

Heath Hawks Theatre Company
Thespian Troupe #7119
2020-2021 Handbook & Bylaws

"Act well your part, for there all the honor lies."

THESPIAN PLEDGE

I promise to uphold the aims and ideals of the International Thespian Society.

I am a student of the theatre.

I promise to perform my part as well as I can;

to accept praise and criticism with grace;

to cooperate with my fellow Thespian and work for the good of my troupe;

and to share my love of theatre.

Officers & Director's Welcome

Welcome back and welcome to your 2020-2021 school year! We, as your Thespian officers, are so excited to have you back and see where this wonderful year takes us!

We are so excited to usher in new ideas and concepts into this incredible department. Thank you for trusting in our abilities to help lead this department, we hope this year we are able to encourage more involvement, activity, and support for all active members!

This year we hope to instill a stronger sense of community and a comfortable environment where we can all grow and learn together. This year we are faced with many new challenges, some of which we have never faced before. However, as your officers, we are overjoyed and eager to face them, and are ready to overcome any obstacles that prevent the troupe from becoming the best that it can be.

Our goal in this next coming year is to truly form a family in this department. We want to make everyone feel completely welcome, and have the ability to be themselves without fear or judgement. We cannot wait for this year to begin and all the new memories we will make as an active theater family.

Thank you for this opportunity and we can't wait to get started!

Emerson, Bradyn, Micah, Myles & Joy.
2019-2020 Officers

Kate Kimmis Colby Savell
Troupe Director/Sponsor Co-Sponsor

~Act well your part for there the honor lies~

Your 2019-2020 Officers:

Emerson Witherspoon

Bradyn Parmelly

Micah Sullivan

Myles Johnson

Joy Wilson

Benefits of Thespian Membership

- Membership in the only international honor society for high school theatre arts students – a recognized demonstration of achievement and a valuable addition to college and employment applications. THIS IS THE NATIONAL HONOR SOCIETY FOR THESPIANS!
- A membership certificate.
- A personalized membership card.
- A one-year (nine issues) subscription to *Dramatics* magazine. (Can be renewed at own cost.)
- Leadership opportunities at the troupe, chapter, and international levels.
- Eligibility for scholarships through EdTA chapters and the home office.
- Eligibility to apply for student grants, including the Doug Finney Festival Grants (juniors and seniors), which are need-based grants to help Thespians attend the ITS Festival.
- Eligibility to audition at the Thespian Festival for admission to college theatre programs.
- Eligibility to submit original plays to the Thespian Playworks program.
- Eligibility to audition for chapter Individual Events programs and qualify for the National Individual Events Showcase (NIES) at the Thespian Festival.
- Eligibility to advance to Thespian ranks of Honor, National Honor, or International Honor Thespian.

Active Membership Responsibilities

- Maintain at minimum of 2.5 GPA
- Pay dues by September 15th - each year.
- Attend all meetings - you will receive ONE free absence, after that you will receive 2 point demerits (deducted from your thespian point total) for every meeting you miss after your one free absence. If you miss 3 or more meetings in a year, you will be placed in inactive status.
- Attend all events & RHHS productions
- Participate in at least one theatre or Thespian production through performance or tech position
- Earn at least 15 points per year

Inactive Status Can Occur:

- if you do not maintain at minimum of 2.5 GPA
- if you do not pay your dues on time, yearly
- if you miss more than 3 meetings
- if you do not participate in at least one theatre production
- if you earn less than 15 points a year
- if you cause deliberate dissension which would disrupt the workings of any production or business meeting – in class or online.
- if you do not uphold the honor of the society through inappropriate behavior (online, on campus or off campus), or through disciplinary action
 - If you receive Inactive Status, you will receive a note from the Troupe Sponsor. Calling the National Office does not waive/remove a campus inactive student from inactive status.
 - You will be placed on probation for 3 weeks after receiving inactive status. You can regain active status by filing an appeal with the sponsor - see steps under How Do I Regain Activity?

Suspension will occur after:

- non-payment of dues
- the third missed meeting
- academic ineligibility - after ONE probationary period.
- continued lack of participation
- disciplinary action that results in ISS, OSS, or expulsion

--If you are suspended from the troupe, that means your inactive status cannot be changed. You cannot attend Texas Thespian events, you are ineligible to receive thespian items such as pins, thespian graduation cords, letter jackets, et cetera.

How Do I Regain Activity?

To regain activity the member must:

- Write a written appeal for reinstatement.
- Confer with Mrs. Kimmis, Troupe Sponsor, who will consult RHHS Administration.

