



Actor Packet and Parent Information

Review and keep for your records

1. Google Classroom Information
2. Remind Text Alerts
3. Headshot Information
4. Actor Contract
5. Please visit our website for more information and Online Calendar.
<http://www.honesdalepac.com>

Click on Education, then click on Production from the menu.

- Actor Contract
- Voice Tips and Tricks
- Headshot Information

Return to School Checklist

1. Order and Happy Ad Forms Due: Tuesday, January 23, 2024
2. Medical and Playbill Release Due: ASAP

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.

Online Reminder - All forms in this packet may be completed online for your convenience by visiting the shortened URL.

ONLINE PRODUCTION INFORMATION

SIGN UP FOR REMIND MUSICAL ANNOUNCEMENTS

Please text @hpac2324 to the number 81010
You will receive a welcome text from Remind.
If you have trouble try texting @hpac2324 to (570) 704-3190

GOOGLE CLASSROOM

Students may sign up with their school email address to use Google Classroom and join our Wizard of Oz Announcements and can ask questions. Parents may subscribe but will also receive weekly emails from the directors regarding our Musical Production.

Class Code: **5mpp4e5**

DOWNLOAD SHOW MUSIC AND SCRIPTS

For music from the show, please logon to the Google Classroom and view your materials
The private website allows for you to download practice rehearsal music materials.
Please download **ShowReady Mobile APP** from Self Service on your iPad.

Enter the Mobile Password: **HOST-TANNER-CURBS-LYNX-LEFTY-NEPAL**

And you will receive full access to all of our digital music for practicing at home.

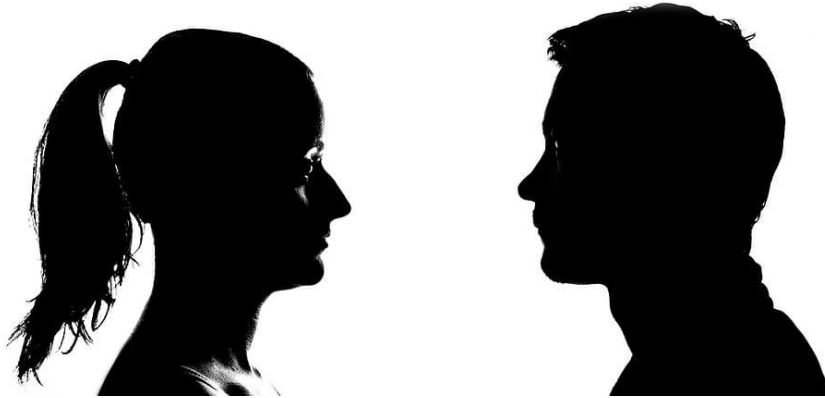
PLEASE VISIT OUR WEBSITE FOR UPCOMING NEWS, CALENDAR, AND INFORMATION

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

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.

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 reasons, 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 black shirt on your photography day.

Your Theatrical Headshot Day will be held on Wednesday, December 20, 2023 or Thursday, December 21, 2023 at 3:00PM.. in Ms. Roerig's Room, in the Honesdale High School Art Room 415.

Your attendance is mandatory and the photo shoot only takes a few minutes for each actor.

Please coordinate a ride to be picked up after school.

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, 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 and a half 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 the 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 online.
- 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 a water bottle.
- Please leave all belongings in the rear of the theatre, 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 of 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. Logon to Google Classroom to Download Rehearsal Music
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

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

HONESDALE PERFORMING ARTS CENTER ACTOR RESPONSIBILITIES AND CONTRACT

AGREEMENT

Consent for Agreement: I being the parent/legal guardian of the student(s) named below have read and understand the information provided on this actor's responsibilities and contract 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



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

For privacy information, please visit <https://www.playbillder.com/pub/policies>

For your convenience and instant submission of this form, please visit <https://bit.ly/hpacplaybill>.

