

*The arts are as much a part of a child's development and success as they are a part of a successful and enlightened society.
- Association for the Advancement of Art Education*

PRODUCTION HANDBOOK

for

Chitty Chitty

Bang Bang, Jr. 2024

Childrens Playtime Productions (aka Youtheatre Players) is
 A Non-Profit 501(c)(3) Organization (#33-0730102)
 P.O. Box 10087, Palm Desert, California 92255-0087
 Phone: (760) 303-1990
 Web: www.childrensplaytimeproductions.com
www.youtheatreplayer.com
 E-mail: Contact@childrensplaytimeproductions.com

CAST WEBSITE: www.childrensplaytimeproductions.com/castinfo.html
CAST E-MAIL: castinfo@childrensplaytimeproductions.com

If you are in the cast and do not have web/e-mail access you MUST buddy up!

CPP's Main Number	(760) 303-1990 (message line only)	to leave message for non-urgent matters anytime or to contact someone during rehearsal times.
Richard De Haven Chuck Balgenorth	(760) 409-6018 (760) 409-1369 (text)	use for time-sensitive matters or when you do not receive a timely response from a message on CPP's main number.
Stage Manager Christie Clemens		use when communicating volunteer scheduling issues ONLY (or when otherwise directed to contact the parent liaison)
Parent Liaison – TBD		
Musical Directors Rachel Zumberge		
Choreographer – Taylor Graham		
Costumer - Isabella Ceja		

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GOALS

OUR GOAL IS TO CREATE AN ENVIRONMENT WHERE PARTICIPANTS CAN PRACTICE AND IMPROVE THEIR EXISTING ACTING SKILLS, LEARN AND DEVELOP NEW SKILLS, AND EXPERIENCE THE THRILL AND EXCITEMENT OF ENTERTAINING OTHERS ON A PROFESSIONAL STAGE.

AS IMPORTANTLY, THIS PROGRAM IS DESIGNED TO ENHANCE PARTICIPANTS' CONFIDENCE, SELF-ESTEEM, AND CREATIVITY, WHILE FOSTERING THE DEVELOPMENT OF KEY LIFE VALUES – INCLUDING: RESPONSIBILITY, HONORING COMMITMENTS, INTEGRITY, RESPECT FOR OTHERS, AND GENEROSITY.

PROFESSIONALISM AT ALL LEVELS AND FROM ALL PARTICIPANTS IS WHAT WE STRIVE TO ACHIEVE. WE WILL DO OUR PART TO EDUCATE AND PROVIDE THE MEANS FOR THAT PROFESSIONALISM TO DEVELOP AND PROSPER; PARTICIPANTS AND THEIR FAMILIES ARE EXPECTED TO DO THEIR PART AS WELL.

CPP REMAINS A NON-PROFIT THAT RELIES HEAVILY ON VOLUNTEER EFFORTS TO ACHIEVE ITS OUTSTANDING RESULTS. AS ALWAYS, THOSE VOLUNTEER EFFORTS COME PRIMARILY FROM THE FAMILIES OF THOSE INVOLVED IN THE PRODUCTIONS IN LIEU OF SIGNIFICANT TUITION AMOUNTS. TO ENSURE A FAIR DISTRIBUTION OF EFFORTS, TO REDUCE THE BURDEN IN DAYS PRIOR TO PERFORMANCES, AND TO PROVIDE A MEANS OF ENSURING THAT DEDICATED PARTICIPANTS ARE REWARDED FOR THEIR EFFORTS, WE HAVE BUILT IN A PROBATIONARY PERIOD.

CAST MEMBERS (AND THEIR PARENTS IF CAST MEMBER IS A MINOR) WILL BE ASKED AT ORIENTATION TO SIGN A COMMITMENT (I.E., "PARTICIPATION AND RELEASE AGREEMENT") TO FOLLOW THE EXPECTATIONS, RULES, REQUIREMENTS AND INSTRUCTIONS FOR THIS PRODUCTION (AS SET FORTH IN THIS PRODUCTION HANDBOOK.

PARTICIPATION REQUIREMENTS

🌀 **TICKET PRE-SALES:** each participant is required to **pre-sell/buy** ten (10) premium tickets to the evening public performance. The per-ticket price is \$20 (for a total of \$200). At least these tickets must be sold/pre-paid not later than the End of Probation date (Sat, Apr 20). NOTE: Tickets will be assigned to seating in the order for which payment is received. Earlier payment = closer seating.

