

improvPLAYHOUSE™ POLICIES, REGISTRATION and AUDITION FORMS

Call our office for an appointment at 847-968-4529. Auditions will be held in 20 or 30 minutes slots, depending on show's requirements. If necessary, additional auditions/callbacks may be scheduled at a later date/time. You will find the link to our audition sign up at www.improvplayhouse.com/youth_classes.html

Following auditions, a tentative cast list will be posted on the **Improv Playhouse™** website. Final casting will be determined following the completion and turning in of the registration agreement which must be signed by parent/guardian and immediately turned in, after the tentative cast list goes up.

- **PARENT and CAST (P/C) MEETING** takes place in the first 20 minutes of the first rehearsal at the rehearsal space. The P/C Orientation Meeting is *mandatory* for *all* Cast Members and Parents. Scripts and rehearsal materials will be distributed at this meeting.
- **PROGRAM FEES** must be completed *prior* to the P/C meeting for a final casting count of the production.
- **COSTUMES** are not included in tuition. **Parents are expected to help provide costuming.** Improv Playhouse does have some stock that may supplement your child's costume needs.
- **SCHEDULE** will be released by the director within the first week of rehearsal, including an in-depth break down of rehearsal plans, tech week, and performances. **TECH/DRESS REHEARSALS** will occur the final week of rehearsal of your production. Generally, tech rehearsals are held Monday – Friday from 5:00 - 9:00 pm at the performance space.
- **PERFORMANCE DATES** take place on the final weekend of the production's schedule. Please refer to our fall schedule and our website for your production's information. The iP staff withholds the rights to adjust the schedule if changes need to be made based on what is best for the production.

ONCE ACCEPTED AS A CAST MEMBER, REGISTRATION FORMS SHOULD BE IMMEDIATELY FAXED, MAILED, EMAILED, OR PERSONALLY RETURNED TO THE IP STUDIO. FORMS WITHOUT PROPER SIGNATURES WILL NOT BE ACCEPTED AND REGISTRATION AND ROLE IN APPLICABLE PRODUCTION WILL BECOME VOID.

Fees include instruction/coaching, royalties, script costs, administration, support, facility rental and set-up fees.

Fees do not include production make-up kit, costumes, field trip costs or tickets to performances.

1. **Purpose:** To provide training and experience in the performing of and immersion in Musical Theatre and Dramatic Arts Productions.
2. **Tuition:** Participant agrees to pay program fee in full as soon as casting is finalized. Tuition is non-transferable & non-refundable. Parents/Guardians are required to give 6 hours of volunteer time. This commitment can be bought out for \$90.00.
3. **Attendance:** Failure to attend 2 rehearsals without an EXCUSED ABSENCE or any other excessive absences may result in dismissal from a particular production. Cast members are expected to notify, in advance, either the Director or the **Improv Playhouse™** office if they will be absent at any time. Failure to notify the Director for any reason will constitute an UNEXCUSED ABSENCE. Attendance is mandatory beginning with the Sunday of the last two- (2) weeks prior to any performance. Failure to attend any rehearsal during this final two-week period on stage will result, in most cases, in exclusion from any further productions with **Improv Playhouse™**.
4. **Behavior:** Continued undisciplined behavior that frequently causes disruptions to the rehearsal process, disrespect towards any adult, parent, volunteer, and supervisors or to other cast members will not be tolerated. Disruptive behavior that is continuous may result in a formal, verbal reprimand and/or a parent/youth conference with the Director and Producer. Problem behavior that cannot be resolved may result in a complete dismissal from the present and future **Improv Playhouse™** production and training programs.
5. **Casting:** Roles will be assigned based on demonstrated ability, cooperation, and suitability for the role. Students presently in IP training are given first consideration, but this does not guarantee being cast in productions. Decisions in casting are made by the Director, Artistic Director, Producer and or other staff members. IP Staff will not discuss casting decisions with cast members or cast member's parents. Every member of the cast is expected to engage in and perform each role received with enthusiasm and dedication within and outside of the rehearsal space. An actor's role may be substituted or replaced by another actor if responsibilities for their part are not upheld. Consequently, another role may be offered to that actor. Members may be dismissed from their role for uncooperative attitudes or for non-attendance at scheduled rehearsals. Unsolicited stage advice or direction from one actor to another is not permitted.

