over time, we ask that you wait patiently for up to 20-30 minutes after the end of rehearsal, if necessary. We know this may be a lot to ask. We promise to not take advantage of you and your commitment.

We always do our best to excuse folks when they are not needed, especially the younger kids. However, there will be days where late nights are unavoidable. That is part of the magical process of theater and we appreciate you for understanding.

Parents who mistreat volunteers or supervising staff members in irritation will be relieved of their volunteer positions and charged \$150 per our buyout policy.

SECTION 4: REGISTRATION DAY

REGISTRATION DAY:

The first ensemble rehearsal/grouping day is called *Registration Day*. This day will be held on **Tuesday, February 20th, 2024**. ***On this date only***, attendance time is based on the following age groups.

5:00pm - 6:00pm: Ages 5 - 8

6:00pm - 7:00pm: Ages 9 - 11

7:00pm - 8:00pm: Ages 12 - 14

8:00pm - 9:00pm: Ages 15+

New parents and families are invited to accompany their performer for a brief staff introduction and welcome (in the studio) on Registration Day. This will take place at the beginning of the rehearsal time.

After auditions (more info below) and during the second rehearsal on March 5th, all performers will be placed in one of four ensemble groups based on age and ability.

CONFLICTS/CONFLICT FORM: Performers are allowed a ***maximum of 3 conflicts for rehearsals*** over the course of a show. Please come to Registration with your conflicts ready to give them to staff at check in. There are absolutely no approved conflicts during production time (i.e. Tech Week in June 2024). Performers who communicate multiple conflicts after being cast in a lead role, are subject to removal without refund.

PARENT MEETINGS: We typically have 3-4 Parent Meetings, which we strongly request at least 1 parent/guardian attend. Some meetings include and not limited to:

- Preliminary Meeting: on Registration Day
- Costume Meeting: review the Costume Guide in detail and answer any questions
- Any Necessary Volunteer Meeting: to review expectations and assign jobs.

VOLUNTEERING: We can't emphasize enough how critical and essential Volunteers are to the success of Royal Theater Academy! We require each parent to work several volunteer shifts throughout the course of each show run. Many of our parents can attest to how FUN volunteering with us can be and how many new friendships are forged each and every show! Some volunteer teams work on tasks throughout the 4-5 months leading up to show time, but most volunteering will be completed in the last couple weeks during Tech Week and performances. Each family can expect to work approximately 10 hours. A Volunteer Meeting will be held once volunteer jobs are assigned. The meeting usually happens on the second day of Tech Week during the Step through, but it is subject to change.

Tentative Volunteer Meeting Date: Monday, June 17th, 2024

VOLUNTEER BUY-OUT OPTION: We understand that the time commitment can pose some constraints on parents' schedules and for this we offer a buy-out fee of \$150. This fee is used to hire assistants to cover the hours that would have otherwise been covered by volunteering. If you do not complete your hours, your account will be charged \$150. We do not compromise based on time worked. You must work your full 10 hours in order to not be charged the buy-out fee.

SECTION 5: ENSEMBLE REHEARSAL (TUESDAYS)

Ensemble rehearsals will take place every Tuesday (unless otherwise noted on the rehearsal calendars) at the times listed below:

Ensemble Groups:

Orphan (Approx. 5-7 Years)

5:00pm – 6:00pm

London (Approx. 8-13 Years)

6:00pm – 7:00pm (Sometimes 7:30pm)

Locket Lead Kid Group (Approx. 9-14 Years)

7:00pm – 8:00pm

Tavern (Approx. 14+)

8:00pm - 9:00pm

REHEARSAL EXPECTATIONS FOR ENSEMBLE MEMBERS: Each performer that registers to do a show with RTA is guaranteed a role in the Ensemble. Ensemble members are expected & held accountable to:

- Up-front commitment to attend weekly rehearsals on Tuesdays at their designated time (based on age/ability groups and/or placement during the first week of rehearsal).
- Be on time to all rehearsals. In fact, being a few minutes early is always encouraged.
- Be present and ready to rehearse when you walk through the door!
- Treat everyone with respect. This includes other performers, RTA staff and our wonderful parents.
- Practice your songs & choreography at home, every week. Doing so will build your confidence as a performer and make the rehearsal process much smoother. We can tell who has been practicing at home.
- Print sheet music for the songs your Ensemble group is singing. Bring this sheet music with you to every rehearsal!
- Notify RTA staff of any rehearsal conflicts in advance (with the exception of last-minute sickness or emergencies. Please notify us when these come up as well). Missed rehearsals affect the entire group, not just your performer. Performers

are only allowed to miss 3 rehearsals in a show run.

