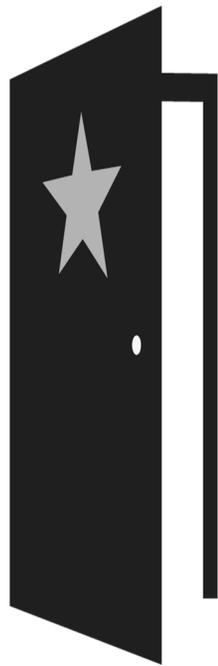


2021 Handbook



Gettysburg Community Theatre

Find Your Stage Door ... And Open It!

49 York Street, Gettysburg, PA 27325

717-334-2692 Chad@GettysburgCommunityTheatre.org

www.GettysburgCommunityTheatre.org



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About GCT

MISSION STATEMENT

Gettysburg Community Theatre is a 501(c)(3) nonprofit organization dedicated to inspire creativity and confidence, provide cultural enrichment, and instill a love of the theatre arts in people of all ages and abilities through quality education and performance.

OUR VISION

To provide a fostering environment to train a well-rounded theatre artist to succeed in all aspects of the discipline while enriching the region's artistic culture.

Gettysburg Community Theatre

49 York Street, Gettysburg, PA 17325

717-334-2692

Chad@GettysburgCommunityTheatre.org

Box Office Hours

717-334-2692

One hour before any show if seats are available.
Tickets can always be ordered on our website.

Chad-Alan Carr, Founding Executive/Artistic Director

Chad@GettysburgCommunityTheatre.org

Welcome to Gettysburg Community Theatre FAMILY! We are a non-profit 501c3 organization and we are very happy to have you with us.

Please read this handbook thoroughly in order to fully understand GCT operations, policies and procedures.

Community Theatre offers the opportunity to develop performing skills, social skills, build self confidence, and learn valuable life lessons at the same time so that everyone can have an enjoyable theatre experience that will educate and enrich many lives.

"Find Your Stage Door...And Open It!"

SIGN IN/SIGN OUT POLICY

Everyone is expected to sign in and out every day they are at the theatre building. Volunteers are asked to sign in and out in the volunteer handbook. Cast Members and ALL Students are to sign in and out on the sign out sheet located at the box office. Anyone under the age of 13 must have a parent sign them in and out, and they may not leave the building on their own. Parents should also see Page 13.

See Responsibilities of Minors on Page 23.

REFUNDS AND EXCHANGES

Tickets are nonrefundable but may be exchanged for another performance of the same show, pending availability. Exchanges must be made prior to the performance date on the original ticket. Tuition is only refunded if entire class/camp is cancelled.

Cash, checks, credit card are accepted for tuition. Cash, checks, or credit card is accepted for donations and ticket purchases.

(There is a \$30.00 fee for returned checks.)

CAMERAS & CELL PHONES

Cameras are NOT allowed in the theatre, dressing rooms, or backstage areas! Cell phones should ALWAYS be silenced when inside the theatre, dressing rooms, or backstage areas! This policy is for students, parents, patrons, and volunteers. NO cell phone cameras, video, snapchat, live feed, etc in dressing rooms or performances.

LIMITED SEATING

Children must have a ticket and should be accompanied by an adult. Anyone arriving after show time will be seated at the discretion of the House Manager.

A.D.A.

Handicapped seating is available for all shows. Please contact the Box Office to reserve these seats, which will otherwise be released to the general public fifteen minutes prior to start time. An ADA compliant restroom is located next to the tech booth behind the back row of the theatre. Please call the theatre at 717-334-2692 to be escorted into the building via the ramp behind the building. Thank you.



EDUCATION

GCT seeks to provide students of all ages and abilities with performing and educational experiences. These opportunities that are designed to extend their understanding and appreciation of performing arts, and stretch their talents while building confidence. Students will also acquire social skills that will serve them throughout their lives. Staff must be in building at minimum 20 minutes before class/camp/rehearsal is to begin and before call time at performances. Teachers report to the E/AD.

Class/Camp Cancellations

Classes/Camps may be cancelled due to low enrollment. This determination will be made the week before class/camp, on a case-by-case basis. Tuition is refunded in full if class/camp is cancelled. Weather may also cancel a class/camp which will then be reschedule.

Electronic Devices

No student may be operating any electronic communication or game devices during the class/camp or after “places” call at dress rehearsals or performances. Bring electronics at your own risk and have them on silent.

Informal Showcase

On or near the last day of class or camp, teachers may invite parents and guests into the class/camp to see a mini demo class/showcase of what the students have been working on.

DISCIPLINE POLICY

EVERYONE is expected to demonstrate respectful and appropriate behavior at all times when on the premises or when representing GCT off premises at community events/performances. If a company member’s attitude or behavior becomes disruptive and is interfering with the rights, safety, learning or enjoyment of others, the following discipline policy will be used:

- First level - verbal warning
- Second level - written notice
- Third level - director conference
- Fourth level - removal from the program

EVERYONE should enjoy an environment free from all forms of discrimination, bullying, and harassment. That type of behavior will not be tolerated at GCT.

If a student/parent/guest/volunteer behavior at any GCT event is deemed as inappropriate and/or is jeopardizing the rights, safety, learning, or enjoyment of others in the program, he/she may be restricted from future involvement at GCT.

CONCERNS should immediately be brought to the Executive Director. Concerns about the ED should be directed to the Board President.