🌀 **VIDEOGRAPHER:** each participant **family** is required to contribute \$25 to cover the cost of the professional videographer to be retained to record the show DVD package. This amount is due not later than the End of Probation date (Sat, Apr 20).

🌀 **SHOW T-SHIRT & SCRIPT:** each participant is required to buy a promotional show t-shirt and a show script. The total for both is \$30 – due not later than the End of Probation

🌀 **VOLUNTEERING:** cast members and/or a family member or friend of **each** minor-aged participant are expected to volunteer a minimum of 21 hours (e.g., 3 full days) assisting with the creation and completion of sets, costumes, and props (this is separate from volunteering during show week at McCallum as detailed below). **Cast member families will be billed at the rate of \$15 per hour for any unfulfilled hours.**

🌀 **PROMOTION:** each participant is expected to make all reasonable efforts to support and promote the show. These efforts include distributing show fliers/posters at local businesses, encouraging schools to attend the production, and seeking financial sponsors/donors. As a goal, each cast member should expect to get at least two Playbill Ads and one Sponsor.

🌀 **P.S. VILLAGEFEST:** each participant is required to participate two full Thursday nights in promotion of this production at the Palm Springs' VillageFest. CPP is, typically, scheduled for each of the four (4) Thursdays prior to the show week. NOTE: The final Thursday before McCallum is one of these (i.e., a **MANDATORY VILLAGEFEST preview!**)

🌀 Each participant (cast and or volunteers, parents for minors) must sign a **PARTICIPATION RELEASE AGREEMENT** to be in this program. This agreement asserts that you have read and understand all the rules, requirements, expectations, and, provision contained herein or otherwise detailed to the cast on the castinfo site or at a mandatory meeting or rehearsal. Failure to complete this agreement, yet continuing your participation in the program, shall constitute a legally binding agreement to all provisions, including waivers, as if you had fully executed the agreement.

🌀 **Any extension of time for amounts owed for the first 3 items above will require a weekly payments to be made. As always, talk with us sooner rather than later if you have financial questions, concerns, or, issues.**

It should be noted that other programs of this kind charge \$500+ in tuition and other fees IN ADDITION to requirements of the nature provided above!

RULES/EXPECTATIONS

🌀 **ZERO EFFECTIVE ABSENCES:** This means only miss if **ABSOLUTELY NECESSARY** and when you come back demonstrate that you have worked with other cast members, the script, the online resources, etc. to catch up on everything you may have missed.

🌀 **ZERO SHOW ABSENCES:** It is out of the question to miss a show (hence the well-known phrase “the show must go on”).

🌀 **DROP OFF LOCATION:** If a scheduled event happens outside of mall hours, the drop-off and/or pick-up location is through the YTP back entrance using the gray service doors to the right of the JC Penney lower level mall entrance. If you are unsure, ask at orientation.

🌀 Each participant (cast and or volunteers, parents for minors) must sign a **PARTICIPATION RELEASE AGREEMENT** to be in this program. Failure to complete, yet continuing participation in the program, shall constitute legally binding agreement to all provisions, including waivers.

🌀 Understand that this is a serious endeavor with the goal of a professional, public-quality stage production. FUN? Yes! PLAYGROUND ANTICS? No!

🌀 Refrain from disruptive behaviors!

🌀 Bookmark the site www.childrensplaytimeproductions.com/castinfo.html and check for notices regularly; understand it all or ask question until you do.

🌀 **MANDATORY MEETINGS:** Parents and participants should attend all mandatory or requested meetings personally (no proxy). If missed – all information provided is your responsibility to seek out and understand and comply with.

🌀 **SCRIPTS:** Cast members will get ONE hard copy script that they will need to have at rehearsals for notes and changes; they will also have online access to a digital script that may be printed for use at home.

🌀 **OFF-BOOK DATE:** Know your lines, i.e., be OFF-BOOK, when requested (or before)

🌀 **TICKETS:** Each cast member must **PRE-sell** 10 tickets overall to the public show. Hopefully this is a minimum number to be ultimately sold. Ticket prices are anticipated to be \$20 per seat for premium seating and \$15 per seat for non-premium (i.e., back of main floor, back of mezzanine, upper balcony).

