

# THE HUNCHBACK OF NOTRE DAME

## Actor Packet and Parent Information

Review and keep for your records	Return to School Checklist
<ol style="list-style-type: none"><li>1. Website Information</li><li>2. Remind Text Alerts</li><li>3. Headshot Information</li><li>4. Actor Contract</li><li>5. Please visit our website for more information and Calendar. <a href="http://www.honesdalepac.com">http://www.honesdalepac.com</a></li></ol> <p>Click on Education, then click on Production from the menu.</p> <ul style="list-style-type: none"><li>- Actor Contract</li><li>- Voice Tips and Tricks</li><li>- Headshot Information</li></ul>	<ol style="list-style-type: none"><li>1. Order Forms <i>Due: 10/18/19</i></li><li>2. Happy Ad Form <i>Due: 10/18/19</i></li><li>3. Playbill Release <i>Due: ASAP</i></li></ol> <p><i>If you would like to turn any of these items in prior to the Due Date, please feel free. Please give items to the director at your next rehearsal.</i></p>



### **SIGN UP FOR REMIND MUSICAL ANNOUNCEMENTS**

Please text @hpac2020 to the number 81010  
You will receive a welcome text from Remind.  
If you have trouble try texting @hpac2020 to (570) 704-3190

### **PLEASE VISIT OUR WEBSITE FOR UPCOMING NEWS AND INFORMATION**

<https://www.honesdalepac.com/education/production>

### **DOWNLOAD SHOW MUSIC AND SCRIPTS**

For music from the show, please logon to the website with the following information.

<https://portal.honesdalepac.com/Hunchback>

Username: hpac  
Password: hhs2020

The private website allows for you to download practice rehearsal music materials.

### **REPORT ABSENCES ONLINE**

Visit our website <http://www.honesdalepac.com/education/production> and submit the absence report form. You are responsible to alert your directors of your planned absence. This is very important to let us know you will not be in school or missing rehearsal on a certain time or date.

**HONESDALE HIGH SCHOOL PERFORMING ARTS CENTER  
459 TERRACE STREET HONESDALE PA 18431 • WWW.HONESDALEPAC.COM  
PHONE (570) 251-9831 • FAX (570) 253-9256**



## **Actor Headshot Guide**

A headshot is a distinct type of photographic portrait designed specifically to promote the person who is the subject of the headshot. Unlike a standard portrait that is designed to flatter the subject for aesthetic reason, the headshot is a commercial portrait carefully designed for self-promotion in your acting career. If you are an entertainer, business person, executive, or author you will find that a quality headshot is a vital part of your success.

When choosing your wardrobe for the commercial shoot consider neutral colors to bright colors that reflect the upbeat nature of the shot. The viewer of your headshot should feel warmth from your photo that compels them to want to know more about you.

Please wear a black dress/dress shirt or non-printed shirt on your photography day.

**Your Theatrical Headshot Day will be held on Monday, October 7, 2019. Your attendance is mandatory. This photo shoot will only take a few moments after school, see Mrs. Stone (HS Art Room) for more information.**

This head shot will be placed in the Playbill and be showcased in our Grand Hall at the performance.

# **HONESDALE PERFORMING ARTS CENTER ACTOR RESPONSIBILITIES AND CONTRACT**

## **Building Policies**

**Electronic Devices** Use of personal electronic devices (iPod, computer, cell phone) is not allowed in the stage areas (stage floor, grid, and production booth) at any time.

**Electronic Devices Backstage and in Production Areas** Use of personal electronic devices in all production areas during rehearsal, work calls, crew watch or after half hour on the stage, backstage (including Green Room), auditorium, or front of house is allowed only if permission is granted by the director and the stage manager is notified prior to use.

**Footwear** Safety regulations require that appropriate footwear be worn at all times in all production work areas of the Performing Arts Center theatre facility. Flip flops, fashion high heels, open toe shoes, bedroom slippers or any footwear judged by the area supervisor to be a safety hazard are not allowed at any time in the stage areas, scene shop, costume shop, and lighting lab or anywhere in the theatre. Costume and dance footwear is allowed during rehearsal and performance only.