TUITION

Tuition is due on the first day of the month (or before classes begin). A late fee of \$10.00 will be assessed on the 5th of the month. Tuition remaining unpaid on the 15th of the month will result in the student not being able to participate in class. **All returned checks will result in a \$30.00 NSF fee. Classes missed due to illness, school functions, etc. will not have tuition refunded or prorated, but there may be options for the student to take a different class as a “make up” for the hour they missed if they so choose. Availability for make ups is based on teacher approval.**

If you have difficulty making a tuition payment due to financial hardship, please email the executive director for alternative arrangements. Scholarship Applications are available on the website and at the box office.

Class Enrollment:

Classes must meet and maintain minimum enrollment in order to actually be held so that GCT does not lose money offering the class. If a class fails to meet/maintain minimum enrollment, it will be cancelled and tuition will be refunded/prorated. This is the ONLY time that tuition would be refunded or prorated.

MANDATORY DRESS CODE:

All students must be properly dressed for each class. Students are expected to have their proper attire and shoes prior to entering their first class.

Students are required to wear the dress code and appropriate dance shoes for ALL dance techniques - NO EXCEPTIONS!

Anyone not in correct dress code will not be able to participate in class but may sit and observe class. Absolutely no jewelry, other than small post earrings, may be worn in any class - this includes silly bands. Any student entering class with jewelry, bracelets, will be required to remove the items, which will be returned to the student at the end of class. All ballet students must have their hair in a SECURE bun.

Failure to follow the Dress Code will result in the student receiving a Disciplinary Notice or removal from the program.

MANDATORY DRESS CODE DANCE CLASSES

PREDANCETHEATRE (Ballet, Tap, Musical Theatre)

Girls- Solid Black Leotard (spaghetti strap leotard or tank style leotard or short sleeve style leotards only). Flesh tone or ballet pink tights, standard pink ballet shoes. PreDance Tap Shoes can be black with ribbons or ties if needed. Hair must be pulled back sleek in a tight bun and secured with tie and bobby pins as needed.

Boys- Short sleeve solid white or black t-shirt or short sleeve white or black spandex dance/sports shirt, solid black tights or solid black spandex biker shorts, white or black ballet shoes. Hair should be out of face.

BALLET

Girls- Solid Black Leotard (spaghetti strap leotard or tank style leotard or short sleeve style leotards only). Flesh tone or ballet pink tights, standard pink ballet shoes. (No pointe shoes unless permission received from Executive Director.)

Hair must be pulled back sleek in a tight bun and secured with tie and bobby pins as needed.

Boys- Short sleeve solid white or black t-shirt or short sleeve white or black spandex dance/sports shirt, solid black tights or solid black spandex biker shorts, white or black ballet shoes. Hair should be out of face.

JAZZ

Girls & Boys- Same as above but with solid black jazz pants on top of tights and solid black jazz shoes. Slip on or shoestring style only. No jazz/hiphop sneakers. Hair pulled back away from face with hair tie.

TAP

Girls & Boys- Same attire as above but also with solid black jazz pants and tap shoes.

Boys tap shoes should be solid black oxford style tap shoes.

Girls tap shoes should be solid black oxford style tap shoes EXCEPT for the Teens/Adult Tap classes which should move up to a tan character heel tap shoe size of heel up to student but 1" recommended.

Hair pulled back away from face with hair tie.

ACTING, IMPROV, MUSICAL THEATRE

Comfortable clothing is acceptable. GCT dress code required for productions.

ALL DANCE CLASS STUDENTS

PLEASE NOTE that all GCT production mandatory dress rehearsals/performance have the exact same dress code as our JAZZ classes.

So, if you wish to audition for a play or musical here, you'll be all set. We hope dance students will consider auditioning to be in one or more of our many performance opportunities at GCT! The backstage dress code is important to our productions due to our small co-ed dressing rooms that also serve as entrance/exit wings of the stage.

MANDATORY PARENT MEETINGS:

GCT Orientation Meetings are held at the beginning of each semester and all parents are asked to attend. Similar orientations are held as well on first day of rehearsal for each production.

Attendance and Behavior:

Regular attendance is essential for students to learn and progress. If students are not in class, they will miss important technique progression. **Please, call if your child is going to be absent or tardy. Students will not be allowed to enter class if they are more than 15 minutes late as they will not have had sufficient time to warm-up; plan on taking a make-up class instead.**

If your child has a contagious illness or is too ill to participate, please be respectful of others, and DO NOT send them to GCT. If your child has a long term illness or injury, please inform your child's instructor and the Executive Director via email so that we are aware.

Please note that any student having more than two consecutive unexcused absences may be required by their instructor to take a private lesson at your expense. Excessive absences may result in dismissal of the student. Please understand that we are trying to give you the best dance education possible, but educational opportunities at GCT is a partnership between instructor and student/parent. Parent support of students under age 18 is integral.

Excessive absences and/or disruptive behavior is extremely distracting to the other students and takes the instructor's attention away from the entire class. In these instances, warnings will be issued. Please see the discipline policy on page 7 but also know that depending on the issue, there may be a one-time dismissal or a permanent dismissal

from class.

Class Cancellations:

If severe weather were to occur (snow, severe thunderstorms, ice), our studio follows the **Gettysburg Area School District** weather cancellation/dismissal schedule. If GASD classes are cancelled or there is an early dismissal, there will be NO CLASSES held that evening. If schools have a delayed opening, classes will be held.

Please note: YOU WILL NOT BE CALLED in the event of poor weather conditions that result in class cancellations. Before you travel to GCT for class/rehearsal/performance, please check our Facebook page, website and our voicemail message if there is any uncertainty whether class will be held. We will also try to email asap.

