



## POLICIES AND PROCEDURES

Musical Theatre Academy is a non-profit 501 (C3) organization dedicated to the development of each student through the study of the Performing Arts in order to teach them the life skills and values that prepare them for further excellence in their education and forward into their professional lives in whatever direction that may take them. At MTA, students are able to develop confidence and self esteem and gain a better understanding of themselves while participating in the fun and challenging environment of creating a professional musical production with their fellow students and under the guidance of our trained instructors.

The following constitutes our formal policies and procedures, which each student and their respective parents/guardians must agree and adhere to. This was designed to make sure each student is fully aware of their obligations when joining the organization and what to expect as part of the MTA student body in order for them to get the most out of the program and experience. Please review all of the material contained within this document before enrolling in our program.

### AGE RANGE GROUPING

Students enrolling in our productions are grouped into the following age categories:

- Tiny Stars for age 4-6
- Twinkle Stars for ages 6-7
- Brite Stars for ages 8-11
- Rising Stars for ages 10-13
- Shooting Stars for ages 13-18

In addition, MTA provides many programs and classes, such as Summer on Broadway, private voice lessons, musical theatre dance, acting and others, which are open for various age groups. Please inquire with one of our staff for further information, fees, and schedule.

### TUITION

Musical Theatre Academy is a non-profit, tuition based, training Academy. Tuition breaks down to under \$12 an hour. Each production is professionally staffed with directors, choreographers, and vocal directors.

All productions are complete with professional sets, costumes, microphones, and for the Rising and Shooting Stars, an orchestra and live accompaniment at each rehearsal. Performances are held at a local professional theater.

Tuition may be paid in full by check or credit card, or on a monthly basis via automatic PayPal withdraw each month. YOU chose! Select the option upon enrollment.

**Please note that if a student drops the program after the first day of auditions, then there is a non-refundable fee of 1/5 of the total tuition. If a student drops the program more than one month after rehearsals have begun, MTA reserves the right to not offer any additional refunds.**

### YOUR CHILD CANNOT AUDITION UNTIL A PAYMENT OPTION HAS BEEN SELECTED

Tuition is due in full regardless of the number of rehearsals your child attends, or the role he/she is cast in.

### **TARDINESS & ABSENCES**

- Any conflicts must be given to your director in writing at the time of your audition.
- You will be allowed 3 conflicts for Rising Stars and Shooting Stars and 2 conflicts for Brite Stars. All conflicts must be submitted on the FIRST day.
- You must arrive on time to every rehearsal.
- Students may be removed from the production if they have one or more absences above the written conflict list.
- If you are severely ill and must be absent, contact the academy or director immediately.
- If you miss a rehearsal and fail to notify the academy or director, your role may be reassigned, or you may not be included in any dances/scenes rehearsed that day.
- If you miss a rehearsal, even if you do notify the academy or director, you may not be included in any dances/scenes rehearsed that day. There is limited rehearsal time and sometimes there is not time to reteach dances/scenes .
- Tech week rehearsals and performances are mandatory!
- If you leave a rehearsal early, or arrive late, you may not be included in any scenes/dances rehearsed while you are gone.
- MTA reserves the right to refuse service to any student/family.
- Casting is strictly up to the directors. Please understand that casting our shows is always a difficult process. Our directors do their best to place the performers in the roles for which they are best suited. The director's decisions are final and parental intervention is NOT allowed. Every role is important and affords a wonderful learning opportunity for the student. Valuable skills are learned regardless of whether the role is a lead or chorus. Every role is important in each show no matter how big or small.

### **SCRIPT & SCORES**

You will be given your own script to keep. It is mandatory that you bring your script, score, highlighter and a pencil to every rehearsal. If you lose your script, you may purchase a new one for \$25. For all Brite Star students, replacement scripts will not be available. Should you need to have your script replaced, it will be up to you to find someone in the cast to allow you to make a new copy. Please bring a 3-ring binder, pencil and highlighter to the first day.

### **ATTIRE**

Students should come to every rehearsal prepared with the appropriate clothing and dance shoes/tennis shoes. NO flip flops/sandals, platforms or bare feet. Each student will provide their own dance shoes for rehearsals and productions, for example: jazz or character shoes. Girls character shoes should be taken to the shoe repair and have rubber put on both the ball of the foot and heel.