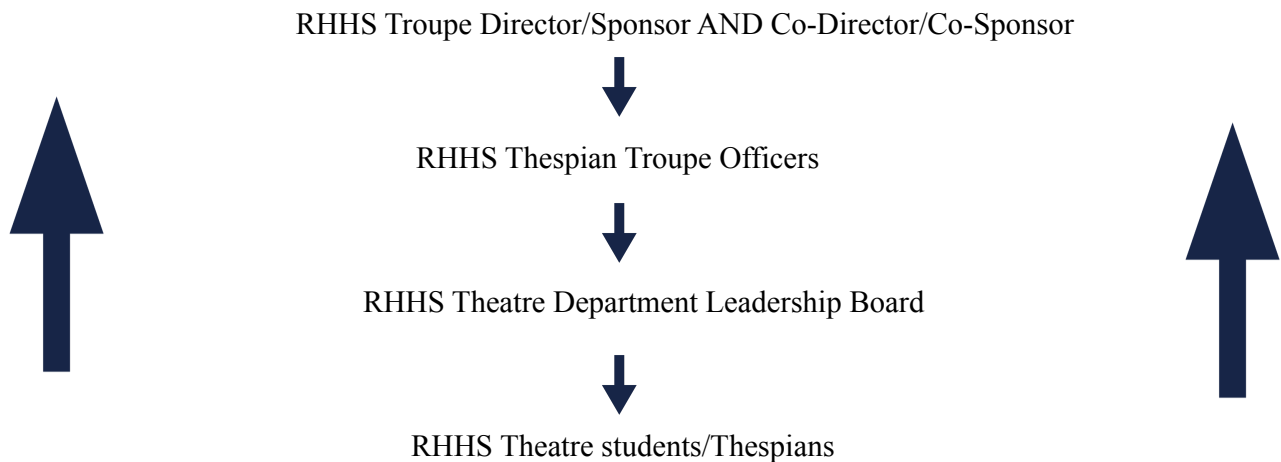
Expenses – 2020-2021 School Year

- Dues (covers tshirt) \$ 25.00 Due by September 13th

Thespian Festival (costs are approximate)

- Festival Fees \$50.00+ due by **Sept. 25th**
 - IEs and other fees to be announced soon.
 - Virtual dates: Oct 24, Nov 7, 21, and Dec 5.
- Induction Ceremony/Banquet Ticket \$ 25.00 Due by May 1st
- Graduate Honor Cords \$ 20.00 Due by May 1st
- Off Campus Performances \$ 5.00 and up As scheduled
- Letter Sweater \$115 and up TBA
- Show Fees/Shirt \$25 and up
- Thespian Socials \$5 and up (by choice)

The Heath Hawks Theatre Company - Thespian Troupe #7119 Communication Tree



Thespian Point Awards

Category	Position/ Work Done	One Act	Full Length	Category	Position/ Work Done	One Act	Full Length
Acting	Major Role	4	8	Directing	Directing	4	8
	Minor Role	3	5		Assistant Director	3	6
	Walk-on	1	2		Vocal Director	3	6
	Chorus	1	3		Video Producer/Director	3	4
	Dancer	1	3		Assistant Vocal Director	2	5
	Understudy	1	2		Choreographer	4	7
	Audition for a Show	.5	.5		Assistant Choreographer	3	5
Production	Stage Manager	4	8	Writing	Original Play (Produced)	5	8
	Stage Crew	2	4		Original Radio Script (Prod)	4	6
	Lighting Technician	3	6		Original TV Script (Prod)	4	6
	Lighting Crew	2	3		Orig. Play (Unproduced)	1	2
	Set Designer	4	5		Orig. Radio Script (Unprod)	.5	1.5
	Set Construction Crew	3	5		Orig. TV Script (Unprod)	.5	1.5
	Costumer	3	6	Miscellaneous	Oral Interpretation		2
	Costume Crew	2	5		Duet Acting Scenes		2
	Properties Manager	3	5		Participation in Festival IEs		2
	Properties Crew	2	3		Attending Theatre Festival Assembly Program		1/day 1
	Sound Technician	3	5		Officers Chairmen Committees	President	
	Sound Crew	2	3	Vice President			5
	Video Editor	1.5	2	Secretary			5
	Video Crew	1.5	3	Treasurer			4
	Makeup Manager	3	5	Clerk			4
	Rehearsal Prompter	2	4	Historian			4
	Pianist	3	6	Publicist			4
Musicians	2	3	Special Events Chairman		4		
Business	Business Manager	4	6	Librarian		3	
	Business Crew	2	4	Costume Closet Chairman		4	
	Publicity Manager	3	5	Troupe Committee		2	
	Publicity Crew	2	3	Audience	Attend Productions	.5	.5
	Ticket Manager	2	4		Write Production Critique	.5	.5
	Ticket Crew	1	3				
	House Manager	2	4				
	House Crew	1	2				
Ushers	1	2					
Programs	1	3					