- Be flexible! Sometimes rehearsals run a few minutes long, change or are adjusted based on if we fall behind or are ahead! We want the best possible experience for your performer, so please be understanding if things shift from time to time.
- Provide their own ensemble costumes (see below section for further info).

WHAT TO BRING TO REHEARSAL:

- Wear clothes that you can move in (NO flip flops, sandals, tight jeans, dresses and skirts).
- Have hair pulled up and out of your face.
- Bring a pencil, all sheet music and/or script to every rehearsal.
- Bring water.

SECTION 6: AUDITION PROCESS

AUDITIONS FOR LEAD ROLES: RTA holds optional auditions for students interested in a Lead Role. During the first couple weeks of rehearsal, we will offer one or two (if needed) “Audition Prep” rehearsal(s). It is in this Audition Prep rehearsal that the performers will learn the material necessary to be successful at auditions! All RTA participants audition with the SAME material. We teach them the songs, choreography and give them scenes to read in order to audition for a Lead Role. We ask that performers audition for only 2-3 roles maximum, and notify the staff of the roles you’d like to be considered for via the Google “Audition Form”. The Audition Form will be sent out after Audition Prep. We want every child, experienced or not, to have an equal opportunity to shine at auditions. The following is the schedule for Audition Prep Rehearsals, Auditions, Call-Backs and Lead Cast Read Through:

AUDITION PREP REHEARSALS:

Wednesday, February 21st, 2024 & Tentatively February, 22nd, 2024 (if needed)

Ages 5-7: Will not be eligible for leads in this show. If you are within this restricted age, you may ask permission to audition, but must be prepared to be told “no”.

Ages 8-14: 5:00pm-7:30pm

Ages 15+: 7:30pm-10pm

AUDITIONS:

Tuesday, February 27th, 2024 (No Ensemble Rehearsal)

Day One:

Ages 7-13: 5:00pm-7:00pm

Ages 14+: 7:00pm-9:00pm

CALL-BACKS:

Wednesday, February 28th, 2024: Times TBD

Please be available from 5:00pm - 10:00pm.

If your performer is called back, you will receive an email by Noon with what time you/your performer need(s) to attend.

CAST LIST: Cast List for Lead Roles will be distributed via email to all families on Thursday, February 29th, 2024 in the morning.

VOCAL ENSEMBLE: Some participants will also be selected as a part of our Vocal Ensemble (V.E.). V.E. rehearsals will be listed on the weekly rehearsal schedule. If your child's Group Form also lists "Vocal Ensemble", please attend both Ensemble and Vocal Ensemble rehearsals. ***Please note: in order to be considered for V.E. you must audition for a role or speak to the Vocal Director.***

READ THROUGH: All casted performers will be called to the Read Through. Thursday, February 29th, 2024 from 5:00pm-9:00pm.

Note: Lead Roles are sometimes double-cast (where each cast will perform 3 of the 6 shows). For roles that are double-cast, the performer will participate in the Ensemble in the shows in which they are not performing their Lead Role.

LEAD ROLE DESCRIPTIONS: Students awarded a Lead Role will pay an additional fee for extra instruction and to go toward lead necessities like costumes and extra make-up to be provided for by RTA. Please note that you may be asked to provide your own shoes, make-up kits, or under clothes (i.e. leotards, nude stockings, etc.)

LEAD ROLE: \$150 Lead Fee for all ages

Oliver Twist

A workhouse boy about 11 years of age.

Gender: Male

Age: 8 to 12

Fagin

An elderly receiver - runs a training academy for young pickpockets.

Gender: Male

Age: Teen and Adult. Presents as 50-60 years of age.

The Artful Dodger

Fagin's brightest pupil - an undersized 16 year old.

Gender: Male

Age: 10 - 14

Bill Sikes

A villain in his prime.

Gender: Male

Age: Teen and Adult. Presents as 30 - 40 years of age.

Nancy

23 years old - a graduate of Fagin's academy and Bill's doxy.

Gender: Female

Age: Teen and Adult. Presents in her early 20's

Bet

A 15-year old lass in Fagin's establishment - idolizes Nancy.

Gender: Female

Age: 14 to 18

Mr. Bumble

A large and pompous Beadle of the workhouse.

Gender: Male

Age: Teen and Adult. Presents as 35 to 60 years of age.

Mrs. Corney

A sharp-tongued, domineering widow - the Workhouse Mistress.

Gender: Female

Age: Teen and Adult. Presents as 40 to 55 years of age.

Mr. Sowerberry

The Undertaker.