Make Up Classes:

Students who miss class due to illness, school functions, etc., WILL NOT BE REFUNDED OR HAVE TUITION PRORATED. Students may make up their class time by attending another class within two weeks, and must notify their instructor of the make-up class and date attended. To make-up a class, students may attend a class at the same technique level or lower. (Ex: Int. Ballet may take Beg. or Int. Jazz or Ballet.) Makeup classes will be scheduled in the event of weather closings. Instructors will contact families to schedule makeups. It is at teacher's discretion to hold a makeup or ask students to attend another class as a makeup, if one cannot be scheduled.

Private Lessons:

If a student wishes to receive more one-on-one work with any of our talented instructors you may schedule privates with that instructor. Pricing and payment options are decided by each instructor. If you are interested in scheduling private lessons please leave a message at the GCT box office and you're instructor will be in touch with you outside of class times. **All private lesson students MUST be current GCT students, volunteers or donors. Please email Chad@GettysburgCommunityTheatre.org with questions.**

Fundraisers:

We may hold a variety of student fundraisers throughout the year to offset costume costs and keep our tuition and ticket rates low. If it is available, the fundraising information can be found at the box office. Payment is required when submitting your orders. **PLEASE MAKE SURE**

THAT ALL FUNDRAISER ORDERS AND PAYMENTS ARE TURNED IN ON TIME, as changes after the deadline are time consuming. Unused fundraising balances will not be carried over to the next year or refunded; these will be transferred to the following year's scholarship fund.

KEEP INFORMED:

All GCT communication regarding classes, schedules, registration, casting, etc is done VIA EMAIL. EVERY student (parent if student is under age 18) MUST have an active email on their account profile with GCT.

Email updates are sent at least once a month to all student/parents/volunteers to keep people in the loop. As this is a mass email, please make a habit of checking your junk/spam email folders as sometimes your email account may accidentally put emails from us there. Please also try to check the call board in green room every time you are in the building as updates are posted there. Please read emails from GCT to keep informed!

News Items:

Items of interest concerning any of the students can be posted on the community bulletin board by box office. Please submit them to the box office staff for approval before posting. Please also take GCT fliers back to those places to post ours there. GCT supports those who support us.

Example: Fliers from your school musical, YWCA, SPCA, or news clipping of you receiving an award.

NO-SOLICITATION POLICY:

No solicitation of any kind may be conducted on GCT premises, either in writing or verbally! Please see the box office for permission to advertise your business utilizing the community bulletin board and counter beneath it; if approved, it will be initialed, and the staff will post it. Unapproved postings WILL BE REMOVED!

Important Guidelines:

Dancing is an intense, physical activity, so we require students to warm-up at the beginning of class, in order to avoid injury. Students should be on time and ready to dance at the start of each class. Students arriving to class 15 minutes late or more will be asked to watch class versus participate, so please be prompt.

Students should not arrive for class more than 15 minutes before the scheduled time. Please do not disturb the classes that are currently in progress. Please wait in lobby or green room for your class time and wait for your instructor to come and bring your class to the assigned studio.

Sign in and Sign out Mandatory Policy.

Students under the age of 13 must be signed in/out by a parent/adult guardian. If you believe your child under age 13 is capable of being dropped off at front door, walking into building on their own to sign themselves in and sign themselves out, then you will need to give permission for such signing away liability for such via email to Chad@GettysburgCommunityTheatre.org
Please note: GCT does not find this common for students under age 10, so please discuss with Executive Director beforehand.

Students age 13 & above may sign themselves in and out, BUT they are to be held responsible to check call board, and sign in/out sheet notes, and take home and announcements/updates to their parent.

EVERYONE SHOULD CHECK THE CALL BOARD, USE THE RESTROOM, AND SIGN IN BEFORE THEIR CLASS TIME AND WAIT FOR THEIR INSTRUCTOR TO ESCORT THE CLASS TO THE STUDIO.

Please be prompt when picking up students after class. Staff is not available to watch unattended students as they have other classes/rehearsals to go to immediately after your class. It is understood that an unusual situation may arise – if that is the case, please email and call GCT.

Due to small studios, students should limit what they bring with them into the building, a SMALL dance bag with the following items inside it: dance shoes, bottled water with lid tightly sealed, cell phone to text or call your ride, and script (if in theatre) is all you need to bring with you. Sweats and hoodie or street clothes to throw on top of dance-wear and street shoes to change into are fine to bring as well. Dance shoes are NOT to be worn outside. Do not leave possessions on the floor or on furniture in lobby or green room – those spaces are for parents or others waiting for classes/rehearsals. Anything left in the studio will be put in the lost and found

in that studio by end of that day, and at the end of the month donated to the Rescue Mission. Please be sure to gather all your items at end of class before leaving the studio space to sign out.

Student AND Parent respect should always be shown to the faculty/staff, fellow students, volunteers, parents, guests, and to the entire building itself. Respect each other. Respect the space.

Disrespectful or disruptive behavior from students/parents/guests/volunteers is unacceptable and will not be tolerated. Repeated offenses may result in dismissal from GCT. We have a zero tolerance policy on bullying. If anyone is found to be bullying any other person they will be immediately dismissed from GCT.

No food or beverages are allowed in studios, with the exception of bottled water. Eating is allowed in the green room or lobby, but please be respectful of this privilege and clean up after yourself. No liquids in trash cans. Please use recycling bins in the lobby for plastic bottles, cans & newspapers. Nothing with food on it can go into the recycle bin.

ABSOLUTELY NO CELL PHONE USE
ALLOWED DURING
CLASS/REHARSAL/PERFORMANCE
! You can use them in green room or
lobby. NEVER use cell phones or
cameras in restrooms or dressing
rooms as that would be cause for
dismissal from GCT.

No running in the hallways or waiting area! No loud yelling or disruptive behavior. INSIDE VOICES PLEASE.