Thespian Honor Rank Summary

Thespian Points Earned	Thespian Rank	Honor may be signified by...
20	Thespian	Thespian induction. Membership certificate and induction pin awarded.
60	Honor Thespian (5-star Thespian)	All stars removed from guard chain. Honor Thespian guard replaces "I" guard. Paper honor bar added to membership certificate.
120	National Honor Thespian (11-star Thespian)	All stars removed from guard chain. National Honor Thespian guard replaces Honor Thespian guard.
180	International Honor Thespian (17-star Thespian)	All stars removed from guard chain. International Honor Thespian pin replaces National Honor Thespian guard.

Thespian Point Sheet

Name _____ Page # _____

Induction Date

Induction Dues		Address	
Honors	Year	City/ST/Zip	
		Cell Phone	
		Home Phone	
		Email	
		Year of Graduation	
Yr 1 Dues Pd	Yr 2 Dues Pd	Yr 3 Dues Pd	Yr 4 Dues Pd

Offices Held

Texas Thespian Festival ITS Festival/Nebraska

Honor Cords Ordered

Production	Date	Responsibility	Current Points	Total Points

International Thespian Society

Thespian Troupe #7119 Constitution

"Act well your part, for there all the honor lies."

Mission Statement

The mission of Troupe 7119 is to encourage students to excel, grow, and learn more about theatre arts, to discover the truth in our craft, to immerse oneself in theatre activities for the simple appreciation of the process and the craft and to ignite a passion for theatre.

Article I. Name and Purpose

Section 1. This organization shall be called Troupe #7119 of the International Thespian Society, a branch of the Educational Theatre Association.

Section 2. 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 theatre arts.

Section 3. The organization forbids secrecy; membership is given as recognition for meritorious work in the theatre arts.

Article II. Membership

Active Membership

Section 1. All nominees for active membership shall be regularly enrolled students in grades 9-12 of The Heath Hawks Theatre Company.

Section 2. Membership fees shall be the current amount due to ETDA, \$25 TShirt Fee

Section 3. Active members are those students who are eligible scholastically. Members must maintain a 2.5 GPA to be a member, and officers must maintain a 3.0 GPA.

Section 4. All active members must have participated in at least one RHHS theatrical production, and have earned a minimum of TWENTY (20) points, with 15 being from RHHS.

Section 5. Every Thespian MUST turn in 10 points a year to stay an active Thespian.

Section 6. Thespians are required to attend all RHHS theatre productions. Failure to attend will result in two (2) demerits, which will equal one unexcused absence.

Section 7. Final authority concerning membership requirements shall be vested in the troupe directors/sponsors.

Section 8. Honorary membership may be granted to adults for extraordinary and worthy assistance in the promotion of the theatre in the school and the community.

Section 9. Jr. Thespian Troupe members may transfer points into the senior troupe their freshman year. Ten (10) points is the maximum amount to transfer into the HS troupe.

10-15 Jr. points = 5 HS points

16-25 Jr. points = 7 HS points

26-40 Jr. points = 10 HS points

Inactive Membership/Removal from Membership:

Section 1. Members will be moved to Inactive Status for not following active status guidelines outlined in the RHHS Thespian Handbook.

Article III. Officers

Section 1. The RHHS Troupe #7119 shall elect officers once a year in the last full month of the school term at a regular business meeting.

Section 2. Requirements for all elected officers are as follows: Each student must be an active participant with the troupe for at least one school year, and at the time of election must be going into their sophomore or junior year.

Section 3. Officer meetings shall be held as needed and attendance is mandatory.

Section 4. The shared duties of the officers are as follows:

- 1) to be leaders of Troupe 7119 and to represent the troupe with pride and grace
- 2) to exhibit correct behavior and audience etiquette at all times
- 3) to display integrity and to uphold the honor of the Troupe
- 4) to recognize and celebrate birthdays
- 5) to organize a buddy system between upper and lower grade Thespians
- 6) to organize and host thespian social events

Section 5.

If an officer is unable to fulfill their duties, then the Director/Sponsor will **appoint** a replacement for the remainder of the year.

