

2024-2025

DENMARK



PERFORMING ARTS

# HANDBOOK

**Kirk Grizzle, artistic director**

**Chloe Roney, assistant director**

# DENMARK

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## PERFORMING ARTS

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Dear Students and Families,

Welcome to the 2024-2025 school year at Denmark High School Performing Arts! I am thrilled to embark on this new journey with all of you as we dive into a vibrant season of chorus, musical theatre, acting, and technical theatre. My name is Kirk Grizzle, and I am honored to serve as your Program Director.

Our goal is to create a safe, inclusive, and inspiring environment where every student feels valued and empowered to express their creativity. The arts have a unique ability to bring people together, fostering a sense of community and shared purpose. Here, we celebrate diversity and encourage each student to explore their individual talents while supporting their peers in the collective pursuit of artistic excellence.

This year promises to be an exceptional one, filled with opportunities for growth, learning, and unforgettable experiences. We have an exciting lineup of performances and concerts that showcase the hard work, dedication, and passion of our students. Whether you are singing in the chorus, starring in a musical, honing your acting skills, or working behind the scenes in tech theatre, there is a place for you in our vibrant community.

I invite you all to immerse yourselves fully in the world of performing arts, to take risks, and to challenge yourself creatively. Let us make this year a memorable one, filled with achievements, joy, and the magic of the arts.

Thank you for being a part of our family. Here's to a fantastic year ahead!

Warm regards,

Kirk Grizzle  
Artistic Director  
Denmark High School Performing Arts

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Access our [DPA FAQ](#) for further information.

## STAY CONNECTED

**Website:** [denmarkperformingarts.com](http://denmarkperformingarts.com)

**Facebook:** Denmark High School Performing Arts

**Instagram:** @denmarkperformingarts and @denmarkhighschoolchorus

**TikTok:** @dhs.performingarts

**Email:** [denmarkperformingarts@gmail.com](mailto:denmarkperformingarts@gmail.com)

And don't miss the **DPA Digest** - Our Monthly Newsletter sent through IC Messenger from Directors and social channels.

### Student Communication - Access the Flyer [HERE](#)

**Team App** - Get news and calendar notifications - Sign up for the General Members and Student Access Groups

**Calendar** - Subscribe to the Team App calendar for iCal or Google - Get the more up-to-date notifications integrated into your main calendar.

**Remind** - Quick news and reminders. Download the app - log in - use code

dpadanes. You can also text @dpadanes to 81010

**Group Me** - Communication with the Directors.  
Use the QR Code to access the group.



**Troupe 8720 Member Page:** [www.denmarkperformingarts.com](http://www.denmarkperformingarts.com) > Troupe Access > Password: 24258720

**Parent Communication - Access the Flyer [HERE](#)**

**Team App** - Get news and calendar notifications - Sign up for the General Members and Parent Access Groups

**Calendar** - Subscribe to the Team App calendar for iCal or Google. Get the more up-to-date notifications integrated into your main calendar.

**[FB Group Denmark Parents of Performing Arts](#)** - Get photos, updates, ask questions, and more

## GET INVOLVED

### **Auditioning for a play or musical**

Auditions for each individual production normally take place during class time as most productions are directly tied to a performing arts class. It is possible to audition for a production outside of your assigned class, however, not all students will be accepted into each performance. If you are cast for a production, you are expected to be at all required rehearsals and performances. Remember: You are always auditioning in everything you do.

### **Working on a technical crew**

To be on a technical crew, you must sign up and be approved by one of the technical directors. You do not have to know anything about technical theatre; you just need to have a great attitude and a willingness to work hard. Crew works after

school and on some Saturdays. This is a great way to learn and make new friends. Tech crew for competition shows (one act/Shuler) will be assigned by the technical director.

### **Singing in an ensemble**

Denmark Performing Arts offers choral class ensembles in addition to after school opportunities. Auditioning for District Honors Chorus, All-State Reading Choir or All-State Chorus are excellent ways to get involved beyond the traditional classroom setting.

## **FACULTY/STAFF**

**Kirk Grizzle:** Artistic director and head of the performing arts program.

- Oversees the direction of Denmark Performing Arts Program
- Oversees the performing arts performance and rehearsal calendars
- Oversees the overall performing arts budget (including individual production budgets)
- Co-director of the fall kick-off show
- Artistic Director/Tech Director of One-Act Play
- Artistic Director/Tech Director of Shuler Production
- Artistic Director/Tech Director of Spring Musical
- Director of Denmark HS Chamber Choir
- Director of Literary competition team
- Oversee Student Costume design for Fall Kick-off show
- Oversee all student designers/directors
- Thespian Troupe sponsor
- Co-director of the Fall Kick-Off Show
- Oversees officers for all of the performing arts (Performing Arts Council)
- Oversee costume design/rental for the Children's show
- Oversee costume design/rental for the spring musical
- Oversee Costume Design for One-Act/Shuler Production
- Director of Acting Class Productions
- Oversee Tech for Acting Class Productions

**Chloe Roney:** Assistant Director of Chorus and Musical Theatre

- Co-director of Fall Kick-Off Show
- Director of Denmark Advanced Women's Choir

- Director of Denmark High School Combined Concert Choir
- Co-Director of Children's Production
- Music Director of One-Act/Shuler Production
- Music Director of Spring Show
- Middle school connection and promotion
- Oversee district honors chorus & All-State registration
- Oversee LGPE registration
- Oversees all chorus uniform assignments and returns

## 2024 - 2025 MAJOR EVENT SCHEDULE

Fall Kick-Off Show - <b>13 Jr. Musical</b>	September 12, 13 & 15
Fall Chorus Concert - <b>Denmark HS Theatre</b>	October 3
Region One-Act Play - <b>FOCAL Center</b>	October 30
First All-State Auditions - <b>Location TBA</b>	November 2
Acting Class Presentations - <b>Title TBA</b>	November 6 & 7
GHSA State One-Act Host - <b>Class 3A</b>	November 16
Winter Chorus Concert - <b>Cumming First UMC</b>	November 19
GMEA District 9 Honors Chorus - <b>Location TBA</b>	November 21 & 22
GHSA State One Act - <b>Monroe County Fine Arts</b>	November 23
Shuler Production - <b>Jekyll and Hyde</b>	December 6, 7, 8, 13, 14 & 15
Children's Show - <b>Frozen Jr</b>	January 22 - 25
Second All State Audition - <b>West Forsyth</b>	January 23
GMEA Conference - <b>Athens GA</b>	January 30 - February 1
Thespian Conference - <b>Columbus GA</b>	February 6 - 8