GCT serves as an office, a rehearsal/performance space, a business meeting space, as well as educational and volunteer workspace. Please respect that. Parents must keep children by their side and well behaved at all times. Those waiting for siblings in class should have a quiet activity to keep them occupied. Please do not allow children to play with the water cooler or the water faucets, etc in the restroom facilities. Young children should have their parent in the

restroom with them. Students of GCT must be potty trained. Faculty have separate restrooms and are not allowed to assist younger children with restroom break. Students are not allowed in unattended studio or backstage areas. NO ONE is allowed behind lobby counter, box office, tech booth, offices, etc except for GCT Staff or volunteers with special permission from the Executive Director.

The waiting areas are a privilege – please do not abuse it. The lobby also serves as the box office so please keep voices down and be respectful of others having lessons, classes, rehearsals, meetings, etc.

No smoking in the building or on the premises.

No chewing gum or food in class/rehearsal.

GCT does not have their own parking lot. Parking is available at street meters, public metered parking lots, and the parking garage is a block away. Unattended drop off is in front of the front door for older students. Not recommended for students under age 13 without a waiver.

Annual Student Production:

During the summer, students are given an opportunity to perform for family, friends and the community in a production.

The MANDATORY Dress Rehearsals involve setting cues for lights, music, and backdrops, and during which students will become comfortable with the stage. This will be held weeknights the week of the show, and includes a full run-through of the entire production with students in full costume and makeup. **ATTENDANCE IS MANDATORY - ANY STUDENT ABSENT WILL NOT PERFORM IN THE PRODUCTION!**

Specific rehearsal and production dates will be posted on call board and sent via email. Production guidelines will be distributed closer to the date of the show.

NO ONE is allowed backstage except the cast/students, staff, crew, and assigned/authorized backstage volunteers.

Special Notes Concerning Production:

Please plan ahead for extra expenses due to possible items such as videos of the show, flower orders, photo orders, purchase of production tickets and more.



Scholarship



The Taylor Zimmerman Memorial Scholarship

The Taylor Zimmerman Memorial Scholarship was established by the Zimmerman Family and is available for any student age 4-18 to apply for to attend Gettysburg Community Theatre. Taylor will be deeply missed and we at GCT are honored to have known him. With this memorial scholarship started by his family in his name, students of GCT will continue to have educational and performing opportunities in the art of musical theatre for which Taylor enjoyed so much.

The application process for this scholarship is held once a year at an open audition usually in December at GCT for anyone ages 4-18 that wishes to audition. The audition will be viewed by a Scholarship Panel of community members, educators, and artists from Adams County and surrounding areas. If a student/parent wishes to submit a letter of financial need to this panel to be considered in addition to their audition/interview they may do so, however the scholarship is not limited to financial need, merit, or talent. The Taylor Zimmerman Memorial Scholarship will be awarded to one student that the panel feels would most benefit from the opportunity to attend classes at GCT on scholarship for one year. One need not be a current student of GCT at the time of the audition. The only requirement for the audition is that the student be age 4-18.

**Donations toward this Scholarship Fund may be made to
GCT/Taylor Zimmerman Memorial Scholarship**

49 York Street, Gettysburg, PA 17325



Services

BIRTHDAY PARTIES

GCT brings the magic of live theatre to your birthday party when you host your party right here at the theatre. Complete with time to find a costume of your choice to wear for a costume parade on stage, learn a song and dance to perform for parents and guests, and have fun with a theatre or dance class too! Outside food and décor welcome.

Email Chad@GettysburgCommunityTheatre.org for fees and scheduling.

BUILDING RENTALS

Several rooms may be available for rent including the Stage Door Theatre & Lounge, the Rehearsal/Multi-purpose Studio, and the Green Room. Full sound and lighting systems are available as well as podiums, tables, entertainment, and additional chairs. Contact GCT for info and rates at Chad@GettysburgCommunityTheatre.org

COSTUME RENTALS

We can help you with our costuming needs—from one costume for Halloween or school event to an entire production! GCT's Costume Shop offers an extensive collection of professionally designed and constructed garments for children, teens and adults. We can costume school plays, dance recitals, murder mysteries, pageants, Halloween, reenactments, masquerade balls, tv/film productions and more. Reasonable Prices! Rentals are by appointment only.

Contact GCT for appointment by emailing Chad@GettysburgCommunityTheatre.org

MERCHANDISE

A variety of merchandise for Gettysburg Community Theatre and its productions may be available for purchase at GCT website.



Involvement

PATRON MEMBERSHIPS

Membership information and forms are available in the office, in the lobby and at www.GettysburgCommunityTheatre.org

Patron Members receive first opportunity at advance ticket sales, and other benefits per their patron level.

GCT is a 501(C)(3) non-profit organization which depends on the generous donations of individuals and businesses in our community. We gratefully accept donations of any size throughout the year and they can be made via the website, mail, or at our theatre during any performance.

SPONSORSHIPS

Businesses interested in sponsoring shows or special events, series or entire seasons, should contact GCT at 717-334-2692, or via email at Chad@GettysburgCommunityTheatre.org. For businesses, investing in the arts is not just a good idea, it is a good investment. The not-for-profit arts are a 1.6 million dollar industry in this area; an industry with the same overhead and expenses as any business; an industry that needs the services of other businesses. The purchase of a small advertisement in the program goes a long way in helping us continue to provide the Adams County community with high quality, low cost, performing arts entertainment, enrichment and educational opportunities. The benefit for advertisers is that audiences not only see that you operate in the community but also that you care about the arts community.

PROGRAM ADS

Please encourage businesses all around you to place ads in our show programs annually and inform them that Sponsors get even more benefits than just an ad and sponsorships are tax deductible as GCT is a 501c3 not-for-profit organization. Don't forget to ask them to post one of our show posters.