The specific duties for each office are as follows:

President -- The duties of the President shall be:

- 1) to preside over all regular business meetings, specially called meetings, and Board of Directors meetings in accordance with a relaxed version of *Robert's Rules of Order*.
- 2) to stay informed with secretarial and treasury reports
- 3) to appoint all ad hoc committees
- 4) to prepare & run ITS Homecoming Booth & other special events with other campus clubs.
- 5) to encourage and to communicate to the troupe in every event and aspect
- 6) to create and prepare all agendas for all meetings. This agendas must be shared with all officers and the sponsor in a timely manner.
- 7) document all meetings and events in Google Drive Folder
- 8) be present at all Thespian events, including festival.
- 9) attend leadership camp.
- 10) plan/schedule all officer meetings
- 11) plan banquet and help conduct/organize induction of new members
- 12) to perform all other duties pertaining to the office of president of Troupe #7119 and under the discretion of the director.

Vice President -- The duties of the Vice-President shall be:

- 1) to draft resolutions and amendments to the constitution and bylaws, which are to be presented to troupe and director for approval
- 2) to assist the president in his or her duties & to preside over meetings in the absence of the president
- 3) to preside over the induction of new members. The vice president plans the induction ceremony including invitations to new inductees (and mails them three weeks in advance), creates the service, delegates who gets the candles, flowers, and certificates, as well as the program for the inductees.

- 4) to connect with the Jr. Thespian Troupe and help them plan, organize, and run their induction ceremony and combined troupe events
- 5) to create/input data for the Thespian Planner/Calendar
- 6) document all thespian events in Google Drive Folder
- 7) to be present at all Thespian events, including festival.
- 8) attend leadership camp
- 9) in charge of call boards and all thespian postings
- 10) In charge of organization of a thespian feeder school performance
- 11) to perform all other duties pertaining to the office of vice-president of Troupe #7119 and under the discretion of the director.

Secretary -- The duties of the Secretary shall be:

- 1) to take minutes and roll at every regular business meeting, specially called meetings, and Board of Directors meetings
- 2) posts the minutes on the Thespian bulletin board and in Google Folder
- 3) to handle the correspondence of Troupe #7119
- 4) to submit secretarial reports to the Board of Directors prior to the next meeting
- 5) take roll at every meeting and post roll in Google Drive.
- 6) keep up with inactive status - report inactive students to troupe sponsor
- 7) to be present at all Thespian events, including festival
- 8) attend leadership camp
- 9) to perform all other duties incident to the office of secretary of Troupe #7119 and under the discretion of the director.

Treasurer -- The duties of the Treasurer shall be:

- 1) to handle all the money at Thespian functions
- 2) to coordinate with the Vice President on new inductees and to collect their dues and fees
- 3) to collect and pay annual dues for the troupe to EDTA
- 4) to sign all check requests with Thespian Sponsor
- 5) to help order Thespian pins and items from the ITS catalog
- 6) to help collect all Texas Thespian Convention fees
- 7) to assist the President in filling out the convention forms.
- 8) to provide receipts for monies collected and help prepare deposits with Sponsor
- 9) to perform all other duties incident to the office of treasurer of Troupe #7119 and under the discretion of the director.

Clerk -- The duties of the Clerk shall be:

- 1) to keep accurate records of the number of points each member of Troupe #7119 has accumulated in Google Drive
- 2) to keep accurate records of other RHHS students not yet inducted into Troupe #7119 but who have accumulated several points through their work in productions
- 3) to update point records following each production with the help of the troupe director or to head a meeting in which students update their own point records. The clerk will review and approve all points in conjunction with the director and will notify Thespians if there is a discrepancy in point totals.
- 4) to report to the director and president any and all eligible candidates for induction into the RHHS Troupe at least one month before the induction ceremony is scheduled

- 5) update point sheets to reflect Honor Thespian, National Honor & Int. Honor
- 6) to perform all other duties incident to the office of point clerk of Troupe #7119 and under the discretion of the director.

Historian -- The duties of the Historian/Publicity Chair shall be:

- 1) to keep photographic records of all events of Troupe #7119
- 2) to make a video scrapbook/slideshow for the current year
- 3) to take photographs of all theatre performances
- 4) to update the Thespian bulletin board with current photos of Thespian activities
- 5) to review, choose the best and submit photos to the RHHS yearbook staff
- 6) publicize all theatrical events by hanging posters around school & community
- 7) create announcements for school announcements advertising theatre events.
- 8) to be present at all Thespian events, including festival
- 9) attend leadership camp
- 10) to perform all other duties incident to the office of Historian of Troupe #7119 and under the discretion of the director.