## **Professional Etiquette**

*(Adapted from Actors' Equity Association Actors' Etiquette and Responsibilities)*

**Taking Notes** Always be gracious, even if you disagree. Say, "thank you" after the director gives you the note, or "May I ask you about this later?" if you don't understand or disagree. The note session is not therapy for your character, but rather a session of quick fixes for MANY elements of the show. Find time outside for you and the director to solve issues that affect you or your character only.

**Giving Notes** Do not give notes to another actor. This includes feeding another actor his/her line. Furthermore, don't take notes from another actor.

**Memorization** You should carry your script for all blocking rehearsals and take notes of your blocking in pencil. The next time you are scheduled to rehearse this scene, you are expected to be off book on both lines and blocking. This includes music.

**Costumes and Appearance** Make no unauthorized changes in costume, make-up, or hairstyle. Let the designer know your concerns, but avoid doing his or her job. Take proper care of all costumes – this means no eating, smoking, or drinking anything besides water while in costume unless requested to do so onstage by your director. Failure to comply with these rules may result in costume damage,

and you will be responsible for the damages, if not full replacement of the costume garment.

**Backstage Noise** Avoid all talking, whispering, and laughter backstage. Keep noise to a minimum while in the green room and dressing room areas.

**Props** Never play with a prop – your own or someone else's. Do not touch another actor's prop. Always check your own props before each rehearsal and show.

**Ad-libs** Unauthorized ad-libbing or line alteration is a violation of the author's copyright.

**Performance** Call time before a performance is a minimum of two hours before start time. You are required to be at all performances. You have a responsibility to all involved to perform the show as rehearsed and to do your best. The closing night audience members paid the same ticket price as the opening night audience. You should always give your best possible performance.

**Hygiene** Shower daily while in rehearsal or performance. Brush your teeth before rehearsals and performances and keep breath mints on hand. Always wear deodorant, preferably unscented. Do not use perfumes, scented lotions, body sprays, etc. during a rehearsal or performance, other cast and crew members may have severe allergies. Appropriate underwear and hosiery must be worn with costumes. You are also responsible to wear predetermined costume undergarments, to be provided by actor/actress.

**Chewing Gum** Gum chewing is not permitted during rehearsal or performance.

## **Rehearsals and Expectations**

- You are expected to be available for all rehearsals.
- You are only allowed to miss 1 rehearsal, without losing your role.
- Detailed rehearsal schedules will be updated daily and will be posted.
- You should arrive at rehearsal 15 minutes early. If you are early you are on time, if you are on time you are late!
- You should wear appropriate rehearsal clothing.
- You must wear shoes at all times, sneakers or character shoes are best.
- You should bring your script, 2 pencils, and water bottle.
- Please leave all belongings in grand hall, before entering the theatre.
- You are required to stay in the assigned rehearsal halls at all-time unless directed otherwise.
- Once you arrive at rehearsal you are not allowed to leave the rehearsal at any time; until dismissal of a scheduled rehearsal or performance by one of the directors.
- Remember all rehearsals are closed doors to everyone except the cast and crew.

- Please keep cell phones put away, no video or audio recordings by electronic devices. Please refrain from texting or phone calling during class time.
- No PDA.

## **Absenteeism**

- If you are sick on the day of rehearsal you are to contact us by phone (570-251-9831 x1515) or use the online absentee system.  
<https://www.honesdalepac.com/education/production>

## **Website Information**

1. Logon <http://www.honesdalepac.com>
2. Click on the Education Link, click on Production.
3. Click Portal Login to Download Rehearsal Music  
The username and password will be provided to you at rehearsal.
4. You can get all the important information and download the rehearsal music online.

## **Disputes**

Consult the Director in case of disputes. Try to resolve all disputes with the mediation of the stage manager and director.

Failure to adhere to these expectations will result in the following action

- First occurrence: Notation in the rehearsal report.
- Second occurrence: Meeting with stage management and director.
- Third occurrence: May be grounds for dismissal.



# RELEASE

This parental consent form is to both inform you and to request permission for your actor's photo, name and image to be published in our annual yearbook, playbill, and other school production media, web sites, etc. and/or similar school-sponsored publications or in school-approved news media interviews, releases, articles, and photographs regarding this theatrical production.

I GRANT permission for my actor's photo, name and image to be published in our annual yearbook, playbill, and other school production media, web sites, etc. and/or similar school-sponsored publications or in school-approved news media interviews, releases, articles, and photographs regarding this theatrical production.