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HONESDALE HIGH SCHOOL PERFORMING ARTS

STUDENT MEDICAL FORM INFORMATION

Form Due: Tuesday, January 23, 2024

STUDENT INFORMATION

Student Name: _____ Date: _____

Gender: _____ Age: _____ Date of Birth: _____ Grade: _____

Home Address: _____
(Street)

(City) (State) (Zip Code)

PARENT OR GUARDIAN INFORMATION

Father's Full Name: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Mother's Full Name: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Stepparent/Guardian Full Name: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Is the student currently taking any medication? YES NO

If yes, please list medication: _____

Does the student have any allergies? YES NO

If yes, please list allergies: _____

List any ailments of which the school personnel should be made aware of: (diabetes, heart condition, ect.) _____

(Over Please)

HONESDALE HIGH SCHOOL PERFORMING ARTS

STUDENT MEDICAL FORM INFORMATION

Form Due: Tuesday, January 23, 2024

INSURANCE INFORMATION

Name of Health Insurance: _____

EMERGENCY CONTACT

If the school cannot contact either parent/guardian, please another emergency contact who would have the authority to advise us regarding your child:

Name: _____ Relation to Child: _____

Address: _____

Home Phone: _____ Cell Phone: _____

MEDICAL TREATMENT

I give my permission for the following to be administered to my child by a school nurse if available:
Tylenol, Pepto Bismol, Other (Be specific)

If none of the above can be reached by phone and, and emergency treatment is required, may the school authorities use their own judgment in treating your student? _____ YES _____ NO

Preferred Hospital: _____ Preferred Doctor: _____

It is understood that in the final disposition of an emergency case, the judgment of school authorities will prevail. The recommendation of the parent/guardian, as indicated above, will be respected as far as possible. If at any time the above information has changed, I will notify my child's school in writing. It is understood and agreed that the student and his/her/parent/guardian shall hold the Wayne Highlands School District and its employees from any and all lawsuits, claims, demands, expense, or costs arising out of the administration of or failure to administer first aid or emergency treatment to the student while in the school's care.

Parent's Signature: _____ Date: _____

WIZARD OF OZ TICKET ORDER FORM

Order Form Due: Tuesday, January 23, 2024

Contact Information

First Name: _____ Last Name: _____

E-Mail: _____ Phone No: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Please select ticket delivery: ____ e-Mail Tickets ____ US Mail Tickets ____ Hold at Will Call

Friday - February 16, 2024 at 7:00 P.M.

QTY:	TICKET:	PRICE	TOTAL
_____	Regular Ticket	\$10.00	\$ _____
_____	Senior Ticket (+62)	\$ 9.00	\$ _____
_____	Students	\$ 8.00	\$ _____
_____	Children (3-5)	\$ 5.00	\$ _____
_____	Red & Black Card Members	\$ 0.00	\$ _____
	SUBTOTAL		\$ _____

Saturday - February 17, 2024 at 7:00 P.M.

QTY:	TICKET:	PRICE	TOTAL
_____	Regular Ticket	\$10.00	\$ _____
_____	Senior Ticket (+62)	\$ 9.00	\$ _____
_____	Students	\$ 8.00	\$ _____
_____	Children (3-5)	\$ 5.00	\$ _____
_____	Red & Black Card Members	\$ 0.00	\$ _____
	SUBTOTAL		\$ _____

Sunday - February 18, 2024 at 2:00 P.M.

QTY:	TICKET:	PRICE	TOTAL
_____	Regular Ticket	\$10.00	\$ _____
_____	Senior Ticket (+62)	\$ 9.00	\$ _____
_____	Students	\$ 8.00	\$ _____
_____	Children (3-5)	\$ 5.00	\$ _____
_____	Red & Black Card Members	\$ 0.00	\$ _____
	SUBTOTAL		\$ _____

TICKET ORDER TOTAL DUE \$ _____

Please send in cash or check made payable to **HONESDALE HIGH SCHOOL**

We also accept All Major Credit Cards. VISA, Mastercard, Discover, and AMEX.

Credit Card Number: _____

Expiration Date: ____ / ____ (MM/YY) Security Code: _____

Name As it Appears on Card _____

For your convenience and to pick your own seats, please visit our website and order your tickets before tickets go on sale to the public using the code provided below. <https://www.honesdalepac.com> Ticket Access Code: TOTO (Public Ticket Sales begin January 15, 2024.)