### **REHEARSAL ETIQUETTE**

- Please be respectful and courteous to our staff and your fellow cast members at all times. We reserve the right to terminate any cast member based on their actions and/or behavior at any time during the production and performance period. Parents included.
- There will be no lunch breaks given. Snacks are to be eaten in the GREEN ROOM only. Snacks and water are available for purchase for \$1 each. Please make sure to pick up all trash items. Only water is allowed in the studio if it is in a closed container. Absolutely no food is allowed in the studio.

### **CASTING POLICY**

All who register are cast in the show. Our philosophy at MTA is that all kids who want the chance to be on stage, CAN be! All students who register for a production are included, and we do have a limit of students per age group. We do however, audition for each specific role. Please understand that casting our shows is always a difficult process. Our directors do their best to place the performers in the roles for which they are best suited. The director's decisions are final and parental intervention is not allowed. Every role is important and affords a wonderful learning opportunity for the student.

Valuable skills are learned regardless of whether the role is a lead or chorus. Every role is important in each show no matter how big or small. MTA is a training Academy, and throughout the rehearsal period, your children are exposed to, and trained in the arts of acting, dancing and singing by a staff of working industry professionals.

### **CONFLICTS**

Being in a MTA production is a huge commitment on the part of the student actor and his/her parents. All student actors are expected to be at every rehearsal in which they are called for. Many don't realize if an actor misses a rehearsal, it not only hurts them, it affects the entire cast. At the first day of auditions/rehearsal, you must submit a list of conflicts (if any) to the director outlining any conflict you may have on your scheduled rehearsal days.

As it gets closer to show time, we may call an additional rehearsal on another day that you normally do not rehearse. Please provide any conflicts on other days that lead two weeks into your tech week. **Only three (3) rehearsal conflicts are allowed for Rising and Shooting Stars and two (2) for Brite Stars.**

### **TECH WEEK REHEARSALS AND ALL PERFORMANCES ARE MANDATORY FOR EVERYONE.**

A detailed rehearsal schedule will be handed out the second week of rehearsal outlining the entire show and cast members who are required at each rehearsal. Parents and cast members please go thru this rehearsal schedule and mark them on your home calendar so you aren't surprised or miss a rehearsal.

### **PARENT VOLUNTEER PROGRAM**

Families are **REQUIRED** to volunteer during performance time. It takes a tremendous amount of work to put on a production and we need everyone's help. Any teenage and older member of your family or friends can work your position. Full details of jobs are on the volunteer chart posted at MTA and will be explained on the first day.

#### **Volunteering/Buy Out Option**

There are many different volunteer positions that your family can sign up for. If you are unable to volunteer your time, we have a buy-out option, which will help cover the costs of any outside help we may need to bring in to cover for your family. If you wish to use the buy-out option please advise one of our office staff representatives. Cost for this is \$300 and must be made by check payable to MTA.

There are many volunteer positions that we need to fill as listed below. A performance/working time chart will be at the mandatory parent meeting for you to chose and sign up for the particular area and date you wish. **BRING YOUR CALENDAR.** The chart will remain in the Executive Director's office for the remainder of the semester.

- **Costumes** - Measure kids, alter costumes, may need to sew/create costumes/pieces. Meet with Director prior to show for costuming information. Attend tech week at the theater for last minute fixes and be available to work the dressing room during a performance if needed for costuming issues.