All-State Chorus - <b>Athens, GA</b>	February 13 - 15
LGPE - <b>Cumming First UMC</b>	March 4 - 6
Acting Class Production - <b>Title TBA</b>	March 6 - 8
Spring Chorus Concert - <b>Denmark HS</b>	March 11
GHSA State Literary - <b>Buford High School</b>	March 15
Spring Trip - <b>Disney Workshop/Competition</b>	March 19 - 22 (pending approval)
Shuler Awards - <b>Cobb Energy Center</b>	April 17
Spring Musical - <b>Title TBA</b>	April 24, 25, 26 & 27
Senior Showcase - <b>DHS Theater</b>	May 3
Performing Arts Banquet - <b>DHS Theater</b>	May 4

***The DPA Master Schedule of all Troupe events, competitions, shows, and rehearsals can be found on Team App and you can subscribe to the calendar for iCal or Google.***

**PERFORMING ARTS FEE SCHEDULE**

**Theatre Production Fees:** All shows will have a production fee. These fees apply only to after school events. These fees are used for various production needs. Some of those needs include: costuming, set materials, food, t-shirt, travel, guest artists, and promotion materials.

<b>Theatre - Actors</b>	
<b>Kick-Off Show</b>	<b>\$100</b>

<b>Spring Musical</b>	\$150
<b>Shuler / One Act Production</b>	\$300
<b>Children's Show Cast Fee</b>	\$100
<b>Acting Show Cast Fees</b> Fall and Spring	Not to exceed \$100
<b>Theatre - Tech</b>	
<b>Fall Semester Tech Fee</b>	\$100
<b>Spring Semester Tech Fee</b>	\$100

**Chorus:** The only required fee for chorus is the uniform rental fee. The rental fee is **\$40 per year**. This covers a full length formal dress for the girls and black dress shirt, vest and tie for the boys. The boys are required to provide black dress pants, black socks and black dress shoes. The girls are required to provide close-toed black dress shoes with no more than a 1 inch heel. The uniform must be dry-cleaned prior to returning to DHS. [Chorus Dress/Tux Rental Agreement Form](#)

<b>Chorus</b>	
<b>Uniform Rental</b>	\$40
<b>District Honor Chorus</b>	\$65
<b>All State Reading Audition</b>	\$25
<b>All State Audition</b>	\$25
<b>All State Chorus Hotel</b>	TBD (avg \$200)

**ADDITIONAL FEES:** Other fees may occur throughout the school year. These are not required but do support any additional activities a student may want to participate in. The following activities will have an additional fee.

<b>Events / Competitions</b>	
<b>Georgia Theatre Conference</b>	TBD ( avg \$150)
<b>Thescon</b>	\$150 Registration \$300 Travel / Hotel



<b>Southeastern Theatre Conference</b>	\$250 Registration \$300 Travel / Hotel POPA Contributions to offset cost
<b>Shuler Ticket</b>	\$45
<b>Performing Arts Trip (optional)</b>	\$1500 per student
<i>Payments for travel are subject to change from year to year based on the cost of transportation, hotels, etc. We work to keep costs at a minimum.</i>	
<b>Thespian Society Troupe 8720</b>	
<b>Thespian Induction</b>	\$35
<b>Graduation Regalia</b>	\$12
<b>Honors Regalia</b>	\$24

These fees can be paid online at [www.denmarkperformingarts.com](http://www.denmarkperformingarts.com)

## HONOR SOCIETIES

**The International Thespian Society** (ITS) is the honor society for middle and high school theatre students. Membership is granted for the performance of meritorious work in the theatre arts that meets the society's general guidelines. High school students can earn membership in ITS, which is the only international honor society for high school and middle school theatre arts students.

Official Sponsor: Kirk Grizzle Troupe Number: 8720

Denmark Performing Arts Thespian Points will be awarded to students who fully participated in the production from beginning to end. Students must be in good standing with attendance and participation to receive points.



10 Points for Induction  
40 Points to Letter  
60 Points Honor Thespian

120 Points National Honor Thespian  
180 Points International Honor Thespian

	<b>One-Act</b>	<b>Full Length</b>
Acting in a production	4	8
Production crew for a production	4	8
Directing a production (assistant directing)	4	8
Music directing a production (assistant music direction)	4	8
Original Script (unproduced and <i>reviewed by the director</i> )	3	6
Original Script (produced and reviewed by the director)	4	8
Officer Points	<b>President</b>	<b>Officer</b>
	6	4
Attending community/professional productions	.5 (with critique form completion)	
Miscellaneous points at the discretion of the director	1 point per 10 hours of service	

**Tri-M** opens up a world of opportunities for students who have already shown themselves to be academically capable and musically gifted. Through performance and community service, they'll develop confidence, creativity, critical thinking, compassion, and a host of other leadership skills sure to serve them well in school and beyond.

Official Sponsor: Kayla Poor, director of Denmark Bands

## **STUDENT LEADERSHIP**

Officers are leadership positions in the department. They will assist the director(s) in many capacities and will help lead the entire program to success, with individual and shared responsibilities to be assigned and managed by the director. Officers are the leaders of the program and are always expected to lead by example.

- Being a reliable source of information for students
- Always keeps the Troupe's best interest in mind
- Be respectful to everyone in and out of the department
- Keep a professional attitude both on & off all social media
- Keep their opinions on a professional level

### **Thespian Officers**

Ava Lazo, President  
Harper Russell, Senior Officer  
Mackenzie Willis, Senior Officer  
Thea Valencia, Senior Officer  
Ashley Neff, Junior Officer  
Maddie Balzano, Junior Officer

### **Chorus Officers**

Bailey Redding, President  
Kimia Askari, Vice President  
Kauley Appenfelder, Librarian  
Emily Baker, Librarian  
Kaya Curry, Librarian

## GENERAL RULES AND GUIDELINES

### **Attendance Policy:**

- Regular attendance is mandatory for all rehearsals, classes, and performances.
- Notify the director in advance in case of unavoidable absences.
- Punctuality is crucial for success. All participants must arrive on time for rehearsals and activities to maintain the schedule and team dynamics.
- Students must attend school for **more than half a day** to join after-school activities, including rehearsals.
- Attendance at all scheduled rehearsals is mandatory for the success of the production.
- Students with two unexcused absences will be removed from the production. Students are given an opportunity to list any conflicts prior to their audition.