WIZARD OF OZ TICKET ORDER FORM

Order Form Due: Tuesday, January 23, 2024

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For your convenience and to pick your own seats, please visit our website and order your tickets before tickets go on sale to the public using the code provided below. <https://www.honesdalepac.com> Ticket Access Code: TOTO (Public Ticket Sales begin January 15, 2024.)

WIZARD OF OZ FUNDRAISER ORDER FORM

Order Form Due: Tuesday, January 23, 2024

Contact Information

First Name: _____ Last Name: _____

E-Mail: _____ Phone No: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

CAST PARTY

The cast party will be held on Friday, February 16, 2024 after school. The \$30.00 will cover the cost for the cast party, basket raffle items, and actor gifts. We are asking for all students to participate.

CAST PARTY TOTAL \$ _____

HAPPY AD

If you would like to purchase an optional, but helpful, Quarter Page Playbill Happy Ad, for your performer please complete the form on the reverse side of this page. The cost is \$50.00 for a quarter page. For a personalized one line Happy Ad \$20.

HAPPY AD TOTAL \$ _____

PHOTO OR VIDEO DISC

If you would like to purchase a photo or video disc of the performance, for your performer please select payment and items. Photo Disc \$20. DVD Video \$30.

PHOTO OR VIDEO DISC TOTAL \$ _____

APPAREL ORDER

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. Please complete the form on the reverse side of this page.

T-Shirts \$20. Long Sleeve T-Shirts \$25. Hoodies \$30

APPAREL TOTAL \$ _____

FUNDRAISER ORDER TOTAL DUE \$ _____

Please send in cash or check made payable to Friends of Honesdale Performing Arts
We also accept All Major Credit Cards. VISA, Mastercard, Discover, and AMEX.

Credit Card Number: _____

Expiration Date: _____ / _____ (MM/YY) Security Code: _____

Name As it Appears on Card _____

For your convenience, please visit <https://bit.ly/hpacshowfund> to order your Photos, Video, Apparel, Cast Party, Happy Ads, and more. This form will require you to pay online, with any major credit card. Please e-mail your Happy Ad and/or graphics to media@honesdalepac.com to submit your happy ad.

WIZARD OF OZ FUNDRAISER ORDER FORM

Order Form Due: Tuesday, January 23, 2024

HAPPY AD FORM

PLEASE PROVIDE US WITH YOUR DESIGN FOR HAPPY AD, SIZEFONT SIZE, STYLE, AND GRAPHICS MAY BE ADJUSTED TO FIT AD SPACE.

Ad to read as follows:

APPAREL ORDER FORM

Please complete the form below to select your apparel order sizes, 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	PRIC E	YS	YM	YL	YXL	Adult Small	Adult Med	Adult Large	Adult XL	Adult 2XL	Adult 3XL	Adult 4XL	Total
<u>T-Shirt</u>	<u>\$20</u>												\$
<u>Long Sleeve T-Shirt</u>	<u>\$25</u>												\$
<u>Hoodie</u>	<u>\$30</u>												\$
<u>TOTAL</u>													\$

For your convenience, please visit <https://bit.ly/hpacshowfund> to order your Photos, Video, Apparel, Cast Party, Happy Ads, and more. This form will require you to pay online, with any major credit card. Please e-mail your Happy Ad and/or graphics to media@honesdalepac.com to submit your happy ad.



Everyone
deserves
the
Chance
to
Fly

**Donate today to support our upcoming musical
production of The Wizard of Oz with extra special flying
effects at Honesdale High School! <https://bit.ly/fly2024>**

The official registration and financial information of Friends of Honesdale Performing Arts, Inc. may be obtained from the Pennsylvania Department of State. Registration does not imply endorsement. The Friends of Honesdale Performing Arts, Inc., is a 501(c)(3) nonprofit organization, donations to which are tax deductible to the fullest extent permitted by law.