- **Dressing Room/Stage Help** - Work Dressing Room before and during show helping actors change costumes, keeping them quiet and help keep the dressing room clean. When you work Dressing Room, you will NOT be able to see the show and must remain in the Dressing Room. MUST ATTEND ONE DRESS REHEARSAL even if you've worked Dressing Room in a prior show, everyone is different and there are different needs, fast changes, etc. You also must get background checked by MTA's vendor. MTA will not accept any other background checks. You must wear a backstage pass at all times.
- **Concessions – Chairperson:** In charge of putting out and following up on flyer for concession donations and collections, purchasing extra items if needed, take inventory after each show. Can you get stores to donate? They can get a tax write off! You do not have to work during shows, but you need to help set up/take down, monitor inventory and see that your workers are in place.
- **Concessions – Workers:** Must arrive at call time indicated on chart to help set up tables and concession items. Stock baskets and buckets with snacks and drinks. Sell concessions at intermission and help put away all concession items and breakdown tables.
- **Flower Chairperson:** In charge of designing single, triple and dozen rose bouquets to sell at shows. You will be given a budget to work with on flowers. Responsibilities include designing theme-specific bouquets, and coordinating with assistants to prepare bouquets to sell at the shows. Also, ensure proper inventory is available to sell at all shows. Work with Executive Director on pre-selling bouquets one month prior to the performance weekend. You do not have to work during shows, but you do need to monitor inventory and see that your workers are in place. Note: background in floral design is preferred but not required.
- **Flower Assistant:** Assist chairperson to purchase supplies for flowers (if needed). Help chairperson the day before or morning of opening night to assemble/create bouquets. Note: no experience necessary - just a love for flowers and arts/crafts! This is a great offsite job.
- **Souvenirs Lead:** Researches new merchandise (souvenirs) to sell that are also show-specific (i.e., stuffed animals, pens, necklaces, bracelets, etc.). Must receive approval from Executive Director before selling. No experience necessary, just a love for arts/crafts. Make price list for all merchandise.
- **Candygram/Telegram Lead:** Create and print "theme based" candygrams and telegrams for sale at shows. Make more copies if we start running low at performances.
- **Flowers/Souvenirs/Candygrams/Telegrams – Workers:** Must arrive at call time indicated on chart to help set up tables and sell items. Sell flowers and candygrams/telegrams prior to the show and at intermission. Sell souvenirs prior to the show, at intermission, and at the end of the show. Help put away all items and breakdown tables either at intermission or after the show.
- **Lapel Buttons - Photograph & Print:** Take photographs using your own equipment at dress rehearsals of tech week and print them with a fast turn around time as they will be cut up and made into lapel buttons to sell at the concessions during the shows. Must have the first dress rehearsal photos printed and handed off at beginning of the next night rehearsal so the assemblers can use those photos to start making the buttons. Then the final tech dress rehearsal photos you will need to hand off asap the next night (which is opening night) so the assemblers can use those photos also. They can assemble at the cast call time.
- **Lapel Buttons - Assemblers:** Retrieve photos from both dress rehearsals and file/organize pictures into file boxes. Photos are taken at Wednesday and Thursday dress rehearsals and will be given to you on Thursday and Friday to organize. It's a simple process, but it takes time. Keep track of inventory to ensure there are enough pictures to make into buttons for each cast member. Make buttons at each performance as requested. The button machine and all supplies will be provided. All buttons will be assembled out in the lobby before the show and at intermission.

- **Lapel Buttons - Sellers:** Must arrive at call time indicated on chart to set up table and sell buttons. Sell buttons prior to the show and at intermission. Help put away all buttons and breakdown table.
- **Passing out Programs & Custodial** - You must report in at least 30 minutes prior to show time. You will be passing out programs to people entering the theater. Custodial: is done after the show and consists of walking thru the theater area and picking up any trash or programs left. Custodial is a quick process as there is NO food or drinks allowed in the theater, so it is mainly picking up programs that people have left, and an occasional wrapper here and there. Please recycle programs you find that are in decent shape by returning them to the box.
- **Tech & Set** - Preferably a strong man with a flexible availability and handyman talents who will be available the week leading up to the production to assist with moving sets from warehouse to theater, assisting the set guy with erecting the set, and being Director's right hand man. Also willing to acquire and coordinate other "talent" and "muscle" if necessary. Access to a large vehicle or truck is helpful, but not necessary. **MUST BE PRESENT AT LOAD UP AND LOAD IN BEFORE SHOW and at STRIKE.**
- **Cast Party Chairperson** - Plan, organize, and work cast party with guidance from office staff. Purchase artistic staff gifts with cast donations, create flyers, and collect money from cast for party & gifts. **START EARLY.**
- **T-Shirts** - Meet with Executive Director and help organize and distribute t-shirts and hoodies once they arrive.