Publicist -- The duties of the Publicist shall be:

- 1) to create banners and signs to advertise meetings and events
- 2) to create lobby displays for all theatre productions
- 3) to communicate and to invite area schools to RHHS productions

Special Events/Membership -- The duties of the Special Events/Membership Chairman shall be:

- 1) to provide or coordinate refreshments for all meetings of Troupe #7119
- 2) to schedule all off-campus venues for seeing performances
- 3) to schedule a venue and plan the Thespian Banquet
- 4) to organize the annual performance fundraiser
- 5) to plan special troupe events
- 6) plan and in charge of TOTS EATS and TIOS Month
- 7) to encourage underclassmen and new students to join thespians
- 8) to help organize a thespian feeder activity at least once a year
- 9) to be present at all Thespian events, including festival
- 10) attend leadership camp
- 11) to perform all other duties incident to the office of Special Events Chairman of Troupe #7119 and under the discretion of the director.

Section 6. The duties of the director/sponsor shall be to oversee all troupe activities, to be the final authority in the selection of new members and officers, and to be the guide and inspiration of the group.

Section 7. The Board of Directors shall be composed of the director, all elected officers, and any honorary members appointed by the Board of Directors.

Article IV. Meetings and Attendance Meetings

Section 1. General meetings shall be held 1-2 times a month before/after school.

Section 2. Officers meetings shall be held 1-2 times a month before/after school.

Section 3. Special meetings may be called by the directors/sponsors, president or the leadership board.

Section 4. A quorum shall be fifty percent of the active membership and must include three officers.

Attendance

- Section 1. Members arriving more than 10 minutes late to or leaving more than 10 minutes early from meetings to a mandatory meeting, without a reason considered valid by the theatre director will receive a demerit. Two (2) demerits equal one unexcused absence, and will be counted as such.
- Section 2. Regular meetings will begin at 8:10am and/or 4:00 p.m. as scheduled, unless special notice is posted as to the change of time.
- Section 3. Irregular attendance indicates a lack of interest; therefore any member absent three (3) meetings per school year without a written excuse submitted to the director/sponsor shall be automatically suspended from the active roll or membership. If you have an excused absence, you must provide a signed note from a parent or guardian at least one day prior to the meeting, or afterwards in the case of an emergency.
- Section 4. Those members who have been moved to Inactive Status must provide, in writing, an appeal for readmission.
- Section 5. Any member who causes deliberate dissension (at school, online or off campus), which would disrupt the workings of any production or business meetings, shall be dropped from active membership by the director.
- Section 6. Attendance shall be considered in the point award system.
- Section 7. Absences shall accumulate for only one school year at a time.

Article V. Dues

- Section 1. There shall be dues of \$25.00, payable by September 15 of each year. If dues are not paid by September 22, the member will be transferred to Inactive Status until dues are paid. Dues pay for your thespian club t-shirt and yearly active status renewal.

Article VI. Amendments

- Section 1. All amendments to this constitution must have the vote of two-thirds of the troupe membership. This constitution and its amendments shall be subject to change according to any or all requirements of the International Thespian Society.

BYLAWS

Article I. Inductions

- Section 1. Inductions shall be held once each year, or as often as deemed necessary by the director/sponsor.
- Section 2. The time and place of induction as well as the form will be determined by the director/sponsor.
- Section 3. The Vice President will be held responsible for the training of the speakers of the induction ceremony, must schedule and rehearse said speakers, as well as take care of the preparation of the stage and induction properties.

Article II. Troupe Activities

- Section 1. The troupe is not a secret organization, so, faculty and students interested in theatre, as well as honorary members and alumni, shall be invited to its meetings.
- Section 2. The troupe shall cooperate with all other departments and clubs in the school in helping them with their programs in any way it can.

Article III. Point Award System

- Section 1. The theatre director/sponsor will determine the exact number of points to be awarded in all theatrical and non-theatrical participation.

Section 2. Points will be awarded as suggested by the point system of the International Thespian Society.

Section 3. Demerits are taken from the student's point total per school year.

Article IV. Elections

Section 1. Officers shall be elected at a business meeting in the final full month of the school year for the coming fall year.

Section 2. Officers will be elected by majority vote and director approval.

Section 3. Voting will be done by secret written ballot or online ballot.