- ☯ LUNCH BREAKS: will not be long enough to leave the mall or eat AT the food court. CPP staff will, however, be able to escort participants in a group to the food court to buy lunch and bring it back to the YTP studio. An **AUTHORIZATION FORM** is provided for parents to confirm limitations.
- ☯ All participants are **STRONGLY** discouraged from bringing valuables of any kind to the rehearsals or shows. While each participant will have a “personal” cubbie, there is no way to provide safety for items placed there.
- ☯ The YTP mall space has a bathroom, a water cooler, a microwave, and a refrigerator. Participants may use these to store and heat lunches, fill personal water bottles, etc.
- ☯ **SNACKS:** Within the YTP rehearsal space, we sell snacks and drinks (almost all priced at \$1). Participants are encouraged to bring \$1 bills as we might not always have change for larger bills.
- ☯ Behave respectfully to staff (at all levels, including volunteers) and other cast members. Sassing back to staff or volunteers, rolling eyes, inappropriate comments or gestures will **NOT** be tolerated.
- ☯ Be committed to the success of this program – do the work needed in a timely manner. Parents help your minor-aged participants to honor their commitments. Commitment is demonstrated by following all rules and making efforts to ensure the program’s success.
- ☯ Be on time to all scheduled rehearsals and activities.
- ☯ Don’t leave before official dismissal – **Parents must come into the mall or to the Pageant Stage to pick up cast members (not call to have them come out).**
- ☯ Communicate any and all issues you may have **IMMEDIATELY to Chuck or Richard.**
- ☯ Where upfront fees are required for participation, they are expected to be paid not later than the End of Probation Date.
- ☯ Seeing what part you might be assigned before committing to the program is strongly discouraged. There can be no show without all cast positions being filled.
- ☯ Participants may be asked to pay a materials fee to cover certain direct costs (e.g., specialty costumes and makeup). In some instances, participants may be requested to bring personal clothing from home or otherwise supply to use for the show.
- ☯ **PARENTS:** Do not use a threat of keeping participant away from this program as punishment – it punishes everyone relying on them.

🌀 SHOWS: It is the policy of CPP/YTP that there is no seat saving or reserving of seats at any performance or production by anyone other than at the sole discretion of the **PRODUCERS** (i.e., Chuck or Richard). **Items placed on seats in an attempt to save them will be removed by staff or volunteers. Of course, this is not an option with a McCallum or other assigned seating show in any event.**

🌀 NON-COMPLIANCE REPERCUSSIONS: It is within the discretion of the producers and the department heads to devise repercussions to address lack of compliance issues. **These may range from dismissal from the program (without refund of fees paid) to requirements to prepare written notes explaining the importance of following a/the rule(s) violated to monetary fines and the like.**

🌀 PROPS & COSTUMES PLUS: There are a lot of stored costumes, props, set décor, makeup items, and the like in the YTP studio. These are not playthings. They are only to be touched if assigned to a participant and, then, only in the course of rehearsing how to work with it.

🌀 Mind language and innuendo AND dress appropriately for a youth-filled space (no “suggestive” t-shirt sayings)

🌀 Be the demonstration of excellence

🌀 Work together as a team to create the best possible experience for all.

🌀 Proudly support and promote the show and your hard work. This can include participating in impromptu mall performances, distributing show posters and fliers, social media postings, etc.

🌀 Help CPP raise funds through finding sponsors, getting paid Playbill Advertisements, selling tickets to shows, buying Playbill Dedications, obtaining silent auction items, securing FUNd Fair prizes, social media promotion!

🌀 As a non-profit with limited funds, we rely heavily on volunteer assistance. Our programs are priced SIGNIFICANTLY below market value to create more opportunities for youth. As a trade-off to paying for 3rd party support staff, families are expected to put in some volunteer hours on behalf of each program participant.

🌀 DVD & Photo discs may be made available. Personal photography or videotaping is not allowed without prior PRODUCER agreement and your commitment to share the photos and/or videos with CPP.

🌀 CPP's rehearsal space does have a water fountain (plus refreshments and snacks). Cast members are encouraged to bring their own food to eat ONLY during breaks; they must, however, must clean up after themselves.