Chad@GettysburgCommunityTheatre.org

VOLUNTEERING

We consider our volunteers our greatest assets and very much appreciate the donation of your time, energy, talent, imagination, ideas or muscle. There are many areas in which you can help:

Scenery—Build, paint, and design our fabulous sets. There are a variety of jobs for a variety of skill levels and talents.

Building Maintenance—Keep our building beautiful by gardening, painting, cleaning, organizing, and renovating.

Costumes—Assist in designing, constructing, and maintaining our costumes. Individuals with all levels of experience or no experience are welcome to help.

Show Tech—Become a light and sound operator or stage hand.

Office/Clerical—Distribute show posters, organize or sort materials, and assist with copying, folding, collating, and more.

Front of House—Become a box office or concessions attendant, usher, or house manager for a performance.

Backstage Assistants—Assist the cast backstage as a Stage Manager and dressing room host.

Props—Help locate or create props for the shows.

Musicians—Bring your talents to one of GCT's musical productions.

Public Relations—Help organize speaking engagements or visit community organizations as a representative of GCT to provide information and tell our story. Help in the publicity and marketing efforts of GCT.

Please email
Chad@GettysburgCommunityTheatre.org



Production

PRODUCTION STAFF

Director

Responsible for the concept and vision of the production. Reports to the Artistic Director.

Stage Manager

Responsible for coordinating rehearsals and performances with the director, recording blocking notes, calling cues, monitoring cast attendance. Reports to Artistic Director.

Set Designer

Responsible for creating a playing space using the input and vision of the Director and the entire production staff. Reports to Artistic Director.

Costume Designer

Responsible for creating costumes using the input and vision of the Director and the entire production staff. Reports to Artistic Director.

Props Master

Responsible for finding, designing, and creating props for the production using the input and vision of the Director and the entire production staff. Reports to Artistic Director.

Lighting Designer

Responsible for creating specific, practical, and general lighting effects using the input of the Director and the entire production staff. Reports to Artistic Director.

Sound Designer

Responsible for creating sound effects and playlists to be incorporated throughout the production using the input and vision of the Director and the entire production staff as well as coordinating the use of microphones and wireless microphones. Reports to Artistic Director.

Music Director

Responsible for teaching and rehearsing vocal parts; interviewing musicians, rehearsing the band; and conducting and/or accompanying performances. Reports to Artistic Director.

Choreographer

Responsible for creating/teaching choreography and rehearsing all production numbers agreed upon with Director. Reports to the Artistic Director.

Volunteer Coordinator

Responsible for training and scheduling all volunteers. Reports to the Artistic Director.

Executive/Artistic Director

The Producer at the theatre. Responsible for all decisions of running the theatre, and supervises all staff for all productions, casting, schedules, programming, classes, and events at the theatre. Secures royalties and materials, critiques rehearsals, classes/campa, and leads the run of tech week for all shows at GCT. E/AD has final say on all artistic matters. All report to the E/AD.

PRODUCTION COMMITMENT

NO ONE IN CAST is allowed to have conflicts with any dress rehearsal or performances. If you have a conflict, please wait and audition for another production here.

All potential performers must provide accurate and detailed conflicts at the auditions for each production. It is the Director's prerogative to decide what conflicts will be considered as a hindrance to participate in a performance.

All performers cast in a production will be granted a three day rehearsal grace period to report unexpected conflicts. After this set date, all conflicts will be regarded as unexcused absences.

No performer is allowed to miss a rehearsal beyond their stated conflicts; however, GCT allows up to three unexcused absences on grounds of illness and personal emergencies. An unexcused absence is any absence from rehearsal or tardiness of 30+ minutes that was not officially stated as a conflict within the specific reporting period. Any performer who accumulates three unexcused absences will be removed from the production and his or her role will be recast. Possible exceptions will be left to the discretion of the Artistic Director.

Parents of minors under the age of 18 understand that their primary responsibility with this commitment is to ensure their child gets safely to and from the theatre for all class/camp/rehearsals/performances and supports their practicing at home.

Parents of minors are required to sign up to volunteer for at least THREE (3) dress rehearsals and at least THREE (3) performances, which will still leave performances that you are able to watch as an audience member. Penguin Project may be different number. We greatly appreciate this support!

STRIKE

All members of the cast, crew, and production staff are required to participate in STRIKE at the end of their production under the coordination of the Artistic Director and Show Director, including tearing down the set, sorting costumes, returning props, and maintaining space (green room, dressing rooms, etc.)

CASTING

No Director, Music Director, or Choreographer may cast himself or herself in a production without the approval of the Artistic Director.

No Director, Music Director, or Choreographer may fire a volunteer cast or crew member without first presenting a valid argument to the Artistic Director.

For ALL productions GCT will cast the best choice for each role based on talent, dedication, conflicts, working well with others, and full understanding of GCT Mission and Handbook. Not everyone that auditions will be cast.

Final casting decisions and all artistic decisions are made by the Artistic Director and are not to be discussed or questioned.

NON-DISCRIMINATION

Gettysburg Community Theatre is an equal opportunity provider and holds that no individual shall be refused the right to volunteer or be employed based on age, gender, race, religion, ethnicity, special need, sexual orientation, gender identity, or gender expression.

GCT strongly endorses the philosophy of casting anyone no matter race or sex, unless the script and license says otherwise.

AUDITIONS

STANDARDIZED AUDITION FORMS

are required for the casting of all productions. Directors, Music Directors, and Choreographers may make suggestions for specific inclusions on the audition form per production.