**Consent for Release:** I being the parent/legal guardian of the student(s) named below, have read and understand the information provided on this form.

Student's Name: (please print) \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Print name of Parent/Guardian: (print) \_\_\_\_\_

Signature of Parent/Guardian: (sign) \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN ASAP**

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# THE HUNCHBACK OF NOTRE DAME ORDER FORM

Please complete all sections of this order form, be sure to include your contact information.

## PERSONAL INFORMATION

Student Name

Parent / Guardian Name

Address

City/State/Zip

E-Mail Address

Home Phone

## TICKET ORDER FORM

**All seating is reserved seating in the theatre. Ticket orders will be processed in the order they are received and will be filled to best available seats in the front, filling towards the back of the theatre. Special pricing good through 10/18/2019.**

**Friday - February 21, 2020 at 7:00 P.M.**

QTY:	TICKET:	PRICE	TOTAL
_____	Pre Sale Special	\$5.00	\$ _____
_____	Red & Black Card Members		

**Saturday - February 22, 2020 at 7:00 P.M.**

QTY:	TICKET:	PRICE	TOTAL
_____	Pre Sale Special	\$5.00	\$ _____
_____	Red & Black Card Members		

**Sunday - February 23, 2020 at 2:00 P.M.**

QTY:	TICKET:	PRICE	TOTAL
_____	Pre Sale Special	\$5.00	\$ _____
_____	Red & Black Card Members		

TICKET TOTAL: \$ \_\_\_\_\_

## HAPPY AD

If you would like to purchase a Playbill happy ad, for your performer please select program size, and submit attachment (Reverse Page).

_____ Full Page	\$100
_____ Half Page	\$50
_____ Quarter Page	\$25
_____ Family Size	\$20

**HAPPY AD TOTAL DUE \$ \_\_\_\_\_**

## CAST PARTY

The cast party will be held on Sunday, February 23 after the show. The \$25.00 will cover the cost for the cast party, basket raffle items, and actor/director gifts. We are asking for all students to participate.

## APPAREL ORDER FORMS

Please complete the form below to select your actor's apparel size, if you would like to order additional shirt(s) for you and your family members, please feel free—this is a great fundraiser for us.



STYLE	PRICE	YS	YM	YL	YXL	S	M	L	XL	2XL	3XL	4XL	TOTAL
T-Shirt	\$15												\$
Long Sleeve T	\$20												\$
Hoodie	\$30												\$
TOTAL													

Tickets.....	\$ _____
Happy Ad.....	\$ _____
Cast Party.....	\$ <u>25.00</u>
Apparel.....	\$ _____
DVD of Musical Production (\$25).....	\$ _____
<b>TOTAL: \$</b>	<b>_____</b>

## PAYMENT INFORMATION

**Please send in cash or checks payable to the Friends of the Operetta and return to:**

Honesdale Performing Arts Center  
ATTN: Scott D. Miller  
459 Terrace Street  
Honesdale, PA 18431

## PERFORMING ARTS PROGRAM—HAPPY AD WORKSHEET

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please complete your order form.

**Happy Ads are due: Friday, October 18, 2019**

Provide logos or e-mail images to [media@honesdalepac.com](mailto:media@honesdalepac.com)

\_\_\_ Full Page \_\_\_ Half Page \_\_\_ Quarter Page \_\_\_ Family Size  
\$100 \$50 \$25 \$20

**PLEASE PROVIDE US WITH YOUR DESIGN FOR AD SIZE**

FONT SIZE, STYLE, AND GRAPHICS MAY BE ADJUSTED TO FIT AD SPACE.

Ad to read as follows:

### Family Size—TEXT ONLY—NO GRAPHICS

Width: 2120 pixels (7.067 inches, 300 dpi)

Height: 652 pixels (1.0587 inches, 300 dpi)

### Half Page

Width: 2120 pixels (7.067 inches, 300 dpi)

Height: 1548 pixels (5.16 inches, 300 dpi)

### Full Page

#### FULL SIZE PHOTO/AD:

Width: 2120 pixels (7.067 inches, 300 dpi)

Height: 3176 pixels (10.587 inches, 300 dpi)

### Quarter Page

Width: 1020 pixels

(3.4 inches, 300 dpi)

Height: 1548 pixels

(5.16 inches, 300 dpi)

All proceeds benefit the students of the Performing Arts.