### **Cell Phone Policy:**

- Cell phones must be stored in lockers (or assigned holding area) during rehearsals, classes, and performances unless given explicit permission by the director.
- Unauthorized use of cell phones during rehearsals or performances is strictly prohibited.

### **Respect and Positivity:**

- Show respect towards teachers, directors, fellow students, and staff at all times.
- Maintain a positive and supportive attitude towards one another.
- Constructive criticism should be given and received with respect and courtesy.

### **Intentions and Engagement:**

- Engage in all activities with the best intentions and a commitment to personal and collective growth.
- Actively participate in rehearsals, classes, and performances with dedication and enthusiasm.

### **Dress Code:**

- Always dress appropriately for rehearsals, classes, and productions.

### **Food and Drink Policy:**

- Food and drink are not allowed in rehearsal spaces or classrooms.
- Water bottles are permitted, but they must be labeled with the owner's

name.

- All food and drinks must be consumed outside of rehearsal spaces and classrooms.

### **Preparedness:**

- Come to rehearsals, classes, and performances prepared and on time.
- Bring all necessary materials, such as scripts, pencil, sheet music, and rehearsal notes.
- Practice outside of scheduled rehearsals to ensure mastery of your part and contribute to the overall success of the production. **Practice makes Permanent!**

### **Lockers**

- All performing arts students will receive a locker for personal belongings after their production fee is paid. Lockers are located just outside of the chorus room and theater. All personal belongings should be in their locker prior to class/rehearsals.

**These rules and guidelines are designed to create a conducive and respectful environment for artistic expression and collaboration. Rules and expectations specific to individual events may vary and will be outlined in the corresponding section.**

## **CHORUS**

### **General Rehearsal Policies and Guidelines**

- Singers are expected to keep the chorus room and performance space clean during rehearsals and performances.
- Students are expected to show up to rehearsals and performances on time and prepared.
- Singers must have music and pencil for every rehearsal.
- Please avoid distracting noises and talking. It is distracting to those rehearsing, as well as being inconsiderate and disrespectful.
- Be aware of what is going on in rehearsal at all times.
- There is absolutely no eating or drinking (other than water) in rehearsals and performances. This includes the theater area and chorus room.
- Appropriate concert attire is mandatory
- Students are responsible for the return of all choral octavos and music folders at the end of the school year. Charges will occur if not returned on

time.

### **Chorus Uniforms**

- DRESS
  - ✓ Black floor-length dress (included in rental fee)
  - ✓ Plain, black, closed-toe shoes with either no heel or a small heel (not included in the rental fee)
- PANTS
  - ✓ Black collar dress shirt (included in rental fee)
  - ✓ Black Formal Vest (included in rental fee)
  - ✓ Black tuxedo pants (not-included in rental fee)
  - ✓ Black socks (not included in rental fee)
  - ✓ Plain, black dress shoes and belt (not included in rental fee)
- A uniform fitting is scheduled during the first weeks of school in class. Some uniforms may need alterations. These are to be handled individually.

### **Missed Dress Rehearsal/Concert Make-Up Assignment**

- Students must attend a local community choir, high school, middle school or university concert.
- Provide a copy of the program.
- Complete the choral concert critique form given by the director.
- Must be completed by the end of each semester grading deadline

## **ACTING/MUSICAL THEATRE**

### **General Rehearsal Policies and Guidelines**

- Actors and crew are responsible for keeping all areas of the theater clean during rehearsals, technical rehearsals, dress rehearsals, and performances. This includes the house, stage, wings, scene shop, dressing rooms and costume shop. Before the cast/crew goes home, the areas must be cleaned and returned to proper set-up. **As a result, be prepared to do this after rehearsal has ended.**
- Crew heads will schedule duties for each rehearsal. These duties will be assigned to both cast and crew. These duties include cleaning the house, stage, wings, dressing rooms and scene shop. **Failure to complete these duties will result in removal from the cast/crew.**
- Rehearsal duties will be posted on the callboard shop one week prior to the first rehearsal.
- Please avoid offstage noises and talking. It is distracting to those

rehearsing, as well as being inconsiderate and disrespectful.

- Be aware of what is going on onstage. You are responsible for entering on cue. This is not limited to performances. **Stage management is not responsible for finding you.**
- Your character should be bold and colorful, not your rehearsal outfits. Come to rehearsal ready to wear your "rehearsal blacks". This means **dark-colored clothing** that is very easy to move in. Definitely not jeans, dresses, or clothing that would impair your movement unless the director has specifically requested you do so. Appropriate shoes are required. Do not attend rehearsal wearing your "school shoes".

### **Rehearsal Attendance**

- Rehearsals will begin and end on time.
- All rehearsals are required for the cast and crew. You are expected to be available for all rehearsals. If you are not needed for specific rehearsals, you will be given at least **two days** notice to arrange for transportation.
- Weekend rehearsals may take place for selected members of the company.
- Rehearsal calls, which include costume parades, photo shoots, or other associated production activities, are part of the company's commitment to the production process.
- All scheduling or schedule changes must be notified to the director. ***The stage manager does not have authority over attendance.***
- Personal appointments should be scheduled after rehearsal. Work is not an excuse for missing a rehearsal without prior permission. Rehearsals, crew calls, and tech rehearsals are **NEVER** to be missed without prior permission.
- Failing to comply with this procedure will result in probable dismissal from the production.
- If an emergency arises, parents should contact the director as soon as possible. **The ONLY person that may excuse you from a call is the director(s).**

### **House Management and Usher Policies**

- Student ushers are required to wear DPA polo shirts, slacks/skirt, and shoes, and be well groomed. Hats are not allowed.
- Ushers are called at 2 hours before each performance. The House opens at 30 minutes prior to show time.
- Pre-show duties include cleaning up the house, preparing programs, and preparing to help guests to seats, if needed.