Section 4. Three members, including one officer, may request, in writing, to the director, a recall election of all or any elected officers. This written request must state the need for such an election. A special meeting will be scheduled within five school days upon receipt of the request, for the purpose of voting on whether or not a recall election is necessary. Two-thirds of the membership is required to mandate a recall election. If a recall election is necessary, election of officers will follow the procedure set in Article V, Section 2.

Article V. Installations

Section 1. Officers shall be installed at the last social or program meeting of the school term.

Article VI. Adoption

Section 1. Two-thirds of the current voting members is needed for adoption of this constitution.

Article VII. Conflict Resolution

Section 1. In the event issues/conflicts arise between a Thespian and a Director which cannot be solved through communication between the two parties, the issue should be resolved by the school administration.

**The Heath Hawks Theatre Company
International Thespian Society
Thespian Troupe #7119**

Troupe Bylaws and Hazing Policy Acknowledgement Form 2020-2021

The Heath Hawks Theatre Company and our Thespian Troupe #7119, follow the National Thespian Guidelines from The Educational Theatre Association (EdTA). As a troupe, we promise to uphold the National Thespian Guidelines, our troupe bylaws and the RISD Code of Conduct.

I have reviewed the RHHS Thespian Troupe Bylaws and National Thespian's Hazing Policy.

_____ Yes, I have read and understand the RHHS Thespian Troupe Bylaws and the EdTA Hazing Policy. I promise to uphold the guidelines and rules therein. I understand that by not following these bylaws or policies that I may be removed from the club at any time. If I am placed on probation or if I am removed from the club, I understand that my dues and induction fees will not be refunded.

Student Name (Printed) _____ Date _____

Student Signature _____

Parent Signature _____

** Copies of our Heath Hawks Theatre Company Handbook, Troupe #7119 Bylaws and the EdTA Hazing Policy can be found on our Theater Website. **

Please return this form the Troupe Director: Mrs. Kimmis **by Sept 14th.**
Thank you!

***Please join our Thespian Club Remind!
81010 – Text @20rhhs7119***

International Thespian Society
RHHS Thespian Troupe #7119

2020-2021 Troupe Dues Form

Yes, I would like to be a part of the RHHS Thespian Troupe #7119. I understand that dues must be paid every year.

I understand that my dues will cover the cost of my club t-shirt. I understand that I must work in the theater department to earn thespian points for induction. Upon induction, I understand that I will pay a one-time only \$30 fee to cover my induction gear prior to the Awards/Induction Ceremony.

I understand that if I wish to attend the Texas Thespian Festival (inducted thespians only), there are additional costs related to that trip.

I understand that being a member of this group means that I must uphold the values found in the RHHS Theatre Dept. Handbook and RHHS Thespian Handbook. I understand that I can be put on probation should I break the values therein.

Name _____ Grade Level _____

Graduation Year _____ Are you enrolled in a Theater class? _____

Student Signature _____

Parent Signature _____

Payment: \$25 _____ Cash _____ Check # _____
(Make checks out to RHHS. Theater in Memo line)

RHHS Thespian Shirt Size: (Please check one)

_____ S _____ M _____ L _____ XL _____ XXL

Please return this form the Troupe Director: Mrs. Kimmis **by Sept 14th.**
Thank you!

Please join our Thespian Club Remind!
81010 – Text @20rhhs7119

Texas Thespian Convention

Each year our Thespian troupe takes a trip to the Texas State Thespian Festival. The Texas Thespian Festival is an event held each year that brings together high school theatre students from across the state for one long weekend of performances, theatre competitions, and workshops with some of the best theatre practitioners in the country.

This event is open to all INDUCTED Sophomore, Junior, and Senior Thespian Club members who wish to participate and agree to all of the following terms:

1. Member will have accumulated at least twenty (20) Thespian points
2. Member will have attended all Thespian meetings and events for the current year
3. Member will have an overall GPA of 2.5 (3.0 to audition for scholarships) for current reporting period and no failing grades in any class
4. Member will not have any major behavioral incidences for the current school year
5. Member will not have any behavioral incidences in past years at Thespian Festival
6. Member will audition to compete in the Individual Events Competition at convention. OR
7. Member will audition for the Play Marathon performance. OR
8. Member will compete in a technical theatre competition at convention. OR
9. Member will audition for a coveted college audition spot at convention AND
10. Member attends at least 5 workshops or plays EACH DAY while at convention
11. Member will write a short summary of each one to be presented to the clerk every night of Festival.
12. Member will abide by all rules and regulations.
13. Member understands that if they do not follow the rules set forth for Festival attendance, that their parents will be called to come pick them up.
14. Member understands that if they are **academically ineligible** at the time of the Festival and they have paid to go, **their money WILL NOT be refunded.**

Failure to submit your Convention Report will result in loss of Honor Cords for Seniors and deduction of 30 Thespian Points for all Thespians.

