

2019/2020



Thomas County Central
High School Theatre
Handbook

The most fun you'll have
working hard

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Contact Information

Gabrielle McMullen
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(Cell) 229-224-3390

Email: gmcmullen@tcjackets.net

Leadership Team

Leadership Team 2019-2020

Director: Gabrielle FH McMullen

Technical Director: Sarah Glass

Student Board:

Stephen Sykes
Megan Clark
Aubrey Miller
Cameron Parker
Molly Grace White
Laura Hiers

Principal: Trista Jones
Booster Club: See below

TC Masquers Culture Statement

The TC Masquers Theatre program exists to support students in their building of skills that will carry them through life. These skills include self-confidence, communication skills, interpersonal relationships, team building and leadership. Students will also benefit from cultural exposure, helping them to develop a more global picture of the world around us. Students, parents and staff will respect individual differences in order to help everyone involved to feel a sense of belonging. As we work on productions, we will be honest, courteous and tolerant while we build each other up. As we take into consideration our other commitments outside of the theatre, we will set expectations so that all involved can be dedicated while carefully managing their time. So that we can all be beneficiaries of a positive theatre experience we will treat each other with respect and kindness while maintaining a positive attitude, a sense of humor and a desire for excellence.

TC Masquers

2019/2020 Theatre Season

FALL

You're A Good Man, Charlie Brown

One Act: October

The Other Room

November 19th & 21st

SPRING

Little Shop of Horrors

March 26th – 28th

Night of One Acts

May 11th

Fine Arts Night

May 14th

24 Hour Play Fest

May 26th - May 27th

Additional Expectations

Theatre is co-curricular and therefore rehearsals and performances outside of the school day are necessary.

All students in TC Masquers are expected to complete 8 hours of out of school set work on weekends and/or holidays from school.

Work Calls:

1. Students are responsible for seeing that their attendance is recorded with Mrs. M OR the designee.
2. Work calls are not a time to wander around the board office; students should stay in the theatre.
3. If a student leaves a work call before he cleans up their area then their hours will not count.
4. If a student is not working and not using this time appropriately then student may be asked to leave; their hours will not count.

Work Call dates will be announced on an as needed basis.

Parents are encouraged to sign up to help with work calls.

Students are required to be at 1 work call (where they will participate in set building) or any combination of 8 hours during the year.

Financial Responsibilities

Each student will be responsible for a \$250 production fee per year. This obligation may be completed in the following ways.

- Ad Sales (see information below)
- Parent/Guardian Donation
- Patron Donation

Everything a student raises over \$250 will be credited to the students field trip fund at 50%-

Example:

Student A raises \$1000 in ad sales

The first \$250 go to the TC Masquers

The second \$750 is split between the TC Masquers and the student field trip fund.

TC Masquer student gets \$375 and TC Masquers get \$375

THIS IS A CHANGE FROM LAST YEAR because we have created a financial goal to be met this year.

School and Rehearsal Attendance Policy

If student misses school or a rehearsal, especially near the production dates, it is your responsibility to call Mrs. McMullen and your designated Stage Manager as soon as possible. Rehearsals and performances cannot be made-up and are therefore mandatory. The day of a show you must be counted present at school. Students should arrive at rehearsals early and be ready to start working on time. Rehearsals outside of class are non-negotiable; should a student miss a rehearsal, it will result in the student's removal from the production.

Rules and Guidelines

Booth:

1. Please do not play with sliders, dials, or buttons.
2. Keep booth trash free; no food or drinks are allowed in the booth unless authorized by Mrs. McMullen.
3. The booth is not a hang out.
4. Turn off the boards and lock the door when leaving.

Paint Supplies and procedures:

1. Neatness counts: Do not dip the whole brush into the paint, only the first inch needs paint.
2. When waiting for paint to dry, wrap brush or roller in plastic bag.
3. Always make sure paint lids are secure after use.
4. NEVER open a can of paint in the house area of the theatre.
5. Always clean your brushes, rollers and pans and any other paint supplies you are using.
6. Use masking tape to protect finished coat when using 2 colors.

Dressing room:

1. The dressing room should be clean prior to leaving after a rehearsal or performance.
2. The dressing room is not a hang out, nor a personal locker! Items left will be put in a lost and found which will be donated to Goodwill every 90 days.