- During the show, ushers are expected to provide programs and ensure the comfort of the audience members.
- Ushers must stay until released by the House Manager.

### **Cast/Crew Relationship**

- Respect the authority of the stage manager, crew heads and director. Always remember you are a part of the team. The crew and the performers are working towards the same result.
- Respect the part that each of us plays in the production and check attitudes and egos at the door.
- If you disagree with a procedure explained by a stage manager, comply with the directions given to you until you can get clarification from the director(s).

### **Technical Areas and Equipment**

- Never touch a piece of lighting, sound, or stage equipment except in the performance of your duty.
- Never enter the technical areas unless you are assigned to do so.
- Do not enter the light booth, the sound booth, or the costume and prop closets without permission from the director.

### **Talking in the Theater**

- Do not talk backstage during rehearsal and/or performance unless it is mandatory and/or concerns the integrity of the production.
- Remain attentive and do not engage in unnecessary conversation.
- Absolute silence must prevail in the wings and house during rehearsals and performances except where communication is necessary to properly expedite work delegated to the cast.

### **Guests in the Theater**

- Only people called on the callboard or invited by the director will be allowed to attend rehearsals.
- **No unauthorized people are permitted backstage.**
- Authorized people are the members of the production or those that have obtained the permission of the director.



## Rehearsal Warm-ups

- Try to get to rehearsals at least 10 minutes early. You need to be physically ready, really alive and centered, responsive in senses and emotion, relaxed, concentrated, serious, and ready to attack a creative rehearsal.
- Warm-ups will begin at the scheduled start time. The assistant stage manager will schedule and assign warm-up leaders for each rehearsal.
- Warm-ups should be no longer than 10 minutes in length.
- Warm-ups prepare us for a productive rehearsal.
- **Warm-ups are mandatory.**

## Scripts

- Mark your script or binder clearly with your name. The actor is responsible for marking all blocking and stage business in your script as it is given to you.
- Write down all blocking and business in pencil. Do not use ink to mark it. Always rehearse with a pencil. Take thorough notes on anything told to you by the director or stage manager concerning your performance.
- You are responsible for your script. Do not leave your script at rehearsal.
- **If you fail to return your script or return your script by the deadline, you will be charged a \$50 script fee.**

## Learning Lines

- Lines and blocking should be memorized by the date specified on the rehearsal schedule.
- When you drop a line on stage during a rehearsal, simply hold your character position and characterization and say, "Line!" in character.
- Staying in character is important not only for you as the actor to continue your performance, but also so that everyone in the scene can stay focused on what is happening.
- The stage manager will not give you your line until you indicate that you need help remembering the line. Being "off book" means that you have memorized your lines and can proceed through a scene without the help of the script.
- After you are off book, be sure you have read through your part at least once a day. **ALWAYS** bring your script to rehearsal...even after you have learned your lines.
- Remember to learn your lines from thought to thought and not from

word to word. Knowing what your character WANTS and is RESPONDING TO is far more important than purely memorizing your lines.

### **Rehearsal Notes**

- The director may take notes concerning your performance. When you get notes, go over them carefully.
- WRITE THEM DOWN and apply to your performance in the future. Keep all your notes together and go over them each day just prior to your rehearsal to be sure you incorporate the suggestions in your performance.
- If you do not understand a note fully, be sure and check it with either the director before your next rehearsal.

### **Rehearsal Dismissal**

- Never leave the rehearsal space or the theater until you have been dismissed by the director, or stage manager. Only these people have the authority to dismiss you.
- Dismissal will occur when all spaces have been returned to "rehearsal ready".

### **Post-Rehearsal Clean-up**

- After rehearsal, everyone is responsible for cleaning up everything on the stage and in the theater. Dismissal will occur when all spaces have been returned to "rehearsal ready".
- We dismiss as a company; no one is to leave early before the Director dismisses everyone.

### **Technical Rehearsals**

- During technical/dress rehearsals, it will be necessary to have the complete cooperation of the entire production company.
- The director and stage manager will conduct the progression of these rehearsals/performances. The director may cut from scene to scene (cue to cue), depending upon the needs of the designers, directors, and staff.
- Actors must help the technicians by remaining in character and following the prescribed "timing" during these rehearsals.
- Pauses in the rehearsal do not mean one should break character/change location on stage.

## GENERAL PERFORMANCE GUIDELINES

### Performance Consistency

- Never change any aspect of the production once it has been set in the final dress rehearsal.
- It is the duty of every company member to maintain the focus and integrity of the play throughout each and every performance.

### Performance Call

- Be at the theater promptly at the designated time or you will be considered "absent" from the call.
- All meals should be completed prior to the call time. Call time is designated for performance preparation.
- Although socializing is expected, it is not the reason for the call.
- A detailed call schedule will be posted on the callboard.
- Once the house opens, all actors and crew must remain in their designated areas.

### Stage Wings

- Never peer at the audience while on or off stage. Once the house opens, no actor should be in the wings until call for places.
- **If you can see the audience, they can see you!** During the run of a show, you are to never be seen by a member of the audience beyond the execution of the show.
- Be ready for your entrances, but do not loiter in the wings. Never speak to or approach an actor waiting for an entrance.

### Backstage Focus

- Maintain focus even when not on stage. The crew must not distract the actors and the actors must not distract the crew.

### Rehearsal Props

- Ideally, rehearsal props will be added early in the process. Use these props every rehearsal until performance props are provided.
- Treat rehearsal props with as much care as you would performance props.
- Always keep rehearsal props on the prop table or in the prop closet when not in use.

- **Never touch a prop unless assigned to do so.** If you cannot find a prop during a rehearsal, tell the stage manager.

### **Performance Props**

- Always return your props to their assigned spot on the prop table or other area as decided by the prop master or stage manager as soon as you leave the stage.
- Report broken props to the stage manager and/or prop master immediately. If you don't tell someone, the problem won't get fixed.
- Never touch a prop unless assigned to do so. If you suspect another actor's prop is in an incorrect location, alert the props crew or actor. **DO NOT move the prop yourself.**
- Although it is the crew's job to set the props for the show, it is the actor's job to see that their props are in the correct spots before any performance.