MANDATORY AUDITIONS ensure that everyone cast in a production undergoes a full and fair audition process. It is the Director's prerogative to offer extra auditions for individuals who cannot attend the scheduled audition periods, and to encouraging individuals to audition for a specific production. Choreographers should make all effort to use the talents of the individuals who audition but in extreme circumstances it may become necessary to import dancers from other venues such as dance studios; the Choreographer should rely on the discretion of the Director in making such a decision.

AUDITIONS are open to anyone. Audition tips and information can be found online at www.GettysburgCommunityTheatre.org

Auditions are held before each production. As in most auditions around the country, not everyone who auditions will be cast, but everyone is encouraged to always return and continue auditioning.

RE-CASTING A ROLE

If it should become necessary to re-cast a role, the Director should immediately inform the Artistic Director of his or her intended decision before taking any definite action. It is the Director's discretion to choose if a role will be re-cast from the present cast or if an auxiliary set of auditions will be held for that purpose.

BIOS

All cast members and production staff members are to submit bios via email to the stage manager or Artistic Director as soon as rehearsals begin.

EXAMPLE OF BIO:

JOHN DOE (SIR MISCSAT) appears once again on the GCT stage after recent portrayals in MAIN (Limpie McGee) and SOUTH PATHETIC (Admiral Whine). He currently attends Penn State and is from Gettysburg.

CREATIVE PROCESS

The Director of each specific production holds artistic license in regard to creative vision within the limitations of GCT oversight from the Artistic Director regarding nudity, violence, language, sexual content, mature subject matter, casting, schedule, etc.

It is the Director's responsibility to encourage and validate the artistic input of all production staff members by encouraging open and constant communication and giving fair consideration to all ideas and suggestions.

It is expected that the Director and the production staff will cooperate to create a cohesive artistic vision under the supervision of the Executive/Artistic Director.

The Executive/Artistic Director makes final call on any and all artistic choices, scheduling decisions, etc to do with GCT and its productions. All concerns and questions should be sent to the Executive/Artistic Director in writing.

CASTING PANEL

Casting Panels are a resource developed to provide:

- * A fair and equitable experience for all auditioning performers
- * Valuable information regarding theatre resources and expectations
- * Extra insight regarding individual auditions

The Casting Panel will be comprised of the production staff, Artistic Director and volunteers selected for their historical perspective.

CLOSED REHEARSALS

GCT adopts a closed rehearsal policy to ensure the safety of all children and volunteers. Only cast, production staff, crew, and theatre staff are permitted to attend rehearsals. Parents/guardians may wait in the lounge during rehearsals.

OPEN FINAL DRESS REHEARSAL

GCT holds the right to invite select organizations to preview the final dress rehearsal for any production. The Executive/Artistic Director will make this decision.

Some final dress/preview performances may be reserved for sponsors. In the event of these special occasions, the house is considered sold out and no one else may attend. Consult the E/AD for more information.

At times, the Artistic Director may invite actors and volunteers from previous shows to attend the final dress rehearsal.

CANCELLED REHEARSALS

INCLEMENT WEATHER may occasionally produce a substantial hazard to cast, crew, and production staff traveling to and from the theatre, in which case it is up to the Director to cancel a rehearsal. If a rehearsal is cancelled, every cast member and production member will be notified by phone and email immediately by the Director. If the theatre is closed due to inclement weather, announcements will be made on the website.

OTHER CIRCUMSTANCES may require a rehearsal cancellation, in which case every cast member and production member will be notified by the Director.

CANCELLED PERFORMANCES

The decision to cancel a performance will be made by the Executive/Artistic Director no less than two hours prior to show time. If it becomes necessary to cancel a performance due to inclement weather, notification will be made to all audience members through phone and radio and television stations. GCT will attempt to make arrangements to reschedule the performance.

PERFORMANCE EXTENSIONS

In the case of overwhelming ticket demand, GCT may add performances to a production to a weeknight between production weekends or additional performances on the weekends.

BUILDING ETIQUETTE

A space will be dedicated to the rehearsal period of your production. There may be times when you are asked to relocate for a night to a different space within the theatre. These choices are made at the discretion of the Artistic Director and are generally made to best accommodate all groups using the theatre at that time. Directors should be aware of what other activities are happening throughout the building at all times, and cast members are expected to respect other rehearsals and performances. Tech Booth and Kitchen is for Staff only.

COMMON AREAS should be used respectfully. Avoid loud conversation in hallways, bathrooms, the lounge, etc.

ROOMS should be left in a neat and orderly manner. If a rehearsal space is usually occupied by another group, it should be returned to its original state.

EATING OR DRINKING is not permitted in ANY area with costumes. Water is the only exception.

DO NOT ENTER areas designated with signs that say DO NOT ENTER!

BUILDING OCCUPANCY

Individual cast and crew members cannot occupy the building without an official representative of the theatre such as a staff member, Stage Manager, Director, Music Director, or Choreographer. Exceptions may be made as needed to accommodate volunteer designers. The Artistic Director shall give permission.

ALCOHOL & SMOKING

Alcohol is not permitted on theatre property with the exception of theatre receptions and other special events. Cast/Crew are not permitted to be under the influence of drugs or alcohol at ANY rehearsal/performance. Smoking is not permitted inside any part of the facility. Please stand 15 feet from any entrance when smoking outside.

CALLBOARD

EVERYONE is required to check the callboard every day that you enter and exit the theatre building. This is the theatre's main hub for communication to you.

PARKING

The parking lot immediately behind the building is reserved for **GCT FACULTY/STAFF ONLY**. Please park at meters or at the downtown Parking Garage. Read signs so you don't get a ticket.