Technical:

1. Closed toed shoes must be worn at work calls at all times.
2. At no time should a person work alone in an area. If you are injured someone needs to be there to call for help.
3. In case of an accident do not move the person; call 911.
4. Approved eye protection should be worn at all times.
5. All machine safety guards should be kept in place.
6. Avoid talking to or bothering all machine operators.
7. All loose clothing and/or long hair must be secured for your own safety.
8. Walk cautiously – do not run or horse play.
9. Tools should be in good condition, used correctly and stored properly. **PUT THEM AWAY WHEN YOU ARE FINISHED** and roll up electrical cords.
- 10. Hands and fingers must never be in front of cutting tools!**
11. Keep aisles clear of materials, tools, lumber, furniture, paint cans, etc... **CLEAN UP AFTER YOURSELF.**
12. You must receive proper instructions before operating power tools.

13. Broken or loose tools should be reported to Mrs. McMullen or Mrs. Glass.
14. There is a FIRST-AID Box in the hair & makeup area of the dressing room. Anything else needed can be obtained by the school nurse.
15. All students participating in Technical work must have a technical theatre permission slip on file with Mrs. McMullen and the form must be signed by their parents.

Props:

1. Props for a show are often expensive and sometimes difficult to find. Do not touch props that are not yours.
2. Props, wigs, and hats should not be touched unless in use for a show.

Library:

We have various materials in the room and storage including scripts and music for students to use. Students are welcome to borrow materials and must fill out a form prior to taking it out of the office. Forms are located with Mrs. McMullen.

The International Thespian Honor Society **Troupe 7822**

All TC Masquers will be given the opportunity to become an active member of our Thespian Society.

This organization is a troupe of the International Thespian Society, a branch of the educational Theatre Association. The purpose of this troupe shall be the advancement of standards of excellence in the theatre. More specifically, the troupe shall encourage students to attain a better mastery of the theater arts. The organization forbids secrecy; membership is given as recognition for meritorious work in the theatre arts.

Points are earned for all aspects of the theatre. Participating in shows, seeing shows, working tech for a concert all give the students points. For further explanation and a list of how points can be obtained please visit gathespians.org or Mrs. McMullen

To Gain Membership in the Thespian Society

1. 10 Thespian points must be earned to gain an invitation into the Thespian Society.
2. 5 Thespian points must come from their experience at TC Masquers. 5 points can come from being a junior thespian or from something of similar quality (community theatre with TOSAC)
3. Before members can be inducted they must pay a one time fee of \$30.00, and must attend induction.

To maintain membership in the Thespian Society
Students must participate in productions and activities.

Thespian Activities

Trips to Shows, Coffee House
End of Year Banquet, Fine Arts Night, Night of One Acts, Student awards, Events with other
thespian troupes

Trips and Travel

Misc. Trips

The TC Masquers take a few additional trips throughout the year. These will often involve just a few select students and club officers. The price for these trips will vary and dates and cost will be made available as received.

GHSA Region One Act (yearly in October)

One-Act Play Competition at Armstrong State University (some years)

State One-Act Play Competition (when eligible)

New York City Drama Trip (some years)

Camden County Shakespeare Festival (some years)

Broadway at the Fox Theatre (once yearly)

Details on these will be available soon.

If you are interested in attending and helping with conference or trips as a chaperone please let Mrs. McMullen know.

The Official High School Thespian Point System

The International Thespian Society is the only organization to honor secondary school students for outstanding work in theatre. The resolution with which the Society approaches this role is evident in its focus on the students; their achievements, involvement, and access to quality theatre arts instruction are basic concerns of ITS. Thespian membership is granted for the performance of meritorious work in theatre arts which meets the Society's general guidelines. Specifically, students become members by earning points for their work. Any student who has participated in at least two productions for a total of one hundred hours of work is eligible for Thespian Society membership. Suggested point values for credit house are as follows:

One Act/Full Length

Acting: Major role 4/8

Minor role 3/5

Walk-on 1/2

Chorus 1/3

Dancer 1/3

Understudy 1/2

Production: Stage manager 4/8

Stage crew 2/4

Lighting technician 3/6

Lighting crew 2/3

Set designer 4/5

Set construction crew 3/5
Costumer 3/6
Costume crew 2/5
Properties manager 3/5
Properties crew 2/3
Sound technician 3/5
Sound crew 2/3
Video editor 1.5/2
Video crew 1.5/3
Makeup manager 3/5
Rehearsal prompter 2/4
Pianist 3/6
Musicians 2/3

Business: Business manager 4/6
Business crew 2/4
Publicity manager 3/5
Publicity crew 2/3
Ticket manager 2/4
Ticket crew 1/3
House manager 2/4
House crew 1/2
Ushers 1/2
Programs 1/3
Program crew 1/2
Directing: Director 4/8
Assistant director 3/6
Vocal director 3/6
Video producer/director 3/4
Assistant vocal director 2/5
Orchestra or band director 3/6