### **Rehearsal Costumes and Attire**

- If a rehearsal attire is issued to you or you are asked to provide it, you will be expected to wear it every time you are called for rehearsal until it is replaced by your performance costume.
- Wear appropriate clothing and shoes to rehearsal. Your clothing should not restrict your movement. Wear shoes and clothing to rehearsal that will be similar to that which you will be wearing in the performance.
- Your arrival time should include time to put on your rehearsal attire / performance costume. If you need time to put a costume on, you should arrive early so that you may start rehearsal on time.

### **Costume Calls**

- A call for a costume fitting is as important and urgent as a rehearsal call. Unless your measurements are taken and fittings are held on schedule, your costume cannot be created.
- Use the fitting time to help you determine what sorts of rehearsal costumes you may need to help you simulate your performance costume.
- The costume designer may have something you may use until your performance costume is ready.
- Discuss with the wardrobe head items that you may need to work with...pockets, purses, handkerchiefs, etc.

## Handling Costumes

- Costumes have no life except the life the actor gives them. Find out how your costume relates to your performance.
- Onstage, they are to be used as your character would use them.
- Off-stage they are to be handled with extreme care.

## General Costume Reminders

- Your "look" is an important part of your costume. Performers should not alter their personal, everyday "look" without the prior discussion with the director. Wear unscented deodorant.
- Be mindful of the other actors and your costume in wearing perfumes or scented hair sprays, some people are allergic to these.
- Have makeup on before putting your costume on—it is a good idea to wear a button down shirt when applying makeup in order to avoid pulling a shirt over your head after applying makeup.
- When you are wearing your costume, do not eat or drink anything besides water.
- Be careful where you sit and what you lean on.
- Before entering the stage, check yourself for any item that your character would not be wearing including watches, jewelry, wallets, etc.
- Do not touch anyone else's costume. Remove your make-up AFTER you have removed your costume.
- **Please return costumes to the designated place and neatly to the hangers.**
- The Costume Head **MUST** check you out before you can leave. Be sure to include all items that may be in use as part of your costume.
- If your costume needs repair or adjustment, tell the Costume Head immediately. Never leave the theater in your costume.
- Costumes DO NOT belong on the dressing room floor or counter. If you are not wearing the costume, it should be in the assigned hanging space.
- You may be required to provide specific parts of your costume(s). These will be determined by the Director and conveyed to you well before the week of performance. These are usually, but not limited to, undergarments, shoes, socks, pants, ect.

## **General Rules Concerning Theatre Spaces**

- Food or drink may not be brought into the auditorium, booth, stage and wings.
- Only bottled water with a cap is allowed.
- Sitting on the back of seats, standing, walking, sitting on armrests, or placing feet on seats is not permitted. Jumping off of the front of the stage or any similar action may result in dismissal.
- All theatre students must follow all directives and meet all deadlines of the directors, stage managers, and officers.
- Students should not take part in any actions that may diminish the integrity of the department.
- Equipment should only be used with director's permission, then returned to its appropriate place.
- You must be productive at all times during rehearsal either working on theatre or school work.
- Students that are not involved in the department (friends, significant others, rides, etc.) are not permitted to watch rehearsal, they must wait outside the auditorium unless specified otherwise by the directors.
- Any form of graffiti will not be tolerated.
- Eating or drinking in costume is strictly forbidden.
- Trash left in the theater will not be tolerated.
- All production participants should be prepared to perform assigned roles and duties at rehearsals, crews and performances.
- Costumes, clothing, accessories, makeup, and props are not to be used unless assigned.
- The use of electronics of all kinds are not permitted during rehearsal without the director's permission.
- All students involved in the show must participate in the strike. Points will not be given unless strike time is made up because of an unexcused absence at director's discretion.

## **Dressing Rooms/Lockers**

- Only cast members or crew members are allowed in the dressing room prior to performance.
- Members of the opposite gender will not be allowed in opposite dressing rooms. This type of behavior could result in dismissal from the show.
- **No visitors are allowed. This includes family and former students. Please ask them to meet you in the lobby after the show/ rehearsal.**
- Each actor/actress is in charge of cleaning up after themselves after

rehearsal or performances.

- Costumes will be treated with care; **all must be hung up in the designated place after use.**
- Items worn as costume pieces never leave the theater building during rehearsal and shows.
- Bathrooms should be kept clean. Any maintenance issues should be reported to the directors.
- Food and drinks are not permitted in the dressing room with the exception of water.
- Personal items should be removed from the dressing room each day.
- Proper undergarments should be worn at all times.
- Inappropriate language such as swearing or gossiping will not be tolerated.
- **Each student will be provided a locker.** It is your responsibility to use this locker for rehearsal and performances. Personal belongings should be placed in your assigned locker prior to class, rehearsals and performances. This includes cell phones.

### **Performance Attendance and Parent Pick-up**

- Students must be in good academic standing to perform in a production. **No pass, no play.**
- Students should follow any and all attendance procedures for that production.
- Students communicate any attendance issues with the **director.**
- Actors must be available for all performances and present at all performances they are called to.
- Attendance at all performances is required unless cleared by director(s).
- If you are going to be late to a performance the director must be notified, this will not always excuse the absence.
- Parents/rides should be waiting outside at the dismissal time. Rides must be arranged ahead of time. Excessive delays with ride pick-ups will result in dismissal from the production. Our production staff strive to maintain a work-life balance and need your assistance to make this happen.

## **TECHNICAL THEATRE**

### **General Safety Rules**

- Ask the Director or Crew Head to approve all your work.
- Report all injuries to the director, no matter how slight, to one of these people immediately.