PROPOSED CODE OF ETHICS - CAST

- ✓ I will commit to this production and be serious about participating;
- ✓ I will strive to excel as an actor/actress;
- ✓ I will behave as though I want to be in this production;
- ✓ I will put the required time in to learn and improve my skills;
- ✓ I will respect my co-cast members and work as a team to create the best production possible;
- ✓ I will remember that all roles are equally important to the production;
- ✓ I will not consider my role to be “too small” to put effort into it and attend required rehearsals;
- ✓ I will obey all rules/requirements;
- ✓ I will follow all instructions and directions willingly, whether from the director or the staff;
- ✓ I will be at all rehearsals to which I am called unless I have properly and timely submitted a conflict;
- ✓ I will be on-time to all rehearsals to which I am called (I’ll call ASAP if unavoidable delay comes up);
- ✓ I will not leave from a rehearsal unless properly dismissed;
- ✓ I will be off-book 100% by the end of probation when requested;
- ✓ I will assist with the completion of sets, costumes and props to the best of my abilities;
- ✓ I will support and promote the production in all ways possible;
- ✓ I will be the example (and/or learn how to be the example) of professional behavior;
- ✓ I will visibly serve as a mentor and role model to those less-experienced than I am;
- ✓ I will refrain from using inappropriate language and innuendo for the setting;
- ✓ I will wear clothing and accessories that are appropriate to a family-friendly setting;
- ✓ I will check the CASTINFO site regularly to stay up to date on show issues;
- ✓ I will NOT use the excuse that “I did not know” for anything that is clearly on the web site;
- ✓ I will put CPP first for all rehearsal and show days/times and consider these times belong to CPP;
- ✓ I will be responsible for knowing MY OWN schedule and not rely on anyone else to “know” for me;
- ✓ I will err on the side of showing up when in doubt of whether I am called for rehearsal or not;
- ✓ I will sign in immediately upon arrival to rehearsals or at the theatre;
- ✓ I will be patient and non-disruptive during down time when staff are working with others;
- ✓ I will use down time effectively to practice for my role – either alone or in groups;
- ✓ I will learn the proper tools and techniques to properly warm up my body and my voice;
- ✓ I will come to rehearsals already warmed up;
- ✓ I will eat before I come to rehearsals and not focus on when the next break comes;
- ✓ I will make sure that the YTP rehearsal space is clean before I leave for the day;
- ✓ I will make sure I know and honor all mandatory (where conflicts are not allowed) schedule dates;
- ✓ I will treat everyone involved in this production with respect;
- ✓ I will not be disruptive at rehearsals or shows;
- ✓ I will turn in all forms when asked and timely complete all requested actions; and,
- ✓ I will remember that my words and actions reflect upon CPP and fellow cast and will act accordingly.

PROPOSED CODE OF SUPPORT - PARENTS

- ✓ I will commit to supporting my child by doing everything in my power to help them comply with the Proposed Code of Ethics – CAST and NOT do anything to cause them to specifically violate any provision therein;
- ✓ I will take the time to review and understand the schedule and support my child’s commitment to be at all scheduled rehearsals in a timely manner;
- ✓ I will NOT use the threat of keeping them from coming to rehearsals or continuing in the production as any part of a punishment for outside actions or inactions;
- ✓ I will attend each mandatory parent meeting that is scheduled and otherwise be at any rehearsal when requested;
- ✓ I will make sure that there is a qualified person to volunteer on behalf of my child to fulfill those requirements;
- ✓ I will come in to pick up my child at the YTP space and not expect them to leave, unattended, to meet me outside;
- ✓ I will not demand my child leave early from a rehearsal just because I arrived before proper dismissal;
- ✓ I will respect the role of the director and the staff and, if I choose to stay during rehearsals, will refrain from coaching or interfering with the rehearsal in ANY way;
- ✓ I will continue to affirm to my child the need to be courteous, respectful, and obedient at all times;
- ✓ I will not undermine the process by encouraging or abetting my child in the violation of ANY rule/expectation;
- ✓ I will honor the commitments made regarding payments of amounts due (ticket sales, DVD, Shirt, Script, etc.) and volunteering and WILL communicate ASAP with CPP staff if there are issues in regards to any of these; and,
- ✓ I will not allow my child to quit this production once casting is completed except under extraordinary circumstances.

McCALLUM THEATRE RULES (APPLICABLE FOR SHOW WEEK)

#1 RULE: WE ARE GUESTS AT THE McCALLUM: Please respect the McCallum's property and staff! No rough-housing, mess-making, furniture-climbing, excessive noise, running around, etc.

LEAVE VALUABLES HOME: Neither CPP nor McCallum Theatre will be responsible for lost items!

ENTER AND EXIT ONLY THROUGH THE STAGE DOOR: The stage door is at the back of the theatre on the side closest to Monterey Avenue. A sign-in sheet will be placed at the entrance – YOU MUST USE IT!

PICK UP ACTORS PROMPTLY WHEN SCHEDULED

NO GUESTS OR FAMILY ALLOWED BACKSTAGE: Only cast members, approved staff and approved volunteers will be allowed in the back stage area. Unless you have volunteered and are on duty, please do not even try to enter. Actors will not be allowed to go out of the theatre or into the audience area between these shows. Guests may greet Actors outside of the stage door after the evening show only.