Gender: Male

Age: Teen and Adult. Presents as 45 to 60 years of age.

Mrs. Sowerberry

Mr. Sowerberry's wife and his overseer.

Gender: Female

Age: Teen and Adult. Presents as 45 to 60 years of age.

Mrs. Bedwin

The Brownlow's Housekeeper.

Gender: Female

Age: Teen and Adult. Presents as 45 to 60 years of age.

Old Sally

A Pauper.

Gender: Female

Age: Teen and Adult. Presents as 50 to 70 years of age.

Charley Bates

A boy in Fagin's establishment.

Gender: Male

Age: 10 to 18

FEATURED LEAD: \$125 Lead Fee for all Ages

Workhouse boys, workhouse assistants, bow street runners, street vendors and crowd, etc.

Gender: Any

Charlotte

The Sowerberry's young daughter.

Gender: Female

Age: 18 to 25

Noah Claypole

Mr. Sowerberry's pimply apprentice.

Gender: Male

Age: 18 to 25

Mr. Grimwig

A Doctor.

Gender: Male

Age: Teen and Adult. Presents as 30 to 50 years of age.

Mr. Brownlow

An old gentleman of wealth and breeding.

Gender: Male

Age: Teen and Adult. Presents as 55 to 70 years of age.

SECTION 7: LEAD REHEARSALS (WEDNESDAY & THURSDAY)

REHEARSAL EXPECTATIONS FOR LEAD ROLES: Lead Role members are expected & held accountable to:

- All items listed above under “Expectations for Ensemble Members”
- Memorize lines, vocals and dance sections in a timely manner. Remember to practice, practice, practice at home!
- Commit to conducting oneself with kindness, responsibility and respect in and outside of rehearsal and be a good role model for others.
- Set an example of hard work and dedication.
- Give just as much effort in their Ensemble role, if their role is double cast in the show.
- Print the script and/or Libretto (sheet music) and place in a 3-ring binder. Bring this binder and a pencil with you to every rehearsal!
- Take notes in their script of all blocking, props, changes, etc.
- Lead Fees will be automatically charged after casting, which covers a portion of costs for all leads. (i.e., costumes, additional instruction & rehearsals, etc.)

WHAT TO BRING TO REHEARSAL:

- Wear clothes that you can move in (NO flip flops, sandals, tight jeans, dresses and skirts).
- Have hair pulled up and out of your face.
- Bring a pencil, all sheet music and/or script to every rehearsal.
- Bring water.
- For Lead rehearsals lasting more than 2 hours, performers are welcome to bring homework to work on during breaks or times when their role is not rehearsing.
- For Lead rehearsals lasting more than 3 hours, performers are allowed to bring a sack dinner to eat during a break or times when their role is not rehearsing. All performers **MUST** pick up after themselves and dispose of all trash before leaving rehearsal.

SECTION 8: AT HOME PRACTICE

REHEARSE-SCORE/Recorded Piano Practice: Rehearse-Score is a free program that each performer is asked to download on their home computer. Using the login information provided by RTA, all performers will have access to all show music for their use in practicing at home. WE STRONGLY REQUEST THAT ALL PERFORMERS USE REHEARSE-SCORE AND PRACTICE AT HOME ON A REGULAR BASIS. It is only with regular practice of the music, choreography and lines (both at rehearsals and at home) that a performer can truly excel in their part! As Miss Kristi often says, "Energy IN = Energy OUT. If you put in 100%, you get 100% back!"

OLIVER FOR THE ACTOR FOLDER (GOOGLE DRIVE FOLDER): The "Oliver for the Actor" Folder at Royal Theater Academy is your one-stop destination for all essential practice materials. Access digital scripts, scores, dance videos, costume info, and more. All conveniently organized and updated throughout the show's timeline. It's your go-to resource for a seamless and well-prepared performance. This folder will be shared at the beginning of the show via email. Let's make the journey from rehearsal to stage a smooth and enjoyable one!

SECTION 9: COSTUMES HAIR AND MAKE-UP

FOR ENSEMBLE MEMBERS: Ensemble performers are expected to provide their own costumes, based on a Costume Presentation Guide which will be emailed and presented a few weeks after auditions in a Costume Parent Meeting.

- For some items, we ask all performers to buy the exact same item, in which case we will provide a link to that exact item. We do our absolute best to find the lowest price! We often use Amazon.com, but also use websites where items ship from China (these sites tend to be less expensive, but we ask you to purchase these items right away to allow for lengthy shipping times).
- For other items, we will provide an example of what we are looking for and leave it up to you to find the best bang for your buck!