- Wear closed-toed shoes. (No Sandals!)
- Be sure clothes are safe and suitable for scene construction.
- Remove or tuck in any loose clothing. Roll loose sleeves above the elbow.
- Keep long and/or loose hair pulled back and away from the face and equipment.
- Report to the director any equipment that may not be working properly.
- Keep the floor clear of scraps and litter.
- Exercise care in handling large, heavy, and/or long pieces of material or equipment.
- The scene shop and wings must be cleaned before the end of each tech call/rehearsal.
- All show positions will be offered to students based on work ethic and responsibility.
- You are always auditioning, even in tech.
- If you are officially working on a production, you will be required to attend rehearsals.
- Be on time! Rehearsals begin at 4:00 p.m.
- All school policies will be enforced including eligibility requirements.
- Be prepared for each crew day with appropriate shoes and clothing.
- Attendance is very important! Students will be removed from the crew based on poor attendance, excused or unexcused. **Please honor your commitment.**
- No one is allowed on the catwalk or lighting booth without daily permission from the director.
- No food or drink is allowed in the theater spaces.
- Do not attempt to work any job that has not been specifically assigned to you. When you finish a job, please return to your director for your next assignment.
- Power tools are **not** toys. They are dangerous and anyone misusing them will be asked to leave. Safety goggles must be worn whenever tools are used. Training is necessary and you must submit a completed and signed safety form after you receive training (before you may begin working freely with approved tools). Ask if you have any questions.
- Please keep the theater/scene shop clean at all times. Clean up after yourself AND each other.
- Do not bring valuables. The Director and school are not responsible for anything lost/stolen items.

### **Shop Procedure**

- The final 25 minutes of crew days will be used to clean the shops and stage to the satisfaction of the Director and/or Stage Crew Head. No one is excused until this is complete.
- Any person using tools or stage equipment must have read,



understood, and be willing to adhere to the rules published in this handbook before using the equipment.

- Use safety glasses when working with any power tools.

### **Machine Tools (power tools)**

- Obtain permission from the Director before using any power equipment.
- Check adjustments on machines before turning on the power.
- Make sure that all other students are clear of the machine before turning on the power.
- Keep all machine safety guards in the correct position.
- Start your own machine. Remain with it until you have turned it off & it has come to a stop.
- Stay clear of machines being operated by others.
- Always wear safety goggles or glasses.

### **Work Clothing and Shoes**

- Wear or bring clothes and shoes that are suitable for painting and construction.
- Clean Up: Each tech crew session will end with a 10 minute clean up period in class and a 25 minute clean-up for after school rehearsals.
- Each student is expected to pick up after themselves and must help in general clean-up. All paint cans and brushes must be cleaned.
- The stage area should be cleaned and swept. If working in the light/sound booth, all equipment must be put away properly and covered.
- The booth should be free of papers, wrappers, and personal items.
- **DENMARK Performing Arts is not responsible for clothing damaged during the tech process. Please make sure you have appropriate clothing for all tech classes and work call**

## **THEATRE POSITIONS/CREWS**

### **Stage Manager**

- Time Commitment—Every rehearsal, weekly production meetings and complete run of the show.
- The stage manager is directly responsible to the director for the smooth running of the production during rehearsals and performances. This person is responsible for enforcing the day-to-day structure of rehearsals. They attend all rehearsals, take blocking notes, and coordinate all tech notes in their script. All cast and crew are responsible to this person. *This*

*position requires TOTAL COMMITMENT. The Stage Manager comes early and stays late. There can be no missed calls, especially during technical rehearsals. The SM should be the cornerstone of discipline, organization, and show pride.*

- Informs the actors, singers and dancers of curtain times and cast calls.
- Coordinates and calls all stage cues during a production.
- Creates and maintains prompt and show books as an archival record.
- Keeps an accurate record of attendance for use by the director.
- Handles backstage emergencies and maintains order during crises
- Coordinates taping of the stage for rehearsals
- Ensures rehearsal properties are available as scheduled and needed (coordinates with prop crew)
- Coordinates production meetings with crew heads during the show process.
- Coordinates with the technical director and director all aspects of scenery movement and other technical aspects of backstage operations for the production
- Maintains a stock list of the SM kit including personnel/first aid need items.
- Supervises strike and restore along with the technical director and crew heads ensuring that the overall production process runs smoothly
- thinking ahead with detailed documentation of the production process; master schedule, calendar, to-do-lists, duty rosters, prompt script, and checklists
- take all blocking notation (advise the director of blocking errors during rehearsal)
- begin and end rehearsals
- make notes of where props are placed offstage or discovered onstage using the preset list
- spike all set pieces (the set pieces should be in the same place during each rehearsal)
- time the show as running rehearsals begin. Keep the director apprised of the timing of each act
- Rehearsal Calls:
- arrive fifteen (15) minutes prior to have someone sweep the stage and arrange set and props
- prepare a work area for yourself (typically near the Director, but not necessarily)
- End of Rehearsal:
- the Stage Manager gives specifics for the next call, costume calls, etc. it is not enough to pose pertinent information. It must also be given face-to-face
- it is appropriate for the Stage Manager to give any notes to the actors on issues after the director's notes or whatever Director/Stage Manager agree is best

## **Lighting/Board Operator**

- This person works with the SM and/or director to prepare the lighting for the production. They attend all fully blocked rehearsals in order to familiarize themselves with the show and script.
- This person will take note of where people are on stage. This person will program the board (with the director, light designer, and/or stage manager) and is responsible for running the lighting board during the show. Directs Spot Ops and Second Board Operator as needed.
- **Lighting head and board operator may or may not be the same person. If not, the board operator takes on the following duties:**
- The Board Operator is responsible for the coordination of the cues with the stage manager and/or directors, and is responsible for the programming and operation of the lighting board during the production, as well as channel, color and focus check every evening before the performance. S/he is also responsible for a full working knowledge of the lighting design.
- Assists in setting up special effect lighting as specified by the design.
- Is capable and ready at any time to service, repair or troubleshoot any instrument in use in the theater.
- Provides follow spot operation for the production.
- Assists in restoring lights to standard placement at the close of the show.

## **Sound Design/Sound Crew/Sound Board Operator**

- The sound crew installs and maintains all equipment relating to the technical operations of the production's sound including, microphone maintenance and stage mic set up.
- There are sometimes multiple members of the sound crew that run the sound for the production. In addition, musicals will require microphone technicians that place and maintain wireless mic units for all cast members. The Sound Crew
- Provides all set up for the sound board, wired and wireless microphones, and all other sound equipment.
- Maintains all microphones, boards, speakers, playback units and like equipment in good working order
- Runs the sound board during the production
- Operates all playback devices for the production, under the direction of the stage manager.
- Strikes and ensures proper storage of all sound equipment
- Ensures the proper, safe running microphone and other audio cable, setting up and placement of sound equipment, and proper operation and routine storage of all sound equipment.

