



Welcome to Pinnacle Creative Arts Studio

We are thrilled that you have decided to be a part of Pinnacle Creative Arts Studio!

We look forward to your participation and creating a wonderful show experience with you!

As part of creating a great experience, please read and follow the guidelines laid out here:

Rehearsal Routine

It is important to establish a rehearsal routine so that rehearsal times may be used efficiently. ALL rehearsals will begin on time. Please look at the rehearsal schedule to be certain of what time you are called. If you are in doubt, contact the stage manager.

Rehearsals are closed. This means that friends & family members may not sit in on rehearsals - it can be very distracting to the actors and inhibit the rehearsal process. Actors will be dismissed after any necessary reminders or announcements have been made and the rehearsal area is straightened up. Actors are not to leave the building without a parent/guardian present. Actors who drive themselves may leave when released from rehearsal.

Breaks/Lunch Breaks

Actors are encouraged to bring healthy snacks/lunches to long rehearsals. This is a “nut free” zone. We may have students with nut allergies. Please do not bring snacks with nut or nut products in them. Directors will designate break times during which actors may eat. Actors need to bring their own water bottles to rehearsal.

Attendance/Punctuality

In order to learn professionalism, it is important that all actors are at every rehearsal they are scheduled for and every performance call on time (5 minutes early is on time). Conflicts written on audition forms are taken into consideration when the director writes the rehearsal schedule. Please do not add conflicts unless there is an emergency or illness. In case of illness or emergency, call (or text) the stage manager prior to that rehearsal.

Facility Rules

1. Rehearsal rooms are to be kept clean at all times. At no time is it acceptable to leave trash, props, costumes, etc. lying on the floor.
2. Actors may not leave the building without a parent/guardian present. If your ride is not here, find the person responsible for the facility to help you call someone to pick you up.
3. Treat others with courtesy and respect at all times.
4. Treat property (building and everything in it) with care and respect at all times.

PCA Policy

1. Actors must attend every rehearsal for which they are scheduled. In emergency cases, contact the stage manager as soon as possible.
2. Be punctual to all rehearsals/performances. Our definition of punctual is to be in place, ready to go at least five minutes prior to the start of rehearsal.

3. Always bring a pencil and your script! Always take your script home between rehearsals. If you lose your script there is no replacement and we'll need to keep your deposit to cover it (when applicable).
4. Bring something to occupy yourself during rehearsal down time (homework, book, cards—something quiet).
5. Lines must be memorized exactly as they are written in the script unless it is approved by the director. They are to be memorized by the day requested by the director.
6. Actors do not direct other actors.
7. Pick up after yourself after each rehearsal.
8. If it is a prop, DO NOT touch it. If it is not YOUR prop, DO NOT touch it.
9. All rehearsals are closed. No friends or family members, unless approved by the director/staff.
10. Cell Phones must be turned off and left alone during rehearsal. No texting or phone calls during rehearsal – unless it is an emergency and the director gives permission.
11. No electronics are allowed to be out during rehearsal.
12. No overt PDA's (public displays of affection) allowed.
13. Actors are responsible for personal items. Please label all belongings to increase the potential of lost items being returned.
14. Suggestive garments or inappropriate attire is prohibited. Any member determined to be dressed inappropriately will be asked to cover up or go home to change.

The following is unacceptable behavior for actors and crew members at rehearsals, productions and cast parties and may result in dismissal from the production:

1. Cursing or offensive language.
2. Expressions or jokes which are bigoted or racial in nature.
3. Expressions or jokes which are sexual in nature.
4. Possession or distribution of printed material which could be considered obscene or of “questionable” content.
5. Aggressive physical contact, including hitting, fighting and the like. It is best to keep one's hands to oneself.
6. Stealing or damaging property which belongs to PCA, the rehearsal space, the performance venue or another person.

Parents/Guardians

1. Please be punctual. We expect all of our actors to arrive on time. Many actors rely on their families for transportation. You may be surprised how much rehearsal may be lost just by arriving a few minutes late. Please arrive five minutes prior to each rehearsal.
2. When actors arrive, they should go directly to the rehearsal room.
3. Please encourage your actor to work on his/her lines, songs and choreography in between rehearsals. Participation in a production is a responsibility that cannot be achieved in rehearsal time alone. Help him/her establish good rehearsal habits at home.
4. Help your actor understand the significance of making and honoring commitments. Point out to him/her that he/she may have to sacrifice going to a party or other activities that conflict with our rehearsal schedule.

Behavior

Our primary responsibility at PCA is to learn about theatre. Any behavior that distracts from or interferes with this learning process will not be permitted. Infractions of the rules, policies and/or disruption of the rehearsal or performance will result in an attempt to help the actor adjust their behavior.

1st Offense: will take the form of a conference between the actor and director/producer/staff

2nd Offense: the director/producer will send home a notice to be signed by the parent/guardian and actor to be brought back to the next rehearsal or performance.

3rd Offense: a second disciplinary notice will be sent home and the director/producer will schedule a meeting with the parent/guardian. At this conference, all parties will agree on how to correct the actor's behavior.

If the actor continues with this behavior there will be grounds for immediate expulsion. PCA reserves the right to expel anyone when it is deemed necessary.

Parent Assistance

There are many areas where volunteers are needed as we prepare for our production. Volunteers will be needed with set building, working on costumes, making/acquiring props, back-stage monitoring for performances, and other duties as they arise. We require each family to participate in helping bring the show to the stage. We will ask each family to join at least one of the teams listed above. If this creates a hardship, we will do what we can to work with your family.

Production Fee

The production fee can vary from show to show. The fee includes a variety of items including some (or all) of the following:

Production costs; Show t-shirt; Actor Shout-out in the playbill; Professional photos; Photo book; DVD (when allowed); Costume cleaning; Cast party.

We offer payment plans.

Tickets

Ticket prices vary from show to show and performance venue to performance venue. There will be a link on our website to buy tickets once they are ready to be purchased.

Makeup

Each cast member will provide their own stage makeup for the dress rehearsals and performances. They will do their own hair and makeup as instructed by the Director or Hair and Makeup person.

Strike

All cast members are required to stay and strike the sets, costumes, props, etc. after the final performance of the production. Help of parent volunteers is also appreciated. This is an important part of the theatre experience.

Cast Party

This is a time for actors to have fun and say good-bye to their characters and their cast and crew friends. We ask families to volunteer to hold the party at their home. Generally, a Signup Genius for supplemental items will be sent out as party time gets closer. All actors and crew members are expected to follow PCA policy while in attendance.