NO OUTSIDE FOOD OR DRINK: To prevent damage to costumes or the McCallum Theatre furnishings, approved drinks and snacks will be provided to the Actors for consumption between the daytime shows. We will also provide straws so the Actors may drink without smearing make-up or soiling costumes. No other food or drink should be brought into the theatre. If you or your child has any special needs, please make sure that we are aware of them in advance so that we can provide and plan accordingly. Each Actor will be responsible for getting his or her own meals during the afternoon break on Tuesday (most Actors will still have make-up on that they must take care not to destroy before the evening show).

MAKE-UP CALL TIMES: Each Actor must be aware of his/her make-up call time and report to the make-up area promptly when scheduled. There are too many actors in this production to deal with late arrivals or have to spend time tracking down cast members.

KNOW YOUR SPECIFIC COSTUME AND MAKE-UP NEEDS: Each Actor must know and comply with any specific instructions given regarding self-supplied costume pieces and hair styling to be done at home before coming to the theatre. Questions regarding this should be addressed sufficiently prior to the show days to ensure time to resolve problems and provide adequate guidance.

BE QUIET AT ALL TIMES IN THE THEATRE -- BACKSTAGE WHISPER!!!

DO NOT TOUCH ANY PROPS UNLESS THEY ARE USED BY YOUR CHARACTER IN THE SHOW, AND THEN ONLY WHEN SCHEDULED. RETURN PROPS TO THE PROPER SPOT FOR THE NEXT SHOW.

BE ALERT FOR YOUR CUES...BE IN PLACE AT LEAST 2 MINUTES PRIOR TO YOUR ENTRANCE.

COLLECT ALL OF YOUR BELONGINGS, CLEAN YOUR AREA(S) AND RETURN YOUR COSTUME TO THE COSTUME PERSON PRIOR TO LEAVING/MEETING GUESTS AFTER THE SHOWS.

HELP WITH LOAD-IN AND LOAD-OUT: Each cast member and his/her parent is expected to help in some way with Load-In and Load-Out as provided above and explained at the final Parent Meeting.

DETAIL SHOW WEEK INFORMATION AND EXPECTATIONS

SUNDAY: LOAD-IN PHASE 1 – At our set build location, we will be completing any last work on sets and loading all sets and other materials into trucks to move into the McCallum Theatre. Trucks will then get to the mall where all props and costumes will have been prepared for transport to the theatre and loaded into the trucks. Cast will be at the mall for our **final rehearsal**. All cast members and parents are required to help with this process at one or both locations to the extent they are physically able. The more people that help, the easier it is for everyone! If no one helps, we will not have a show! CPP staff cannot physically do it alone.

MONDAY: Monday morning beginning at 8:00 a.m. is **LOAD-IN PHASE 2**. We need volunteers at the theatre to unload the show pieces from the trucks and to set up our things in the theatre. Set pieces will need to be assembled, costumes will need to be sorted and placed in dressing rooms, props will need to be sorted and placed at prop tables in the wings, etc. If we are to get everything done in time for the cast's arrival at 3:15 pm, we will need as many volunteers as possible. Even if you don't think you have "building skills," there are plenty of things that you will be able to help with. In the afternoon/evening, the cast will arrive and have a brief theatre orientation, get assigned to dressing rooms, and prepare for the full dress rehearsal that will happen that evening.

The following two days will be very busy and exciting! Everyone, please get plenty of rest.

TUESDAY: There are **3** morning shows for local school audiences (at **9:10 am, 10:40 am, and 12:10 pm**) and **1** evening show for the public (at **7:00 pm**). From approximately 2:15 pm (after cast photos on stage) until 5:00 pm, we will not be able to stay at the McCallum Theatre. All cast members will need to be picked up and taken away from the theatre for this break period. CPP staff will be busy with details for the evening performance and will not be able to be responsible for minor cast members that are not picked up on time. **Unless otherwise instructed, no one should disturb their make-up between the morning and evening shows. PLEASE NOTE: Our parent volunteers are our backstage crew. Not everyone can be in the audience for the evening show or we will not be able to run the show. Those who help in the evening show will be able to sit in the audience during one of the daytime shows.**

WEDNESDAY: There are **3** morning shows for local school audiences (at **9:10 am, 10:40 am, and 12:10 pm**). After the last show, **each cast member** and his/her parents that pick them up are expected to assist with the **Load-Out** process (i.e., take down sets, pack costumes and props, and transport everything by truck back to the CPP storage facilities in Palm Springs). As with Load-In, the more people that help, the easier it is for everyone. CPP staff cannot physically do it alone. Once Load Out is done we will all relax and celebrate a great show at the cast party (see separate flyer for details).