**IT IS MANDATORY THAT EVERYONE (Kids and Parent alike)** help when it comes time to load up the set, props and costumes from MTA and into the theater, and for striking the set, costumes and props when the production is over and returning everything back to MTA & the storage units.

#### **TICKET SALES & PROGRAM ADS**

Each student is encouraged to sell at least \$100 worth of show program ads. The ads help offset the cost of printing our programs. Put in a personal ad to congratulate your cast member, and also business ads that can be placed for a reasonable cost. We also encourage each student to sell a minimum of 20 tickets to their performance.

Tickets will be available for purchase directly from the theater Box Office 1 month prior to the performance. All info will be on the website and advertising postcards will be available to hand out.

#### **DONATIONS**

Musical Theatre Academy is a non-profit organization and welcome donations of any amount in the way of cash, checks, Visa, MasterCard, and even stock transfers. Listed below are just a few items that are on our wish list of donations. All donations are tax deductible. Non-profit tax I.D. 501 (C3) 33-0582746. Many companies have a matching donation program, inquire with your human resources department.

- Operating Fund
- Office Supplies = ie: copy paper (colored and white), pens, pencils, highlighters, binders, etc.
- Mass Printing (Programs, Scripts, Scores)
- AA Duracell Batteries for Microphones (for performances)
- Costume Fund

- Set/Scenic Rental
- Scholarship Fund (Help subsidize tuition payments for those who couldn't otherwise join M.T.A.)

### **ACTOR AND PARENT CONTRACT**

Students and their Parents or Guardians must agree to the following rules and regulations set forth by the directors and producers of the show. You must affirm this in writing by signing the Actor Parent Contract Form in your Student Registration Package.

1. You must have a professional attitude and willingness to work hard and practice. You will be expected to follow directions, cooperate, be respectful, work out problems and have fun while doing it. MTA reserves the right to terminate any cast member based on their actions and/or behavior at any time during the production and performance period, including parents.
2. Eat before you come to rehearsals. Gum is not allowed at any time. Please bring a water bottle marked with your name with you to each rehearsal. There will not be a lunch break given.
3. ATTENDANCE IS CRITICAL. Cast members are REQUIRED to arrive and be picked up on time at rehearsal as well as tech week rehearsals and shows. Others depend on you being ready and prepared. Bring script, pencil, highlighter, dance shoes and water, to each rehearsal.
4. LATE PICK-UP: students are required to be picked up from rehearsal at the scheduled time. Any student remaining after 10 minutes will be charged \$15 every 10 minutes a staff member has to stay. MTA's staff has other jobs, etc., and will need to leave directly after rehearsals.
5. TARDINESS & ABSENCES
  - a. Any conflicts must be given to your director in writing at the time of your audition.
  - b. Only three (3) rehearsal conflicts are allowed for Rising and Shooting Stars and two (2) for Brite Stars. All conflicts must be submitted on the first day.
  - c. You must arrive and be picked up on time to/from every rehearsal.
  - d. Two tardies may result in the reassignment of your role.
  - e. Students may be removed from the production if they have one or more absences above the written conflict list.
  - f. If you are severely ill and must be absent, contact the academy or director immediately.
  - g. If you miss a rehearsal and fail to notify the academy or director, your role may be reassigned, or you may not be included in any dances/scenes rehearsed that day.
  - h. Tech week rehearsals and performances are mandatory.
  - i. If you leave a rehearsal early, you may not be included in any scenes rehearsed while you are gone.
6. MTA RESERVES THE RIGHT TO REFUSE SERVICE TO ANY STUDENT/FAMILY
7. CASTING IS STRICTLY UP TO THE DIRECTORS: Please understand that casting our shows is always a difficult process. Our directors do their best to place the performers in the roles for which they are best suited. The director's decisions are final and parental intervention is NOT allowed. Every role is important and affords a wonderful learning opportunity for the student. Valuable skills are learned regardless of whether the role is a lead or chorus. Every role is important in each show no matter how big or small.

**LIABILITY RELEASE AND ASSUMPTION OF RISK AGREEMENT**

Students and their Parents or Guardians must agree to the following Liability Release And Assumption Of Risk Agreement set forth by the administrators, directors and producers of the show. You must affirm this in writing by signing the Liability Release And Assumption Of Risk Agreement in your Student Registration Package.