Assistant orchestra or band director 2/5
Choreographer 4/7
Assistant choreographer 3/5

Writing: Original play (produced) 5/8
Orig. radio script (prod.) 4/6
Orig. TV script (prod.) 4/6
Orig. play (unproduced) 1/2
Orig. radio script (unproduced) .5/1.5

Miscellaneous: Oral interpretation 2
Duet acting scenes 2
Participation in theatre festival or contest 3
Attending a performance or festival 1
Assembly program 1

Officers: President 6
Vice president 4
Secretary 5
Treasurer 4
Clerk 4
Website develop/maintenance 4
Other 2

Award Total Points
Honor: One star 20
Thespians: Two stars 30
Three stars 40
Four stars 50
Honor Bar 60

Fundraisers

Ad and Patron Sales
Fine Arts Night
Junk to Funk Fashion Show

Program Ad and Sponsorships: We will be contacting past businesses as well as new businesses to ask for their support as well as seeking new sponsors.

Fine Arts Night: Students will be selling T-Shirts for the TC Masquers season and our shows to patrons. The event itself is free but donations are welcome.

Junk to Funk: The TC Masquers present the TC Junk to Funk Fashion Show each year. Students in 9-12th grade are invited to participate in the fashion show in various positions.

Hello Friend of Thomas County Central High School!

The TC Masquers and Thespian Troupe 7822, are looking forward to another exciting year. During the upcoming season, the troupe will be performing many shows for our audiences. We are very excited about our upcoming season.

The TC Masquers have recently gone through a Renaissance period and are stronger than ever, we have been placed competitively at region events for several years and look forward to continuing this upward trend.

As we all know, talent and ambition alone do not produce quality productions. Costumes, sets, accommodations, and competition fees are all very expensive. Therefore, we are asking you to help support the TC Masquers by becoming a **Partner in the Arts**, **Patron of the Arts** or by purchasing **Ad Space** in the troupe’s programs. In recognition of your generous assistance, you will receive **the incentives listed below**. All fees are due to us once yearly.

Partner in the Arts

Donation		
Over \$501 to \$999	Gold Partner	Billing on ALL printed advertising at 50% Platinum Size, Full Page in Program and 3 tickets to each show.
\$1000-\$1999	Platinum Partner	Billing on ALL printed advertising at 50% Diamond Size, Full Page in Program and 5 tickets to each show.
\$2000 and Over	Diamond Partner	“Presented in part by” billing on all posters at largest size, a Full Page ad in Program and 10 tickets to each show.

Patron of the Arts

Category	Contribution	Number of Tickets
Golden Star	\$ 500	10 Tickets + Name in Program
Silver Star	\$ 250	3 Tickets + Name in Program
Angel	\$ 100	1 Ticket and Name in Program

Ad Space

Ad Size	Contribution
Full Page	\$200
3/4 Page	\$150
1/2 Page	\$100
1/4 Page	\$50

***Note: Ads can be business ads or personal ads such as congratulations to cast members, etc.*

Programs are a great way to advertise your business; We utilize digital playbills on Facebook and hard print in our productions, since our programs are available on the internet, your business will be advertised further than Thomasville. Next year proves no different. Our Season will include the hit shows, You’re A Good Man Charlie Brown, The Other Room,

and Little Shop of Horrors.. Your ad will run in all 4 of our shows during the 2019-2020 season.

If you are interested in making a contribution or purchasing ad space, please send cash/check and this completed form to the ***TC Masquers*** at 4686 US HWY 84 Bypass Thomasville, GA 31792 with attention to Mrs. Gabrielle McMullen or email troupe director, Gabrielle McMullen, at gmcullen@tcjackets.net.

Thank you,

Mrs. Gabrielle FH McMullen

Patron/Partner of the Arts

Name _____ Phone _____

Address _____

Email _____

Please accept my donation at _____.

