

BroadwayKids&Company School Of Performing Arts

Musical Handbook

Tech week starts Sunday or Monday before the first show, depending on the venue availability

Full Costume/Hair Makeup is required for dress rehearsal. Dress rehearsals provide the performers with an “on-stage,” fully costumed experience that is as close to the actual show conditions as possible. It also gives the crew an opportunity to arrange the lighting, music, scenery, and backstage assistance in such a way that will not only compliment the performers, but will also result in a well-organized, entertaining recital production.

Please note each performer is permitted one parent or guardian to stay in the audience during dress rehearsal. No siblings or friends. Parents will not be permitted to go on stage or backstage unless you are a signed up/trained chaperone.

INSTUDIO REHEARSALS- As we get closer to the show, we will run rehearsals at the studio whenever we have space available. Sometimes this will conflict with a scheduled class that your student may have. We will make every effort to make sure that your student is able to attend both their class and their rehearsal, however, sometimes they will need to miss their class in order to attend the rehearsal. In the event that this happens, we will not offer refunds or credit for the classes missed—a big part of the reason that we are able to keep our show fees as low as we do is because we count on using this class time for some rehearsals. If we were to only run rehearsals during non class times the show fee would be significantly higher due to the need to cover additional time with the creative team.

SHOW DAY !

Costumes

Actors: Your costumes are your responsibility! (of course, there is help as needed)
Parents/Guardians: this is part of their theatre education. We will do all we can to set children up for success, but please help give the young actors the opportunity for independence and personal growth.

NEVER EAT IN COSTUME! Given the schedule, actors may need to eat meals/snacks in the theatre. If you are eating/drinking, please take the costume off, or cover the costume with a sheet, bib, etc.

Labels:

All ensemble costumes and accessories/wigs will be distributed to actors labeled with their name -- KEEP YOUR NAME IN EVERYTHING!!

If your name is not on something, let us know.

Actor's Costume Stations:

All actors will be assigned a dressing room zone based on their needs for the show - this is their home base. There is no "watching in the wings" or hanging out in other zones. We do this for safety and to help the show run smoothly.

Actors: Your station is where you hang, organize and keep your things (with the exception of quick changes that take place in the wings which will be mapped out during tech week).

As a rule, do not touch or move other people's costumes, especially for ensemble folk. If you misplace your costume pieces please let a grown up know and we will do everything to help. Backstage parents - you will be helping keep the stations/zones tidy and organized.

Costume Changes:

All actors will be expected to dress themselves. There will be quick changes and there will be help. Actors will have a costume "cheat sheet" to help think through changes.

Backstage parents: you will be helping with some quick changes, zippers, changes, etc. Make sure you review the show line up before tech week.

Cleaning:

Spot cleaning only during tech week and run of the show unless otherwise directed due to major issues.

After the show closes, costumes should be cleaned according to the garment tag.

If there is no tag or item is vintage, contact ccurtiss@gmail.com with questions.

Returns:

We ask that all BKC Items be returned clean.

If you noticed a tear, rip, or condition issues, please notify us upon return.

Costume Return Dates are typically the week after the show closes

Lost Costumes:

Your account will be charged for any lost or un-returned costumes.

If something is lost during the run of the show, we will do our best to find an alternative. If this is not feasible, lost costumes may impact the actors' stage time.

WIGS:

Wigs are an exciting aspect of costuming and creating the story of the show. Wigs can make the actor very hot, please make sure the people in your area are drinking water! Wigs will be assigned to actors and distributed already clean and styled. Keep hangers and hair nets that come with the wig.

Actors: Your wig(s) are your responsibility! (of course, there is help as needed)

Chaperones will need to help secure a wig by adjusting neck clips on wig cap and/or bobby pins.

If the wig is not on the actors head, it should be on a head form or hanger for proper storage.

After each use for rehearsal/show, make sure the wig is still looking tidy and the hair net is put over the hair.

ONLY wig brushes and wig hairspray should be used on the wigs.

NO styling tools or heat should be used on the wigs (unless otherwise directed by costume/wig manager)

If a wig is lost or damaged beyond repair during the run of the show, we will do our best to find an alternative. If this is not feasible, lost wigs may impact the actors' stage time.

Important: Please note that costumes will not be sent home if any accounts are past due. All accounts must be up to date with no balance for a student to participate in performances. If you have any questions or concerns please contact the office.

Make-up

Hair

Wigs— hair should be pinned closed to head. Will supply wig cap.

Other hair will be dependent on the needs of the show and will be communicated prior to tech week starting

Show Video: We will have professional videographers recording our performances. Purchasing the video is mandatory, and order forms will be distributed prior to tech week and will be due prior to the start of tech week.

Tshirts

All Students performing in the show will receive a t-shirt and will be given to them at the rehearsals prior to shows. We will size them. We may have additional t-shirts available for purchase, and if we do that information will be distributed to the cast.

Instructions for Student Arrival and performance details

1. Please arrive 15mins before your call times listed above and sign in. Specifics for where to drop students off are dependent on the venue and instructions will be given prior to the first day of tech week.

You will use this drop off spot for tech week and performance days (unless otherwise stated above) so it will be familiar and the same procedure. You will leave your child at this location with a designated chaperone unless you are a volunteer backstage.

2. Running time of the show is approx 2.5 hours per show for a mainstage production, and approximately an hour and a half for a junior musical.

3. Arrive with make-up and hair done on full dress rehearsal days and show days. However, make-up & hair touch-ups when necessary will be important. Please make sure all items- Costumes, shoes etc are labeled with your child's name.

4. Please have children bring a snack. All snacks need to be nut free. Please also make sure they are light dry snacks, clear or light-colored juice/water. You may also bring toys/games or other amusement. Please bring all personal belongings and snacks in an identifiable personal bag. If you would like to donate water and snacks, please sign up in the office. It is always helpful to have for those who may have forgotten to bring.

5. There is NO flash photography during the performance for the safety of the performers. It is blinding to the eyes of dancers and distracting to the audience. You are welcome to take flash photography before or after the show. Please refrain from yelling or cheering during the dances.

6. Video Taping is not permitted and strictly prohibited by some of our licensing restrictions. We will have professional video cameras in place to film the show. The

entire performance will be filmed with outstanding close-up and full view scans of each number.

Your enjoyment and the student's safety and happiness is our primary concern. Please ask questions to clarify any of our requests.