## **Costume Crew/Costume Crew Head**

- The Costume Crew works under the supervision of the Costumes Designer along with the Stage Manager, in coordinating all aspects of the use of costumes by actors. The crew will support the show and actors in production and dress rehearsals.
- This person works with the director and costume designer to coordinate pulling costumes, inventorying stock, and determining needs for the show.
- When costumes are designed and finished, this person is responsible for knowing and caring for all costumes. Instructs/checks cast for proper finished look for each costume and directs minor repairs/alterations as needed.
- Directs dressers during production as needed and runs any quick changes for speed and safety. This person will also coordinate costume-based props with the Props Master
- The Costume Crew assists in organization of the dressing rooms.
- Assists in creation and modification of dressing lists.
- Develops a running track for the actors they will support.
- Maintains all costumes used in production, including cleaning, pressing, mending, etc.
- Works with prop crew in furnishing costume props (canes, handkerchiefs, hats, jewelry, etc.)
- Works with Costume Designer and Stage Manager to provide rehearsal items to actors in rehearsal (shoes, jackets, rehearsal skirts, etc.)
- Assists Actors in quick changes (these will be designated by the Director only).
- Checks in/out costume items to actors for each dress rehearsal or performance
- Works with director to provide for the laundering of costumes as needed
- Ensures that all borrowed items are returned to sources in a clean, good condition
- Maintains the cleanliness of the costume shop, storage areas, dressing rooms and makeup areas.
- Maintains integrity of the costume design during the run of the production.
- Properly inventories and stores costumes and accessories during strike.

## **Properties Crew**

- The prop crew is supervised by the director during pre-production, and by the stage manager as the props relate to the running of the show.
- Time Commitment—All called rehearsals The properties crew is responsible for the direct supervision of the properties crew during construction and pre-production, and during the run of the show.
- They also attend certain rehearsals and work with the Stage Manager and

Director to establish a comprehensive properties list that includes all hand, set and costume props, as well as stage effects and weaponry.

- They are also ultimately responsible for the organization, maintenance and return of all properties to storage or back to the original source. S/he organizes the prop table/shelves and accounts for all props used during a production and the tracking of props during a show.
- Furnishes all set and hand props for the production
- Locates and maintains prop storage areas onstage and in the shop
- Maintains all props used in production, including esoteric properties (magic tricks, livestock, etc.)
- Ensures cleanliness of stage and order of backstage areas for rehearsals and performances
- Furnishes rehearsal props as specified by the technical director, properties supervisor and/or stage manager
- Organizes the repair of any props
- Organizes the preparation and replacement of any consumable props (food, paper, etc)
- Is responsible to the stage manager for the coordination of all props
- Ensures proper storage and return of all props used in the production during strike
- Restores the prop storage and work areas at the end of each production.

### **Set Crew/Build Crew**

- The Set Crew works under direct supervision of the technical director and also under the supervision of the stage manager when the production begins technical rehearsals.
- Time Commitment: All called rehearsals.
- This position requires TOTAL COMMITMENT. The SCH comes early and stays late.
- Maintains discipline and should be an example to the crew. This crew is responsible for the overall construction of the set.
- Students on this crew must be responsible, able to take direction, have good problem-solving skills, and have the ability to quickly (but efficiently) complete a job.
- Students on this crew WILL be required to work with power tools.

## PARENTS OF PERFORMING ARTS - POPA

**What is POPA?** POPA is a 501(c)3 nonprofit organized to assist Denmark High School and its community by promoting, supporting, and sustaining performing arts in a welcoming atmosphere that supports each student to realize their full potential as a performer, scholar, and citizen.

**Who can join?** Any Denmark Performing Arts parent/guardian or extended family, as well as community members, can be part of POPA. We recognize the power of building community in support of youth and the arts. All are welcome and appreciated!

### **Volunteer!**

We have a vibrant group of parents that volunteer to do everything from donate food, set up for shows, sell concessions, help with set construction, sew / alter costumes, and much more. We send out Sign-Ups (Sign-Up Genius) for what is needed for events, competitions, rehearsals, and productions. There is an opportunity for EVERYONE to contribute! Jump in and meet some wonderful people!

### **Become a Patron of the Arts!**

Patrons provide Denmark High School Performing Arts with resources to engage students in the highest quality learning experience for Theater, Chorus, and Drama students of Troupe 8720.

Patrons help fund:

- Theater equipment - lighting, sound, projectors, cameras, streaming equipment, etc.
- Costumes and Set Construction
- Scholarships for Troupe Members

Families, Community Members, or Businesses may choose to:

- Make a monetary donation (4 giving levels)
  - Platinum - \$1000
  - Gold - \$500
  - Silver - \$250
  - Bronze - \$100

- Sponsor a Rehearsal - \$50

All donations are tax-deductible and each Patron will receive a thank you letter and receipt along with a lanyard for early access and Patron car magnet.

Visit the [Patrons](#) page to sign up for the 24-25 Season! Thank you for your support!