Please Select One:

_____ I wish to have my name appear in the program.

_____ I would like to remain anonymous.

Ad Space

Please Select One: Name/Business

Name _____

_____ Full Page at \$200

Address _____

_____ 3/4 Page at \$150 Phone _____

_____ 1/2 Page at \$100 Email _____

_____ 1/4 Page at \$50

Please email printer ready artwork to gmcullen@tcjackets.net

Production Contract

I am happy and excited to be involved with a valuable theatre experience. I realize I am an important person in a compacted maze of actors and technicians working onstage and backstage. I realize my experience in this production is a privilege. In order for all of us to have a successful experience and happy memory I know I must be willing to do my part. Therefore, I agree to the following:

1. I promise to keep a good attitude and to be encouraging, positive, and appreciative of fellow actors, crew members, adult directors, and parents.
2. I have carefully read the list of shop safety rules and I agree to follow them. I will remind others to do the same. I understand that if I am on any medication (for colds, allergies, etc.) I am not allowed to use power tools.
3. I agree to memorize my script by the specified date and/or complete all the items on my crew list. I realize my failure to complete my job is a serious lack of commitment to everyone involved in the production.
4. I understand my failure to live up to my responsibilities will result in my being replaced as an actor, crew head, or crew member.
5. I realize that by being part of this production I am sacrificing several hours of my day. I promise to reduce stress by employing my time management skills and organizing my life.
6. My education is of prime importance to me and my parents while I am a part of this production team and I will not let my grades suffer. If my grades begin to slip I will do something about it; if I do nothing I realize I may be removed as part of the production team.
7. If I am feeling pressure or stress, I understand I do not have to keep it to myself. I know I can talk to the directors of the show about my concerns. I promise not to take out my frustrations on my parents, friends, teachers, directors or fellow crew members.
8. I realize my parents are being supportive of my creative efforts and have rearranged their schedules to accommodate mine. I will be understanding of my parents and not get an attitude with them or my siblings when they cannot drop everything and cater to me.
9. I know I may not smoke on the campus. Violating this district rule (even in a dark empty hallway) will result in my removal from the show.
10. I understand the cell phones are NOT allowed in the rehearsal or on the stage. Mrs. McMullen reserves the right to ask me to leave a rehearsal if I cannot control my cell phone usage. We all like Snapchat, Instagram, Finsta, Twitter, Facebook, etc. Rehearsal is not the time or place for that. Also, please be careful of what you post on social media especially in TC Masquers T-shirts and or costumes. You represent the whole team and school district.
11. Scientific evidence confirms the use of drugs slows down my reaction time. I realize onstage and backstage I must use quick reactions: I know the use of drugs can and will result in my suspensions from school. In addition, I also agree, for the duration of this production, I will not use or abuse alcohol or drugs.
12. I realize that when I am absent from school it is difficult for a rehearsal to take place. I will make every effort to be at school daily so that the ensemble can work.

THIS IS A SERIOUS PROMISE I MAKE TO THE ENTIRE PRODUCTION TEAM. FAILURE TO COMPLY WILL RESULT IN MY REMOVAL FROM THE PRODUCTION.

Parent Signature

Student Signature

Technical Theatre Permission Form

This semester, your son/daughter will participate in technical theater class as part of their academic semester, or be a member of the TC Masquers and participating in set building. During this time, your child may or may not be exposed to: power tools (manual and automatic; representing the scenic design elements), electricity and heights (representing lighting portions), noise frequencies of high and low pitches (representing sound portions), as well as other potentially dangerous elements that are used in the realm of technical theatre. While all safety precautions will be taken, please understand that accidents do naturally occur and can happen even at the safest of times. This permission slip is being sent home to you to sign if you wish to give your child permission to participate in these events. Please remember, every safety precaution will be taken in the hopes that no accidents will occur. If you do not wish to have your child participate, you do not need to sign this form. Please also realize if your child does not participate, an alternate assignment will be given to the student to complete in an alternate location, and or removal from the class and being entered into another class.

To those consenting, by signing this form you agree to:

“We agree to indemnify, protect and hold harmless Thomas County School District, its officers, board members, supervisors, agents, servants, employees, and all private persons or organizations volunteering services without charge to supervise or chaperone students while in the educational experience from any claim or liability whatsoever, including, but not limited to: personal injury, property damage, court costs, attorneys’ fees and interest, howsoever caused, as a result of said student participating in the above described educational experience.

We do further agree that the board of Education, its officers, agents, and/or employees reserve the right to terminate the participation of _____ (your child’s name) for failure to follow the instructions and directions of the teacher(s) and/or chaperones, or if the student’s acts of conduct are deemed by said Board, its officers, agents, and/or employees, to be detrimental to or incompatible with the interest, harmony, comfort, or welfare of the experience as a whole. If the participation of the student is terminated, they will be given an alternative assignment to complete in a separate location.”

Should you have any questions or concerns, please feel free to contact Mrs. Gabrielle McMullen, Director of Theatre at gmcullen@tcjackets.net or at 229-225-5050.

By signing this form, I give my child permission to participate in the Technical Theater experience at TCCHS.

