

*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**

**At YTP (Youtheatre Players) in The Shops @ Palm Desert**

**CAST WEBSITE: [www.childrensplaytimeproductions.com/castinfo.html](http://www.childrensplaytimeproductions.com/castinfo.html)**

**CAST E-MAIL: [castinfo@childrensplaytimeproductions.com](mailto:castinfo@childrensplaytimeproductions.com)**

CPP Main Number	Messages Only	(760) 303-1990	to leave message for non-urgent matters anytime or to contact someone during rehearsal times.
Tech Director Director	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.
Parent Liaison			use when communicating volunteer scheduling issues ONLY (or when otherwise directed to contact the parent liaison)
Stage Manager	Christie Clemens		
Production Asst.	Taylor Graham		
Costumer	Izzy Ceja		
Make-Up	Linh Young		

## IMPORTANT NOTES

**CASTINFO:** Bookmark the site [www.childrensplaytimeproductions.com/castinfo.html](http://www.childrensplaytimeproductions.com/castinfo.html) and check for notices regularly; understand it all or ask questions until you do.

**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](http://www.childrensplaytimeproductions.com)  
[www.youtheatreplayer.com](http://www.youtheatreplayer.com)  
E-mail: [Contact@childrensplaytimeproductions.com](mailto:Contact@childrensplaytimeproductions.com)**

**YTP vs CPP:** CPP stands for *Childrens Playtime Productions* – our official corporation name and the name schools, participants, supporters, and communities have known and trusted for the last 30 years! YTP stands for *Youtheatre Players* and is, for all intents and purposes, equivalent to CPP. We call it “Our Stage Name” as it is primarily associated with our presence at The Shops @ Palm Desert where we have our “Off Broadway Size” theatre space and run many of our programs. They are basically interchangeable.

## **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. WE EXPECT A FAIR DISTRIBUTION OF EFFORTS IN ORDER TO REDUCE THE BURDEN ON JUST A FEW IN DAYS PRIOR TO PERFORMANCES.

**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.

# **RULES/EXPECTATIONS**

☯ Understand that this is an endeavor to be taken seriously regardless of age or experience levels of participants. The goal is a professional quality production that ANY member of the public will find enjoyable and entertaining. FUN? Yes! PLAYGROUND ANTICS? No! NONCHALANCE TOWARD RULES AND OBLIGATIONS? Absolutely NOT!

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

☯ **MATERIALS FEE:** Participants may be asked to pay a materials fee (typically between \$25 to \$120 to cover direct costs (e.g., specialty costumes and makeup, hard scripts, props, etc.))\*

☯ **TICKETS:** Each cast member must **PRE-sell** 6 adult tickets to the public shows. Hopefully this is a minimum number to be ultimately sold. Ticket prices are typically between \$10 and \$20 per seat for adults (18+)

☯ **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.

☯ **CONFLICTS:** ALL Conflicts must be provided IN WRITING at the start of the production (DAY 1) before potential casting decisions are made. No additional conflicts will be officially accepted after that time.

☯ **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 should remain out of the question to miss a public show for ANY reason (hence the well-known phrase “the show must go on”).

☯ **DROP OFF & PICK UP LOCATION:** If the schedule requires attendance outside of mall hours, the drop-off and/or pick-up location is through the YTP back entrance (our stage door entrance and exit). Access to this door is using the gray service doors to the right of the JC Penney lower level mall entrance (across from the last row of the JCP parking deck. NOTE: Even during mall hours, it is an acceptable door to exit through.

\* 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.

🌀 **SEAT-SAVING PROHIBITED:** 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.**

🌀 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).**

🌀 Refrain from disruptive behaviors!

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

🌀 Participants will have some items of personal clothing that they will be required to provide for show use and they may be asked to assist in procuring certain costume pieces.

🌀 **LUNCH BREAKS:** will not be long enough to leave the mall or eat AT the food court. 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 must be used for parents to confirm approvals / 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 asked to bring \$1 bills as we might not always have change for larger bills. We have no way to control who buys/eats snacks – if your child has food limitations, you need to impress upon them what they can and cannot have.

🌀 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.

🌀 Communicate any and all issues you may have **IMMEDIATELY to Chuck or Richard.**

🌀 **PARENTS:** Do not use a threat of keeping participant away from this program as punishment – it punishes everyone relying on them.

☯ Where upfront fees are required for participation, they are expected to be paid at or prior to the start of the program. Seeing what part you might be assigned before committing to the program is not allowed; by the time casting occurs, your full payment of fees is still required. Any concession on timing of fees due will require prior approval and weekly payments at a minimum.

☯ 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 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. Any items broken due to violation of these rules will be at parents' expense.

☯ Mind language and innuendo; 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, purchasing and wearing show t-shirts, 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, families are expected to put in some volunteer hours on behalf of each program participant. Between 15 and 18 hours of volunteer time should be expected (may be fulfilled by anyone on behalf of each participant).

☯ Personal photography or videotaping is not allowed without prior PRODUCER agreement and your commitment to share the photos and/or videos with CPP.

## 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 or 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.

**PANTOMIME:** A theatrical art form where ideas are expressed using gestures and body movements alone and, typically, without words or actual sets or props.

**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.