Apprentice Thespians may apply for a slot with 20 points AND teacher approval.

Thespian convention is not a vacation or an easy way to miss school. It is a celebration of theatre and a fantastic learning opportunity. Therefore, all students attending must understand that we are there for a purpose and be good representatives of The Heath Hawks Theatre Company.

FEES

If you are interested in attending convention, please print out a registration form and return it along with your first payment check by Sept. 1, 2017. Scholarships are available and are based on need. Please discuss your situation with Ms. Glanton for consideration and scholarship application.

Payment Schedule: \$50.00 due by Sept. 25

Thespian Festival Packing List

You are only allowed ONE backpack/duffle bag for your clothing & toiletries (and purses for the girls). **We have NO room in the bus! NO SUITCASES ARE ALLOWED!** Your things **must fit under your van seat or under your feet.**

Suggested Packing List:

Medicine, if any, and instructions on how to be dispensed

2 pair jeans (NO HOLES, NO SAGGING, NO BAGGING!)

belt, if necessary

4-5 t-shirts (remember, you're getting a t-shirt from Festival) – NO midriiffs, revealing tops, etc.

1 pair shoes (No flip-flops; make sure they don't stink!!)

4-5 pr socks

Undergarments (4-5 pr.)

Bathing Suit

1 set Pajamas or sleep pants & a T-shirt (FOR SLEEPING/LOUNGING ONLY – NOT TO WEAR TO FESTIVAL!)

House shoes or flip-flops for use at the HOTEL ONLY

Your glasses, contacts, and case/solution

One lightweight dark jacket, sweatshirt, or hoodie, in case the meeting rooms are cold

Inflatable travel pillow or your own pillow from home if you can't sleep without it. If you have to have your blankie, stuff it inside your pillow.

Book light for the van, so you can do your homework on the way down and back, if necessary.

YOU ARE RESPONSIBLE FOR ALL MAKE-UP WORK!!

Make sure you get with your teachers before you leave!

Toiletries:

toothbrush, toothpaste, lip balm, deodorant, comb/brush, razor, blades, face cream/moisturizer, toner, (pack anything liquid in a double Ziploc bag to keep from spilling on your clothes)

Things you might share in each room:

toothpaste, dental floss, mouthwash, lotion, Q-tips, hairspray, hair gel, nail clippers, snacks

Girls: minimal jewelry, minimal makeup, and please **SHARE your curling irons/hot rollers!**

The hotel has hair dryers & irons/ironing boards, shampoo, soap, and washers/dryers! You can wash clothes if you have to!!

Bring your cameras, cell phones, IPODs, etc. **AT YOUR OWN RISK!** Leave your good jewelry & valuables at home, please!

\$\$ for souvenirs and snacks, if desired.

A pen/pencil & either a journal or spiral notebook for use at Festival to take notes and to write your workshop reports; a water bottle that you can fill & take with you to Festival (will save you money on buying drinks)

Plan to unpack your things when you get to the hotel, so you can have your backpack available to take to festival to carry your schedule, notebook, water bottle, jacket, etc.