ACTOR'S CHECKLIST

CHECKLIST ITEM	ACTION	STATUS
GET THE PART		DONE
READ THE SCRIPT	Repeatedly! The whole script - not just your lines! Understand the story!	
UNDERSTAND ALL WORDS	Look up definitions of all words you don't fully know.	
PERFORM BACKGROUND & CHARACTER RESEARCH	Using any available resources, including books, photos, videos, etc., study the conditions, customs and mannerisms of the time period or environment, and of the various characters, including yours.	
IDENTIFY YOUR CHARACTER'S DETAILS	Play around with different ideas of who your character is supposed to be and how you can portray that through mannerisms, actions, etc.	
LEARN LINES FLAWLESSLY	EXACTLY as written AND by OFF-BOOK DATE	
PRACTICE MAKING YOUR LINES YOUR OWN	Practice, practice and more practice until the lines are delivered believably from your character.	
WORK OUT YOUR STAGE BUSINESS	Understand your blocking, footwork, handwork, expressions and other actions all within the context of your character and stage directions provided by the script and/or director.	
PERFECT YOUR TIMING	Understand and practice your timing and delivery for all of your lines and actions within the context of your character and directions provided by the script and/or director.	
REHEARSE BY YOURSELF	Practice staying in character and delivering your lines flawlessly while performing your stage business with appropriate timing.	
ATTEND ALL SCHEDULED REHEARSALS	Show up on time, with script and other materials, in proper rehearsal attire, with correct attitude, ready to work.	
REHEARSE WITH OTHER ACTORS	Not only with the director, but in free time while waiting to work with the director when appropriate; Expect other actors to be prepared and call them to task if they have not done all of the above and, thus, make it difficult for you to do your work.	
BE FLEXIBLE	Be prepared to do something different if Director demands it.	
PERFORM FLAWLESSLY	Make the audience believe you are your character.	
RECEIVE OVATION	Graciously accept audience's applause for your spectacular performance.	
PREPARE SPEECH	Humbly accept any awards bestowed upon you for your hard work and effort – remembering to thank CPP and the directors and staff.	

GLOSSARY OF THEATRICAL TERMS

ABOVE: The area farther away from the audience; *UPSTAGE*.

AD LIB: Adding words, gestures, or the like that are not in the script.

ANTAGONIST: Generally, the “bad guys”. In opposition to *HERO* or *PROTAGONIST*.

APRON: Stage area in front of *CURTAIN/PROSCENIUM* toward the audience.

ASIDE: Speaking to the audience with accepted *CONVENTION* that other characters cannot hear it.

AUDITION: A demonstration of performance ability, usually competitive, usually prepared. Many directors distinguish an audition from a *tryout* by designating the latter as a reading without memorization or preparation.

BACKDROP: A flat, screen, curtain, canvas, or scrim hanging behind the performers, usually painted with a sky or scene.

BACKSTAGE: All of the theatre back of the stage proper including the wings, shop, dressing rooms, and so forth.

BELOW: The area closest to the audience; *DOWNSTAGE*.

BLACKOUT: Turning all stage lighting off suddenly - usually used for a theatrical effect and/or for set changes at the end of a scene.

BLOCKING: Setting up the movement of actors in each *SCENE*.

CALL: An announcement listing cast, rehearsals, and performances – including times for cast to be present (call times).

CAST: (1) (noun) Performers in a play; (2) (verb) To assign roles to actors.

CENTER STAGE: A position approximately in the middle of the acting area.

CHARACTER: The agent(s) of the plot – figures (including people and/or animals and the personalities of such figures) that participate in moving the plot along. See *DRAMATIS PERSONAE*

CHEAT: (1) To position yourself and project your voice more to the audience while giving the audience the impression that you are looking directly at and speaking directly to someone else onstage; (2) To position yourself to provide more space for other actors or to improve the compositional stage picture.

CHORUS: (1) A group of performers who act as narrators; (2) In musical theatre, a group of dancers and/or singers.

CLEAN UP: To work on perfecting a scene after initial blocking is done.

CLOSE: To turn away from the audience.

COMEDY: One of the two traditional forms of drama (tragedy is the other).