PHOTOGRAPHY

PROMOTIONAL SHOTS are generally completed four weeks prior to a production and they will be used by GCT to promote your show.

HEADSHOTS will be taken of certain performers, directors, and staff by Leer Photography.

ARCHIVE SHOTS are taken during Tech Week and are posted on the website within a week of the shoot. They are also made available to cast and crew for purchase via www.leerphotography.com

NO OTHER CAMERAS ALLOWED INSIDE THE THEATRE OR IN DRESSING ROOMS AT GCT!

Generally the Monday of Production Week is Leer Photography Night. A professional photographer will be at the theatre to take pictures of the cast. A variety of picture selections are available for purchase (see photo order form).

These must be ordered in advance and form turned into box office with payment attached to Leer Photography at least one week before photo session begins.

SCRIPTS AND MUSIC BOOKS

LIBRETTOS AND MUSIC BOOKS are rented and must be returned to the publishing company. GCT requires that a sign-out format be maintained and each book be assigned to a cast member. In the event of a lost or damaged book, that individual artist assumes responsibility for the replacement. All librettos and music books must be returned during production.

ORCHESTRA MATERIALS follow the same procedures as music books.

COSTUMES AND PROPS

It is understood by all cast that their help WILL be needed in costuming themselves with the coordination of the costume designer/director, and that help finding props is also requested for each production. This may mean finding, buying, making, bringing in items from home, and/or finding sponsors to cover the rental for your costume.

Everyone should take great care of all costumes and props and put them where they belong at the end of each rehearsal/performance. Costumes must be on a hanger, accessories must be in a bag hanging on a hanger. Hanger must have actor name on it. Props belong on prop tables. No one should touch anyone else's props or costumes. At the end of the production, GCT will accept any costume/prop donation the actor wishes to leave behind to join our stock. A charitable donation letter can be provided upon request.

TICKETS

Please note that while GCT would love to offer free performances and free tickets, GCT still must pay royalties to the show publishers/writers even for free performances. Tickets for our productions are on sale online or at our box office one hour before any show time. Always best to order online.

We tend to sell out shows so therefore, it is highly recommended that tickets are purchased well in advance. Handicap seats may be purchased by calling GCT.

Tickets can not be reserved without payment.

There are no ticket refunds. Exchanges are not always possible.

MANDATORY BACKSTAGE DRESS CODE

Due to co-ed dressing rooms that also serve as wings, performers of all ages, a mandatory dress code is in effect for ALL dress rehearsals and performances. It is similar to a dance studio dress code, please see the CALL BOARD at GCT and on our website for details on dress code specifics. The costume will go on top of this dress code that actors arrive and leave wearing. This is for adults AND children.

AGE RESTRICTIONS

LOUNGE & BOX OFFICE VOLUNTEERS are not to consist of anyone under 18 years old, nor should anyone of such an age be allowed to participate in any of the duties and responsibilities assigned to that area.

TECHNICAL CREW AND COSTUME VOLUNTEERS are not to consist of anyone under 14 years old and no one but staff and crew is allowed behind counters in lounge or tech booth.

RESPONSIBILITY FOR MINORS

It is expected that everyone that works and volunteers at GCT will take the first step in defining proper behavior for the safety and well-being of students and volunteers who are under 18 years old. We care deeply about the safety of children, therefore all volunteers and staff shall consider themselves proper role models for minors and be aware of all actions and language while in the theatre.

EVERYONE should please consider the ages of the people that surround you. Keep all conversations in lounge and dressing rooms and throughout the building, appropriate to be heard or overheard by a student of any age.

NO ONE may participate as a volunteer or staff member (cast, crew, band included) at GCT without their PA State required clearances on file here at GCT!



Theatre Terms

Act One or Act Two - A large portion of a play comprised of several scenes.

Actor - A performer who takes on the role of a fictional character in the script.

Aside - Lines spoken directly to the audience by a character that other characters cannot hear.

Audition - A method of selecting actors for roles which consists of having them perform short portions of the play or present prepared material.

Auditorium - The section of the theatre where the audience sits during a performance.

Backdrops - Large, two-dimensional painted scenery hung in the rear of the stage.

Backstage - Any area of the theatre that is not seen by the audience.

Bio - A brief description of a cast member's previous accomplishments included in a playbill

Blocking - Physical actions or movements assigned to an actor by the Director.

Body - Physical traits of a character as portrayed by the actor e.g. posture, mannerisms, grace or lack thereof, quirks such as fidgeting.

Box Set - Three-sided scenery used to give the illusion of a real room with the "fourth wall" (the side facing the audience) removed.

Call-Back - A request made by the Audition Committee for an actor to return for a second reading or audition.

Center Stage - The central area of the stage.

Chorus - The singers and dancers in a musical.

Crew - Backstage workers

Cross - The far movement of an actor across the stage consisting of four or more steps.

Crossover - A passage actors use to get from one side of the stage to the other without being seen by the audience.

Cue - A line spoken by a character, change in lighting, or sound effect that comes immediately before an action or speaking part by another character.

Curtain Call - A tradition in which all the performers in a play return to the stage immediately after the performance to bow as the audience applauds.

Downstage - The front area of the stage (closest to the audience).

Dress Rehearsal - A rehearsal in which actors perform in full-costume.

Dressing Rooms - Backstage rooms where actors change into their costumes.

Flat - A piece of two-dimensional painted scenery usually constructed of wood and canvas.

Front of House - All parts of the auditorium that are in view of the audience. Includes restrooms, lounge, and box office.

Green Room - A backstage area where actors reside during a performance as they wait for their cues.

House - Where the audience sits. House right is their right when facing the stage. House left is their left when facing the stage.

Off-Book Rehearsal - A rehearsal in which cast members are expected to have all their lines completely memorized.