FOR LEAD ROLES: Lead Role performers will receive an additional Costume Presentation Guide specific to Lead Roles. This guide will clearly list which costume items are provided by RTA and which costume items the performer needs to provide.

There will be a “Costume Check Day” at rehearsal, approximately 1-month before we are scheduled to go into the theater, providing ample time for parents and staff to fine tune costumes for our show!

HAIR & MAKE-UP: Each performer is responsible for their own hair & basic stage make-up. We suggest that all performers purchase a Ben Nye basic theatrical stage make-up kit. These kits are around \$35 and can be purchased on Amazon.

Miss Kristi Grand will present a Hair & Make-up Guide, showing what is expected for each Ensemble group and each Lead Role. We try to provide links for online tutorials on how to achieve the style we are looking for. We suggest you practice the hair and make-up at home before dress rehearsals start! All performers are required to show up to full-dress rehearsals and all shows with their hair and make-up already done. The only exceptions are for certain Lead Roles who need very specific hair & make-up based on their character.

SECTION 10: AWARDS AND SCHOLARSHIPS

RTA AWARDS (GIVEN DURING TECH WEEK): It takes a village to put on our stellar productions! We like to take time towards the end of Tech Week to recognize our Stand-Out Volunteers and/or Performers. We will communicate the timing beforehand and ask all parents and performers to join us for these special awards!

RTA K. Grand Scholarship Fund

RTA will also begin the K. Grand Scholarship Fund and is prepared to award \$2,000 in Registration and Costume fees for prospective performers. Miss Kristina Grand was the founder and owner of our parent company Grand Performing Arts. She truly believes in the life changing ability of theater, experiencing it herself as a child. And is always adamant that anyone, despite financial circumstances, should have the opportunity to participate. We will start small, and grow on this ideal in the future. As we hope to carry the soul of her business on with us at RTA.

We also use this time to present the following special awards:

- **The Royal Robe:** Presented to a stand-out Ensemble member.
- **Chameleon Award:** Named after Camille Wong, a GPA alumni that went above and beyond to be helpful and a strong leader.
- **Jilly Bean:** This second generation award is named after Jillian Sweeney, another GPA alumni who exceeded our expectations as an assistant and was an amazing example in care, love, and job execution.
- **Lucy Loo:** This second generation award is named after Lucy Mchargue, another GPA alumni that exceeded our expectations as an assistant. Her award represents the students who excel in improvement, commitment and/or administrative excellence.

SECTION 11: AUTOMATIC DROP POLICY

AUTOMATIC DROP POLICY: Participation in the show will be automatically terminated under the following circumstances. No refunds will be issued and individuals with repeated offenses will be added to a "Do not cast" list. Barring a family emergency, we have limited flexibility for conflicts during production week. Please reach out so we can explore possibilities for students to participate despite conflicts. Students with production week conflicts are ineligible for Lead Role Auditions and can only participate on Tuesdays in the Ensemble group. Effective communication is crucial, and our goal is to be as inclusive as possible.

- 1) **Missing a show:** Communication is key and I will make exceptions for emergency situations. But once the show begins, you are expected to make every show. No exceptions. Having to miss a show immediately initiates the Automatic Drop Policy.
- 2) **Missing 50% of rehearsal or more:** If you miss more than 50% of your rehearsals, for any reason (i.e. combination of sickness, communicated conflicts, and pop-up conflicts) RTA will drop you from the show. No exceptions will be made and plenty of warnings will be given.
- 3) **Consistent Tardiness:** Being on time is important to the progress of the show. Please be on time.

Please note that the above will be heavily enforced. Thank you for your consideration and commitment.

GOT QUESTIONS? Here's who to ask if you have questions:

Founder and Artistic Director, Trenton Torain and the Producer, Abigail Sweeney. They can be reached at: info@royaltheateracademy.com



PARENT AND PERFORMER AGREEMENT AND SIGNATURE PAGE

PLEASE MAKE SURE YOU HAVE READ ENSEMBLE COMMITMENTS, LEAD ROLE COMMITMENTS, TECH WEEK COMMITMENTS, AND CONFLICT POLICIES THOROUGHLY AND WITH YOUR PERFORMER!

By signing below, you are agreeing to all included policies, mandatory participation days; Load-in, Volunteer work, Strike, etc.

If you are confused about any of the included rules or policies please feel free to email us at info@royaltheateracademy.com

Thank you for your support and welcome to the family!

PARENT/GUARDIAN PRINT: _____

PARENT/GUARDIAN SIGN: _____

PERFORMER PRINT: _____

PERFORMER SIGN: _____