CONFLICT: Forces of opposition, central to the action of most plays.

CONVENTION: An unrealistic device that the public agrees to tolerate or accept. (E.g., it is a convention that one actor cannot hear another speak an aside.)

COUNTER: To shift position to compensate for the movement of another actor to maintain an effective compositional picture.

COVER: To hide from view of the audience, often deliberately, so as not to make obvious some necessary action of artifice.

CROSS: A movement onstage from one area to another.

CUE: A signal intended to lead to a response by an actor or crew member. Actor's cues are usually a word(s) or action in the script that immediately precedes an action or speech by that actor. Crew cues may be in the script's stage notes or otherwise communicated during performances.

CURTAIN: (1) A drapery used to conceal part of the stage; (2) Sometimes used to denote the end of a scene or an act.

CURTAIN CALL: The appearance by the cast at the end of a play to receive applause. It also provides the cast with the opportunity of acknowledging the audience. It is usually considered rude to forgo a curtain call.

CYCLORAMA (CYC): A structure at the rear of the stage, curved at the sides, usually made of cloth. Properly lighted, it gives the illusion of depth and of sky.

DESIGNER: One who makes the plans from which scenery, costumes, and the like are constructed.

DIALOGUE: Speech between characters; speech of a single character.

DICTION: A performer's manner of speaking including clear pronunciation and enunciation of lines.

DIRECTOR: The coordinator of all artists and technicians working on a production.

DOUBLE: To play more than one role in a single production.

DOWNSTAGE: Toward the audience (derives from historical "*RAKED STAGE*").

DRAMATIS PERSONAE: (Latin, "masks of the play"). The characters in a play.

EMPHASIS: Accent or special focus on an action, line, person, or word.

ENSEMBLE: Presentation in which the performance of the group, rather than the individual, is stressed.

ENTRANCE: (1) Act of entering the stage in view of the audience; (2) An opening in a set through which actors may enter.

EXIT: (1) Departure from a stage area; (2) An opening in a set through which actors may leave.

FLAT: A light wooden or metal frame covered by canvas and used for scenery.

FLIES: The area above the stage used for hanging scenery, lights, and so on.

FLUFF: A blunder or error onstage.

FOCAL POINT: The point of greatest interest onstage at any given moment.

FOCUS: An actor's selective attention to what he is doing, feeling, seeing, hearing, tasting, smelling, or touching. The direction of attention to specific stimuli in the environment.

GREASEPAINT: Stage makeup. Coloring matter mixed with grease in sticks or tubes used as a base to help the features look natural under artificial illumination.

GREENROOM: The traditional name for a theatre lounging room for performers and their guests (from the actor tradition of waiting on the green or lawn).

GROUND ROW: A flat or scenic piece with an irregular profile, usually used as a wall, mountain, hedge, or the like, often used to mask lighting instruments.

HAM: An incompetent performer who overacts.

HEADS UP!: A stage warning that something (usually scenery) is being lowered (or falling) onstage.

HERO(INE): The central character or protagonist; the leading romantic character.

IMPERSONATE: To personify or invest with personality; to assume or act the character.

IMPROVISATION: Invention of lines and stage business by performers. See also *AD LIB*

IN: To the center of the stage.

INTENTION: The major thing an actor determines that a character wants in a play or in a scene or in a single line of dialogue.

INTUITION: Immediate comprehension or knowledge of something without the conscious use of reasoning.

LEAD: A principal role.

LIGHTING: Illumination of the theatre, especially of the stage. Today, the province of artistic designers and technicians.

LINE: (1) Individual pieces of dialogue in a play; (2) A rope or wire used to hang scenery.

MAKE UP: To disguise one's face by using cosmetics, false hair, nose putty, etc.

MAKEUP: Materials applied to disguise the face.

METHOD: An acting system that focuses on inner motivation.

MEZZANINE: The front or first balcony in a theatre.

MONOLOGUE: (1) A long speech delivered by one character; (2) A performance by a single actor.

MOOD: The dominant atmosphere created by a production – usually a combination of tempo, imagery, rhythm, sound, lighting, scenery, costuming, acting, and so forth.

MOTIVATION: Ground in character and situation that makes behavior plausible.

NARRATOR: One who tells a story rather than enacting it.

OFF BOOK: The point at which an actor has sufficiently memorized his/her lines, including cues, so as to not be dependent upon holding the script to rehearse a scene or the whole play.

OFFSTAGE: The part of the stage out of view of the audience.