### 24-25 POPA Leadership:

*Thank you to the parent leaders that have stepped up to support DPA this year. If you are interested in a Committee or have a special skill (sewing, construction, sound, etc.) please let us know! Email: [denmarkperformingarts@gmail.com](mailto:denmarkperformingarts@gmail.com)*

### Officers:

<b>President</b>	Lissa Pijanowski
<b>Vice President</b>	Cara Belloso
<b>Treasurer</b>	Brandon Shaw
<b>Secretary</b>	Sunni Lazo

### Committee Chairs:

<b>Chorus Liaisons</b>	Sunni Lazo Lisa Redding	<ul style="list-style-type: none"> <li>• Serves as a liaison to help coordinate Choral events, competitions, and performances.</li> <li>• Organize donations and assemble snack bags and water for field trips/competitions.</li> <li>• Collaborate with Mrs. Roney and Chorus Officers</li> </ul>
<b>Acting Liaison</b>	Kerri Baker	<ul style="list-style-type: none"> <li>• Serves as a liaison to help coordinate Acting events, competitions, and performances.</li> <li>• Organize donations and assemble snack bags and water for field trips/competitions.</li> <li>• Collaborate with Mr. Grizzle and Officers</li> </ul>
<b>Theatre Liaisons</b>	Lissa Pijanowski Cara Belloso	<ul style="list-style-type: none"> <li>• Serves as a liaison to help coordinate Theatre events, competitions, and performances.</li> <li>• Organize donations and assemble snack bags and water for field trips/competitions.</li> <li>• Collaborate with Mr. Grizzle and Officers</li> </ul>
<b>Spotlight Series Liaisons</b>	Lissa Pijanowski Sunni Lazo	<ul style="list-style-type: none"> <li>• Serves as a Liaison to help coordinate Penguin Project shows.</li> <li>• Organize donations, marketing, and volunteers</li> <li>• Help to coordinate Peer Buddies</li> <li>• Collaborate with Mr. Grizzle, Mrs. Roney, and the Special</li> </ul>

		Education Department
<b>Volunteers</b>	Kimberly Shaw	<ul style="list-style-type: none"> <li>• Coordinate volunteers for events and shows.</li> <li>• Create and post sign-ups (FB and Team App).</li> <li>• Print volunteer signup for events / shows and post in the POPA closet.</li> </ul>
<b>Hospitality</b>	Kerri Baker Kimberly Shaw	<ul style="list-style-type: none"> <li>• Coordinate 9-9 Dinner Menus and coordinate volunteers/donations.</li> <li>• Order food and coordinate pickup (e.g. dinners between shows on Saturdays).</li> <li>• Coordinate donations and set-up for healthy snacks during late rehearsals backstage.</li> <li>• Coordinate closet inventory to use current paper goods or ask for donations.</li> </ul>
<b>Show Sales</b>	Allison Russell	<ul style="list-style-type: none"> <li>• Keep Inventory of snacks / drinks / merch, etc.</li> <li>• Coordinate themed concessions / merchandise for each show (e.g. mugs, cups, t-shirts, etc)</li> <li>• Request concession donations for shows via SignUp Genius</li> <li>• Pick up flowers bunches, tissue paper, ribbon</li> <li>• Set up show merchandise, including Stargrams</li> </ul>
<b>Lobby</b>	Priya Revalli Heather Martin	<ul style="list-style-type: none"> <li>• Coordinate lobby decorations for shows / events (e.g. colors, decor to reflect shows, etc)</li> <li>• Update the trophy case displays for shows/events</li> <li>• Set up the photo booth (e.g. themed background, balloons, etc.) for each show / event</li> <li>• Coordinate the Lobby presentation of cast and crew with the Officers</li> </ul>
<b>Patrons and Season Passes</b>	Sunni Lazo Lissa Pijanowski	<ul style="list-style-type: none"> <li>• Seek Patrons (Individuals, Businesses, &amp; Families) to make monetary donations and sponsor rehearsals.</li> <li>• Coordinate recognition online and in the lobby</li> <li>• Create and manage the patron / season passes</li> <li>• Mail letter (tax documentation) and passes to patrons each year</li> <li>• Maintain a list of Patrons / Season Pass Holders</li> </ul>
<b>Box Office</b>	Priya Revalli Brandon Shaw	<ul style="list-style-type: none"> <li>• Coordinate online ticket sales (TicketLeap)</li> <li>• Sell Tickets and Season Passes at the door</li> <li>• Create and print tickets for cash sales</li> <li>• Document cash ticket sales and FCS employees</li> </ul>
<b>Playbill Ads and Graphics</b>	Cara Beloso	<ul style="list-style-type: none"> <li>• Coordinate the sale of Playbill Ads for our Main Stage Productions.</li> <li>• Creation and printing of the Playbill</li> <li>• Create all graphics for the year, for all theater, chorus and acting shows.</li> <li>• Assist POPA and DPA with graphic needs</li> </ul>



<b>Fundraising</b>	Stacy Neff Lisa Redding	<ul style="list-style-type: none"> <li>• Coordinate and implement fundraisers.</li> <li>• Communicate with DPA families, and the DHS school community depending on fundraiser</li> <li>• Maintain expenses / revenues in collaboration with the Treasurer</li> <li>• Close out the fundraiser when complete.</li> <li>• Identify and manage spirit night opportunities with local businesses.</li> <li>• Close out spirit night by picking up proceeds.</li> </ul>
<b>Banquet and Senior Showcase</b>	Heather Martin Stacy Neff	<ul style="list-style-type: none"> <li>• Communicate with DPA families and Seniors about the event, gather RSVPs, coordinate recognitions, and college decisions.</li> <li>• Form a committee to assist with decorations, food, gifts, pictures, etc.</li> <li>• Coordinate with Directors, Officers, and a POPA Volunteer Committee</li> </ul>
<b>POPA Closet and Supplies</b>	Allison Russell	<ul style="list-style-type: none"> <li>• Coordinate POPA materials, equipment, and supplies throughout the year.</li> <li>• Assist with event / show close out to ensure items are stored appropriately</li> <li>• Keep inventory of paper goods, cups &amp; cutlery for troupe meals.</li> </ul>
<b>Grant Writer</b>	Lissa Pijanowski	<ul style="list-style-type: none"> <li>• Seek and write grants for performing arts, as well as applications for awards and recognition.</li> </ul>
<b>Public Relations</b>	DHS Liaison: Jennifer Lombard  Local Media Liaison:	<ul style="list-style-type: none"> <li>• Coordinate sharing events / shows with DHS Admin for monthly newsletter and announcements</li> <li>• Share show / event info with the front office to add to the front marquee.</li> <li>• Share Troupe / Chorus news with local media outlets.</li> </ul>
<b>Photographer</b>	Bre Sessions	<ul style="list-style-type: none"> <li>• Takes photos at shows throughout the year on behalf of the Troupe</li> </ul>

To learn more, please visit our **POPA page** on the website.

<https://www.denmarkperformingarts.com/popa> and **Join Team App** to access sign-ups and opportunities to volunteer.