IMPROV PLAYHOUSE - REGISTRATION FORM

(Due back to the iP Office, immediately after Casting, with Tuition)

116 W. Lake St., Libertyville, IL 60048

1991 Sheridan Road, Highland Park, IL 60035

(PH) 847-968-4529 (FAX) 847-968-4530 (e) info@improvplayhouse.com

PROGRAM FEES (Please Mark fill out ALL applicable fields)

\$ _____ Tuition for All Roles: \$345.00 (IP-Elite), \$325.00 (ACT/Showstoppers), \$295.00 (YAW)

\$ _____ I will pay \$90.00 volunteer fee. **OR** _____ I will volunteer 6 "production" hours.

\$ _____ Add 4% for Credit Card Processing

\$ _____ Total

ALL FIELDS REQUIRED

PARENT/GUARDIAN _____

E-MAIL _____

PHONE _____ (ALT) _____

STUDENT _____ DOB _____ GRADE _____

ADDRESS _____

CITY _____ ZIP _____

T-Shirt Size (YS - YXL, AS - AXL) (Included in Tuition) _____

Credit Card: *VISA/MC/DSC/AMX # _____ - _____ - _____ - _____

EXP. _____ SEC.CODE _____ (*An Additional 4% will be charged for Credit Card processing)

Check: # _____ Make Checks Payable to "Improv Playhouse"

Agreement: 1) I understand that upon confirmation a place will be held for me in this **Improv Playhouse™** production. Therefore, should I not attend, there is no refund. 2) I agree to pay all tuition in full and on time as required by **Improv Playhouse™** for all classes attended. 3) Tuition/Fee is non-transferable/non-refundable. 4) The undersigned hereby saves and holds harmless the Actors Workshop Company and Improv Playhouse and its instructors jointly, severally, or personally and each and every one of them from any act or acts and any and all claims or liabilities arising from participation in instructed classes and class performances inclusive of staged public performances.

_____ I understand that rehearsals are mandatory and that I will need to arrange transportation at the end of rehearsals. My child can be in the **Improv Playhouse™** production and participate in all rehearsals, unless pre-existing conflicts are given to the office or director before the production begins, or alerted in a timely manner.

_____ Selection and casting is often a difficult and painstaking process. Conflicts will be a factor in casting decisions. If cast, my child and I understand that two (2) unexcused absences will result in dismissal from the production. I also understand the requirement and use of the tuition for this **Improv Playhouse™** production. A 6-hour parent volunteer commitment or \$90.00 buyout is required of all registrants. I also understand that minimal costs will be incurred for additional items related to production such as the cast party.

SIGNATURES:

CAST MEMBER _____ PARENT/GUARDIAN _____ Date _____

AUDITION REGISTRATION FORM (Submit at Audition)

NAME _____ AGE _____ BIRTH DATE _____

ADDRESS _____ ZIP _____

PHONE _____ PARENT EMAIL _____

GRADE _____ SCHOOL _____

HEIGHT _____ HAIR COLOR _____ EYE COLOR _____

VOCAL RANGE _____

Specific Medical Matters: _____

1) Will you accept any role? () YES () NO

Roles Desired (if applicable):

2) Would you be willing to learn to help with Tech/Stage Crew () YES () NO
If so, what are your present skills, if any:

3) All Performing Experience & Training (continue on back if necessary and/or attach resume):

4) Scheduling Conflicts (continue on back if necessary):

5) What Musical would you like to see **Improv Playhouse™** do next time?