ONSTAGE: The acting area of a stage in view of the audience.

OPEN: To turn more toward the audience.

OUT: A direction away from the center of the stage, often toward the audience.

OUT FRONT: Refers to the auditorium, house, or audience.

OVERLAP: To move or speak slightly ahead of cue.

OVERPLAY: To act with more exaggeration than is needed.

PACE: The speed with which a play or actor moves.

PICKUP: To increase the playing pace or to shorten the interval between cues.

PLACES!: A command for actors to get in position to begin a rehearsal or performance.

PLAY: (1) A story communicated by impersonators; (2) To act.

PLAYHOUSE: A theatre.

PLOT: Story organization. The most important ingredient in a play according to Aristotle.

PRECAST: To select actors for roles prior to auditions or tryouts. A very unpopular and infrequent practice, particularly in educational and amateur theatre.

PREFACE: A statement by the dramatist that serves as an introduction to the play.

PRODUCER: The entrepreneur chiefly concerned with raising money. The person who often hires the artistic staff.

PRODUCTION: (1) A dramatic entertainment onstage; (2) The process of getting the work onstage.

PROLOGUE: A preface or introduction.

PROMPTER: One who reminds forgetful actors of their lines. Often the assistant director-assistant stage manager.

PROPERTY (PROP): An object or article used in a play and called for in the script.

HAND PROPS: Used by the characters in a play.

SET PROPS: Furniture and other standing props; often unused by the characters in the play.

TRIM OR DRESS PROPS: Objects hanging on the walls of a set.

PROSCENIUM ARCH STAGE: A playing area framed in the front and thus separated from the audience.

PROTAGONIST: Generally, the “good guys”. (From Greek for “first contender”).

RAIL: Part of the flies and grid system used to hang scenery in a theatre; related to sandbag and counterweight flying systems.

RAKED STAGE: A playing area that slopes upward toward the rear wall. In present day theatre, the rake is usually under the spectator area instead.

REHEARSAL: A practice performance of a dramatic work or part of the work. Rehearsals: reading, line check, blocking, working, polishing, technical, run-through, dress and costume.

RESPONSE: A player’s manifest reaction to another presence on the stage. Especially, a particular reaction called forth by a particular act.

RETURN: A flat set parallel to the audience at the downstage edge of the set jutting into the wings just above the tormentor. Any similar flat attached to a larger piece of scenery.

RUN: (1) The period during which a company performs a play; (2) To run through a scene or act without interruption from the director.

SATIRE: A work ridiculing aspects of human behavior, usually socially corrective in nature and intended to provoke both laughter and thought.

SCENE: A sub-unit of an act or a play.

SCRIM: A theatre drop that is generally a woven gauzelike fabric. When lighted from the front, a scrim becomes visible, almost opaque, and when lighted from the back it becomes semitransparent, nearly disappearing. A scrim with a scene painted on it is called transparency.

SCRIPT: The text of a dramatic work.

SIDE: A sheet containing an actor's lines, cues, stage directions, and so forth.

SIGHT LINE: The line of vision from any seat in the spectators' area to the stage.

SOLILOQUY: A speech wherein a character utters thoughts aloud while alone; usually delivered directly to an audience and less frequently as selfmeditation given aloud.

SOUND EFFECT: An imitative sound, often performed onstage. Can be produced "live," on record, on tape, and by machinery.

SPECTACLE: All that is seen or heard onstage, including the actors. Today, that which appeals to the eye, such as lavish scenery.

STAGE LEFT: Left of stage center; on the actor's left when facing the audience.

STAGE MANAGER: The person who coordinates the efforts of the producer, director, playwright, actors, technicians, and the like. He (she) "runs" the production during performances.

STAGE RIGHT: Right of stage center; on the actor's right when facing the audience.

STEAL: When one actor draws attention to himself at the expense of other actors (a practice greatly frowned upon when not called for in the script).

TIMING: The art of delivering words or performing movement at the effective instant.

TYPE CASTING: A theatre practice in which performers are cast according to their age and physical and personality characteristics.

UNDERSTUDY: One who prepares a role normally performed by another in order to substitute in the role when necessary.

UPSTAGE: Away from the audience (derives from historical "*RAKED STAGE*").

VILLAIN: A type of character predisposed to evil or doing harm. (The villain is featured as a figure of evil in melodrama.)

WALK-ON: A small role without lines.

WARDROBE MISTRESS: The person who collects, cares for, and stores costumes.

WING: The space offstage right or left of the acting area.