The Student and their Parent or Guardian hereby affirm that they are aware that the activities that the Student will be participating in at Musical Theatre Academy of Orange County have inherent risks which may result in serious injury or death.

The Student and their Parent or Guardian further understands that musical theatre activities involve certain inherent risks, which include but are not limited to falling, being hit by objects or props, twisting or breaking bones, bruises or other physical injury that require treatment from a medical physician or facility. I further understand that the productions will take place at an off site theater or other forum that may pose its own set of risks, including but not limited to all those stated above, and I still choose to perform at the off site theater or other forum.

The Student and their Parent or Guardian understands and agrees that neither the administrators, instructors, directors, choreographers, dance, vocal teachers, or any other Musical Theatre Academy's Independent Contractors or Employees, Musical Theatre Academy of Orange County, the facility where rehearsals or performances are held, nor their affiliates and subsidiary corporations, nor any of their respective employees, officers, agents, contractors or assigns, (hereinafter referred to as "Released Parties") may be held liable or responsible in any way for any injury, death or other damages to me, my family, estate, heirs or assigns that may occur as a result of my participation in this program or as a result of the negligence of any party, including the Released Parties, whether passive or active.

In consideration of being allowed to participate in this course offered by Musical Theatre Academy of Orange County, hereinafter referred to as "program," The Student and their Parent or Guardian hereby personally assume all risks of this program, whether foreseen or unforeseen, that may befall the Student while a participant in this program including, but not limited to, the in studio or off site practices, performances, or parties.

The Student and their Parent or Guardian further releases, exempts and holds harmless said program and Released Parties from any claim or lawsuit by themselves as individuals, their family, estate heirs or assigns, arising out of the enrollment and participation in this program including both claims arising during the program or after it is over.

The Student and their Parent or Guardian also understands that musical theatre involves dance and other physically strenuous activities and will be exerted during this program, and that if an injury results of falling, tripping, being knocked into or hit by objects or props while performing, or any other cause, that I expressly assume the risk of said injuries and that we will not hold the Released Parties responsible for the same.

The Student and their Parent or Guardian further states that they are of lawful and legally competent age to sign this liability release, or that if a Student of minority age have acquired the written consent from their parent or guardian.

The Student and their Parent or Guardian further understands the terms herein are contractual and not a mere recital, and that they will have signed this Agreement of their own free act and with the knowledge that they hereby agree to waive their legal rights.

The Student and their Parent or Guardian further agrees that if any provision of this Agreement is found to be unenforceable or invalid, that provision shall be severed from this Agreement. The remainder of this Agreement will then be construed as though the un-enforceable provision had never been contained herein.

The Student and their Parent or Guardian understands and agrees that they are not only giving up their right to sue the Released Parties, but also any rights my heirs, assigns, or beneficiaries may have to sue the Released Parties resulting from any injury or death.

The Student and their Parent or Guardian further represents they have the authority to do so and that their heirs, assigns, or beneficiaries will be stopped from claiming otherwise because of the Student's and their Parent's or Guardian's representations to the Released Parties.

BY THIS INSTRUMENT AGREE TO EXEMPT AND RELEASE THE INSTRUCTORS, DIRECTORS, CHOREOGRAPHERS, VOCAL, DANCE TEACHERS, OR ANY OTHER MUSICAL THEATRE ACADEMY'S INDEPENDENT CONTRACTORS OR EMPLOYEES, THE FACILITY WHERE REHEARSALS OR PERFORMANCES ARE HELD, MUSICAL THEATRE ACADEMY OF ORANGE COUNTY, AND ALL RELATED ENTITIES AS DEFINED ABOVE, FROM ALL LIABILITY OR RESPONSIBILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH HOWEVER CAUSED, INCLUDING BUT NOT LIMITED TO THE NEGLIGENCE OF THE RELEASED PARTIES, WHETHER PASSIVE OR ACTIVE. I HAVE FULLY INFORMED MYSELF AND MY HEIRS OF THE CONTENTS OF THIS LIABILITY RELEASE AND ASSUMPTION OF RISK AGREEMENT BY READING IT BEFORE I SIGNED IT ON BEHALF OF MYSELF AND MY HEIRS.