Festival Rules

1. **All participants are required to participate in all major Festival events, including attending morning main-stage productions, afternoon workshops or play marathon presentations, auditions, evening main-stage productions, etc.**
2. All Directors and chaperones must take full responsibility for the conduct of their troupe delegation during Festival weekend. This includes audience behavior in all performances, as well as behavior in workshop rooms, the dining hall, hallways, common areas, and hotels.
3. **“Lights-out” by 11:00 p.m.** Please take curfew enforcement seriously – hotel security does! Students leaving their rooms or hotels after curfew will be in violation of local ordinances and will be ticketed. This is essential to student safety. Students should not leave their rooms to visit vending machines, quick-marts or hotel recreation facilities after curfew. Security officers will be walking the hotel hallways/parking lots during the 10:45 p.m. to 6:00 a.m. period and will awaken Directors and Security Team members to report students in violation. Students and Directors will then be required to attend a security panel interview the next morning, and may be sent home. Please do not conduct troupe meetings in the lobbies or hallways after 10:45 p.m. These meetings tend to drag-on and then become a problem.
4. **No photography will be allowed during the performances.** Video and still cameras will be taken up if they are used during a performance. Please discuss copyright regulations and laws with your delegates. (for both adults and students)
5. **Badges are to be worn (above the waist) at all times, in all public areas, including hotel lobbies and hallways.** Admission to all events will depend upon presentation of the badge to ushers and security team members. Don’t forget to put a copy of the health form in with the badge.
6. **Delegates must sit in their assigned seats in the Auditorium for Main Stage performances.** This is for security reasons as well as crowd control. Main Stage performances are the one time when Festival Staff can locate your group for emergency messages.
7. Delegates must keep to their designated meal shift assignment, unless there is a conflict in the schedule with a troupe performance, etc.
The color of your badge cover will identify your meal shift. ***Saving slots and cutting in the meal line is prohibited.*** Please help us with this policy and be positive with your students. “Wait Times” before and after meals are good times for groups to meet and check in. Many teachers use this time for discussion about workshops and plays students have attended. Remember Thespian Central is a good place for these types of meetings. And please recycle your canned drinks!
8. The Festival buildings are a no-smoking area. Local ordinances will be enforced. Help keep your students healthy by encouraging a no-smoking policy.
9. The Texas Thespians Festival has a ***zero tolerance policy regarding alcohol, drugs, inappropriate physical contact, weapons and violence.***
10. Defacing or causing damage to property and facilities will not be tolerated.
11. **Students may not congregate in the vicinity, or inside, of buildings or locations not used for Festival activities without a Director.** Please encourage students to attend workshops and performances, and be mindful of their safety if they are left to “hang-out” in unsupervised locations.
12. Share with your troupe the value of appropriate audience behavior and attitude during a live theatrical event. We are all at Festival to share our love for the art of theatre. We want to treat this Festival and its participants with the honor and respect they deserve. **Inappropriate behavior during performances, workshops or any part of the Festival will result in the delegate’s removal from the performance space and in being sent back home at the expense of their parents or guardians. Repeat offenses may result in the entire troupe being denied registration for future festivals.**

Texas Thespian Convention Code of Conduct

Texas Thespians have security onsite. A delegate who violates the Festival Rules will have to deal with the consequences of his/her behavior. Please understand that we take your safety and security very seriously. Security team members will use the following guidelines when dealing with security violations at the two possible daily security panel interviews to be held during Festival. The violations are divided into three categories: **MINOR INFRACTIONS**, **MAJOR INFRACTIONS**, and **IMMEDIATE REMOVAL FROM THE FESTIVAL**. However, the Security Chairpersons reserve the right to determine the magnitude of any violation of the Security Policies. It shall be left to the discretion of the Security Chairperson to determine action to be taken regarding any violation not covered herein. SECURITY INFRACTIONS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Minor Infractions

Badge removed- if delegate accumulates TWO (2) minor infractions, she/he will be assigned to mandatory close supervision by the troupe sponsor or chaperone.

1. Found outside hotel room after 11:00 PM curfew
2. Posting messages in the convention center or hotel (except in designated area)
3. Throwing food or inappropriate behavior in the dining hall
4. Causing disruptive audience behavior during a performance
5. Failing to bring official Festival sponsor to court
6. Using abusive language or profanity
7. Found outside of Festival Program area without sponsor knowledge OR permission

Major Infractions

*Badge removed – if delegate accumulates TWO (2) major infractions **OR** ONE (1) major infraction and TWO (2) minor infractions she/he will be sent home from the Festival at her/his own expense.*

1. Causing excessive noise/disruption in hotel
2. Throwing an object out of the hotel
3. Found off the hotel grounds after curfew
4. Using fireworks
5. Failing to show up at a Security Court Meeting at a designated time
6. Severely disruptive behavior during a performance, at any Festival event or in the hotel
7. Found in the vicinity of buildings or areas not used by the Festival without a sponsor
8. Acts of vandalism or disregard for/damage of property

Immediate Removal From Festival at Own Expense

Upon first offense, immediately sent home from Festival

1. Found in possession of or under the influence of drugs or controlled substances
2. Found in possession of or under the influence of alcohol
3. Found with a firearm or other weapon in his/her possession
4. Willful setting off a false alarm

The Rules:

- You will demonstrate excellent manners in all public places.
- You will demonstrate excellent audience etiquette.
- You will represent our school and our troupe with pride, integrity, and honor.
- You will use sound judgment in all your choices and decisions. In other words, don't be stupid.
- You will follow all RHHS/RISD rules and the Texas Thespian Code of Conduct.
- **If in doubt, DON'T.**
 - **If, for any reason you violate any of the rules and are removed from the Festival, I will not send you home. Your parents will come get you and you will never travel with me again!**