Platform - A piece of scenery that rests on the floor of the stage.

Playbill - A printed program to be distributed to the audience at a performance containing information about the play and the performers.

Preview - A rehearsal in which actors perform for an audience.

Prop - Any item used by a character during a performance.

Pull - The close movement of an actor across the stage consisting of only a step or two.

Scene - A short segment of the script set in one location.

Scrim - A fabric wall that can either conceal or expose objects or characters behind it depending on lighting.

Set - Objects and scenery that rest on stage throughout a scene.

Stage Directions - Physical actions or movements assigned to a character in the script.

Stage Door - A door between the stage and backstage areas.

Stage Left - The area of the stage to the left of the center when facing the audience.

Stage Right - The area of the stage to the right of the center when facing the audience.

Strike - The act of removing an object from the stage.

Super Objective - The ultimate goal of a character throughout the entirety of the play.

Tech Booth - A small booth located at the back of the auditorium where the stage manager and the sound/light board operators work during a performance.

Technical Rehearsal - A rehearsal in which scenery, lighting, and sound are added to the actors' performances.

Text - The script of the play; the source of a character's essence on which an actor bases his performance.

Thrust Stage - A stage that is surrounded by the audience on three sides.

Upstage - The rear area of the stage (farthest from the audience).

Voice - The speech of a character as portrayed by the actor, including specific pitch, volume, and pacing and may entail an accent or impediment

Walk-On - A role in a play consisting of only a few lines or none at all.



CHAD-ALAN CARR

Founding Executive/Artistic Director

Chad received his formal training as a scholarship student of the B.F.A. Musical Theatre Program at Sam Houston State University where he was also later awarded a Distinguished Theatre Alumni Award for Achievement In Professional Theatre. He has had the great privilege of teaching side by side Mr. Bob Fosse's protégé, Chet

Walker, the co-creator of the musical *FOSSE*. Chad has also worked with such nationally acclaimed artists and Broadway veterans as: Jack Dabdoub, Marie Danvers, Rob Gallagher, Greg Graham, Katie Rose Clarke, Broadway Producer Karl Held, and Broadway Actress/Director/Producer, Jana Robbins.

With well over 200 productions to his name, Chad has been involved in professional and community theatres across the country for the past 25 years. Favorite roles include Hedwig in *Hedwig And The Angry Inch*, Judas in *Jesus Christ Superstar*, Frank in *Rocky Horror Show*, and the title role in *Joseph And The Amazing Technicolor Dreamcoat*. He performed in the 50th Anniversary Broadway National Tour of *Singin' in the Rain*, which toured 46 states in the US, plus Canada. Chad chartered the International Thespian Troupe for GAHS in 2010 and serves as a Board Member for the Pennsylvania Association of Community Theatres, Eastern States Theatre Association, and currently is a Board Member of Gettysburg/Adams Chamber of Commerce and also of American Association of Community Theatres. Chad co-directed the world premieres of the musicals *Helen And Teacher (based on the lives of Helen Keller and Anne Sullivan)*, *The Victim (an anti-bullying musical)* and he produced the world premiere of *Children of Gettysburg (about the stories of children during the Battle of Gettysburg)*.

Chad is now seeing his dream come true, with the opening of Gettysburg Community Theatre. He wishes to thank every student, parent, volunteer, faculty/staff member, board member, sponsor, and patron for being a part of it all. He sends much love to his very supportive and loving parents back home in Texas who always encouraged him to follow his dream!



Find Your Stage Door ... And Open It!

Patron Memberships

Dream Star	\$10,000 +
18 complimentary tickets, program recognition, advance ticket sale opportunities, Star Wall tribute, invitation to two opening night wine receptions, name on all show program covers, full page ad in all programs for a year, name on all advertising including on all printed tickets for entire year, and two VIP tickets to GCT's annual Gala Benefit.	
Producer Star	\$5,000-\$9,999
14 complimentary tickets, program recognition, advance ticket opportunities, Star Wall tribute, invitation to two opening night wine receptions, name on all show program covers, and full page ad in all programs for a year.	
Broadway Star	\$2,500-\$4,999
12 complimentary tickets, program recognition, advance ticket opportunities, Star Wall tribute, and invitation to an opening night wine reception.	
Shining Star	\$1,000-\$2,499
8 complimentary tickets, program recognition, advance ticket opportunities, and Star Wall tribute.	
Soaring Star	\$500-\$999
4 complimentary tickets, program recognition & advance ticket opportunities.	
Ensemble Star	\$200-\$499
Recognition in season program & advance ticket opportunities.	
Junior Star	\$25-\$199
Recognition in season program.	

Payment plans are available for contributions of \$1000 or more.

Benefits are available for 12 months following the actual date of donation. If you would like to become a Star Patron or Corporate Sponsor, please contact Chad@GettysburgCommunityTheatre.org or 717-334-2692

Gettysburg Community Theatre is a 501(c)(3) non-profit organization.

Thank you for your continued support.

49 York Street, Gettysburg, PA 17325 717-334-2692
www.GettysburgCommunityTheatre.org



Find Your Stage Door ... And Open It!

BOARD OF DIRECTORS

Andrea Singley, *President*

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Dave Crowner

Sue Fehringer

Scott Hartwig

Donna Knox

Ian Miller

Jane Patrono

Chad-Alan Carr

Founding Executive/Artistic Director

VOLUNTEERS ALWAYS NEEDED

We invite everyone to become a volunteer on one or more of the following committees.

Ushers Fundraising Décor Costumes Sets

Technical Publicity Concessions Facilities

Chad@GettysburgCommunityTheatre.org

717-334-2692