#### **ANTI-BULLYING POLICY**

Students and their Parents or Guardians must agree to the following Anti-Bullying Policy set forth by the administrators, directors and producers of the show. It is the goal of the Musical Theater Academy of Orange County (MTA) to provide a healthy, safe and enjoyable learning environment for all students and staff participating in our programs. Students are expected to be well behaved and make every effort to get along well with other students enrolled in the program. Any acts of aggression, bullying, cyber-bullying, negative posting on social media, or other acts or behavior that staff considers to be disruptive or inappropriate will not be tolerated and may be grounds for immediate dismissal from the program.

#### **CONSENT TO MEDICAL TREATMENT**

Students and their Parents or Guardians must agree to the following consent to medical treatment set forth by the directors and producers of the show.

The Student and their Parent or Guardian if the Student is of a minority age, on behalf of themselves and any minor child for whom the Parent or Guardian has the capacity to contract, authorize the employees, agents, contractors, volunteers, and parents of Musical Theatre Academy of Orange County (MTA) as agent(s) to consent to any X-Ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and under the supervision of, any licensed physician. This authorization is given in advance of any specific diagnosis, treatment, or hospital care being required but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment, or hospital care which aforementioned physician in the exercise of his or her best judgment may deem advisable. Authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California.

The Student and their Parent or Guardian if the Student is of a minority age hereby authorize any physician or hospital that has provided treatment to the minor child pursuant to the provisions of Section 25.8 of the California Civil Code to surrender physical custody of the minor to the above-named agent(s) upon completion of treatment.



If the Student has any physical handicaps, challenges or limitations, the Student or their Parent or Guardian must relate in writing to an MTA Administration Staff Member any such challenges, handicaps or limitations prior to the first audition/rehearsal along with a full disclosure of any accommodations that must be made.

If the Student is currently taking any medications or is under a physician's care, the Student or their Parent or Guardian must relate in writing an MTA Administration Staff Member any such care and or instructions prior to the first audition/rehearsal along with a full disclosure of any additional accommodations that must be made.

If the Student has any allergic reactions to any medications or food, the Student or their Parent or Guardian must relate in writing an MTA Administration Staff Member any such allergy along with a full disclosure of any immediate care action item that must be accommodated.

#### **IMAGE, COPY AND LIKENESS RELEASE AGREEMENT**

Students and their Parents or Guardians must agree to the following Image, Copy And Likeness Release Agreement set forth by the directors and producers of the show. You must affirm this in writing by signing Image, Copy And Likeness Release Agreement in your Student Registration Package.

The Student and their Parent or Guardian grant MTA its employees, designees, agents, independent contractors, legal representatives, successors and assigns, and all persons or departments for whom or through whom it is acting, the absolute right and unrestricted permission to take, use the Student's name, image, testimonial and biographical data and performance work and/or publish, reproduce, edit, exhibit, project, display and/or copyright photographic images or pictures of the Student, whether still, single, multiple, or moving, or in which they may be included in whole or in part, in color or otherwise, through any form of media (print, digital, electronic, broadcast or otherwise) for art, advertising, recruitment, marketing, fund raising, publicity, archival or any other lawful purpose.

The Student and their Parent or Guardian waive any right that they may have to inspect and approve the finished product that may be used or to which it may be applied now and/or in the future, whether that use is known to me or unknown, and they waive any right to royalties or other compensation arising from or related to the use of the image or product.

The Student and their Parent or Guardian release and agree to hold harmless MTA, its employees, designees, agents, independent contractors, legal representatives, successors and assigns, and all persons or departments for whom or through whom it is acting, of and from any liability by virtue of taking the imagery or using the testimonial/biographical data, in any processing tending towards the completion of the finished product, and/or any use whatsoever of such pictures or products, whether intentional or otherwise.

The Student certifies that they are at least 18 years of age (or if under 18 years of age, that they are joined herein by their Parent or Guardian) and that the release will be signed voluntarily, under no duress, and without expectation of compensation in any form now or in the future.

**KEEP FULL PACKET FOR YOUR INFORMATION**