Student Name _____

Parent Signature _____

Date _____

Address _____

Phone _____

**THOMAS COUNTY CENTRAL HIGH SCHOOL FIELD TRIP PARENTAL
PERMISSION / MEDICAL RELEASE FORM 2019/2020**

Class/Club/Organization Name: TC Masquers

Name of Participant: _____

NOTE: ALL participants and parent(s)/guardian(s) of participants must agree to affix their signatures on this form. I agree for my son/daughter to attend _____ in _____ on activity location _____ with the following chaperone(s): Gabrielle McMullen & Sarah Glass,. I hereby agree to release Thomas County Central High School, its representatives, agents, servants, and employees from liability for any injury to the above-names person resulting from any cause whatsoever occurring to the above-named person at any time while attending a school sponsored activity, including travel to and from such activity, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants and employees. I do voluntarily authorize the sponsors, chaperones and/or designees of Thomas County Central High School to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment. I agree to indemnify and hold harmless the sponsors, chaperones, and/or designees of Thomas County Central High School for any and all claims, demands, actions, rights of action, and/or judgment by or on behalf of the above-name arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards. Having read and understood completely the "Code of Conduct" written in the Student Agenda and/or provided by the sponsor, I do hereby agree to follow procedures and practices described. I fully understand that this is an educational activity and will, to the best if my ability, apply myself for the purpose of learning and uphold at all times the finest qualities of a person representing Thomas County Central High School.

Parent/Guardian Signature

Participants Name

Medical Information (Please Print)

Name of Student: _____

1. Known drug allergies:

2. Last Tetanus administration received:

3. History of heart condition, diabetes, epilepsy, or rheumatic fever: (please describe)

4. Medication currently taking:

5. Any physical restrictions:

6. Other conditions:

7. Name of family physician and telephone number:

8. Closest relatives' name and telephone number:

Home Phone

Work Phone

Student, complete and return this form to your sponsor. Know and understand the Code of Conduct – any person violating these rules may be sent home at his or her own expense, cause participants from the school to be sent home, or otherwise disqualify the school from participation in the activity.

LIABILITY RELEASE and LIMITED POWER OF ATTORNEY

For participation in off-campus activities and field trips sponsored by the Thomas County School District I, (insert parent/guardian’s name) _____, the undersigned, in order for my child (insert child’s name) _____ to participate in off campus activities and field trips sponsored by the Thomas County School District, do hereby state and agree as follows:

1. In consideration of permission being granted to my child to participate in field trips and activities being sponsored by the Thomas County School District, I am entering into this release agreement which extends to the Thomas County School District, its agents, employees, volunteers, representatives, successors or assigns, both individually and in any capacity, (hereinafter referred to as releasees).

2. Any chaperone appointed by the Thomas County School District or its designee has my permission to authorize emergency medical care for my child. My religious beliefs do not preclude any medications or normal emergency procedures. My health insurance company and policy number are:

Ins. Co. _____

Policy No. _____

In case of emergency, I can be reached at the following numbers: _____

or _____

3. I do further and hereby constitute and appoint any chaperone appointed by the Thomas County School District as my attorney-in-fact to make any and all decisions which he or she believes to be in my child’s best interest as to the obtaining of emergency medical care. I further agree to be liable for any and all the expenses incurred by my attorney-in-fact while he or she is acting under the provisions of this instrument.

4. I understand that I will be responsible for the costs of any medical treatment provided to my child, and the chaperone(s) are authorized to sign any necessary documentation as my attorney-in-fact at any medical facility providing medical services for my child.

5. I hereby grant Thomas County School District and its agents full authority to take whatever actions they may consider to be warranted under the circumstances regarding my child’s health and safety, and I fully release them from any liability for such decisions or actions as may be taken in connection herewith. I further agree to be liable for any and all the expenses incurred by my attorney-in-fact while he or she is acting under the provisions of this instrument. I understand that I am responsible for my child’s medical insurance coverage.

Parent/Guardian Signature Date

Witness Date

Note: Please complete the front and back of this form.

Medical Information (Please Print)

Name of Student: _____

1. Known drug allergies:

2. Last Tetanus administration received:

3. History of heart condition, diabetes, epilepsy, or rheumatic fever: (please describe)

4. Medication currently taking:

5. Any physical restrictions:

6. Other conditions:

7. Name of family physician and telephone number:

8. Closest relatives' name and telephone number:

Work Phone

Home Phone

Please have your child know and understand the Code of Conduct located in the student's handbook— any person violating these rules may be sent home at his or her own expense, cause participants from the school to be sent home, or otherwise disqualify the school from participation in the activity