



## SUMMER 2024

570-421-5093, Phone  
TheShawneePlayhouse.com  
PO Box 159, 552 River Rd.  
Shawnee on Delaware, PA 18356

Dear Parents or Guardians:

Thank you for your interest in the Shawnee Playhouse! We appreciate the time and effort you are investing, and look forward to a positive experience

I anticipate cooperation with the following guidelines, thereby allowing everything to run efficiently. Please review the materials enclosed in this packet. And then sign the waivers and complete the emergency contact information forms on our website. If you have questions about how this all works and what is expected of you, this document may provide you with the answers you are seeking.

We hope to provide you with a wonderful experience at the Shawnee Playhouse!

Many thanks in advance to parents that have assisted or will assist in any way to the success of the show, and for allowing your children to be part of our season. Welcome to our family! We are proud to be your “theatrical home” for the past 45 years!

Sincerely,

Midge McClosky  
Executive Director  
Shawnee Playhouse



## **Contact Sheet and Release Forms**

Our website has an electronic contact sheet and release forms. It is absolutely essential that we are able to contact you at all times in case of emergency. ***Your child will not be allowed to participate in any of our programs if these forms are not submitted correctly.***

## **Preparation**

It is imperative that you learn your lines and music. You must practice and memorize AT HOME. Children may need help to learn their dialog and sing their songs. Tracks from the show will be provided.

## **Pick Ups and Drop Offs**

- Please be **on time** for all pick-ups and drop offs.
- **Children may not be dropped off early and/or picked up late for any reason.**
- Please be sure your child understands when and where you will pick him/her up. Some rehearsals will take place at the Shawnee Inn & Golf Resort.
- Parents are requested to leave the theater during rehearsals. After many years of experience we have found that this works best for everyone.
- Although we do our best to keep to the schedule, rehearsals may occasionally run late.

## **Costumes**

- Costumes are the responsibility of the costumer.
- Costumes are assigned by the Costumer or Executive Director. There are to be no changes made.
- No costume or piece of a costume may be taken from the theater without express written consent from the Costumer or Executive Director.
  - If a costume needs to be cleaned, fitted, or repaired please contact the Costumer by email or notify the stage manager immediately.
  - Costume changes happen in a co-ed environment. Underclothes are your responsibility (skins: spandex shorts, undershirts, camisoles, etc.)



## Rehearsals

- Performers must attend all scheduled rehearsals.
- We will start on time. Please do not be late.
- Bring your own water and snacks. We do not provide food. The concession stand is not open during rehearsals.
- Wear appropriate clothes and shoes to rehearsals:

**YES:** sneakers or flat-heeled jazz shoes

**NO:** flip flops, sandals, clogs, crocs, high heels, slippery soles, shoes you can kick off.

**YES:** sweats, dance clothes, comfortable clothing

**NO:** skirts, tight jeans, pants that fall off, hats.

- Long hair **MUST** be pulled back, no exceptions.
- Glasses, if worn, must fit securely or have a head strap.
- Contact lenses are expected to be worn for period productions.
- Please label all personal items. The Playhouse is **not** responsible for personal property.

## Performance Rules

- The Stage Manager is in charge of the production.
- Be on time for call.
- Whenever possible, arrive with your hair and makeup ready.
- Only assigned Backstage Parents for that performance will be permitted back stage. Under no circumstances are friends or relatives allowed back stage (unless they are the assigned stage parent). This is for the safety of all actors.
- All actors are to enter and exit through the stage door only.  
**You may NOT meet your family in the lobby. They must wait for you by the stage door.**
- After “house open” stage door may not be opened.
- No food or drink except for bottled water in green room, back stage, or dressing rooms. **No eating while in costumes.**
- No gum unless it is part of the show.
- No talking in green room during a performance.
- No running, jumping, wandering, or exploring during a performance.
- Personal items, including makeup, may not be stored in the dressing rooms or in the theater after the show.
- At no time should anyone interrupt the Stage Manager during a performance unless it is an emergency.
- **No Video Recording. It is against copyright laws. NO CAMERAS in the dressing room.**



## **Comp Tickets**

- Back Stage Parents
  - There will be Assigned Backstage Parents for each performance of certain shows. You must have PA Child Abuse Clearance and Pa State Police Clearance. Please contact Midge if you are interested. [shawneeplayhouseexecdir@gmail.com](mailto:shawneeplayhouseexecdir@gmail.com)

Duties include: Helping children with costumes, hair, and makeup.

- Keeping children QUIET, focused, and cue ready.
- Following the action on stage with a script; make sure kids are in their places for their cues.
- Interns may assist, but they have other jobs to do.

## **Tickets**

Ushering & Parking Lot Attendants:

- Parents who usher are entitled to two complimentary tickets on the day they volunteer (unless the show is sold out.) one for themselves and one for a guest. There is no "banking" usher comp tickets. Please see a box office staff to sign up for ushering.

## **Distribution**

- Parents that distribute posters and flyers for the show might be entitled to free tickets. (Please see box office staff for more information.)

## **Box Office**

The Box Office is off-limits to cast members and their families between the hours of 9am and 11am for morning shows, 12:30 and 2:00 on matinee days and between the hours of 6:30 and 8:00 on days with an evening performance. If you need to purchase tickets, change reservations, or pick tickets up for future shows please do so before or after these hours.

- Please visit the website Box Office to purchase tickets or call 570-421-5093. All tickets must be paid for in advance. We do not HOLD tickets.
- Please try to not buy tickets the day of the show if at all possible.

The children will not be allowed to use the phone in the Box Office. All rides, etc., should be pre-arranged so that there is no need to use the phone except in an emergency.



## Who's The Boss?

- The Executive Director is in charge of all of the productions.
- The Stage Manager is in charge of each individual production.
- The Director sets up the show, rehearses it, and then leaves. When the Director is present, he/she is in charge.
- **For the entire run of the show the Stage Manager is the boss.**

## Theatre Etiquette

- **Do NOT wave at a family member from stage or peek out from behind stage curtain.**
- **Family members should never wave at you when you are performing!! Please talk to your family members.**
- **Family members should not sit in the first few rows because it is a distraction to the performer.**
- **Never exit the stage while there are still customers in the theatre (unless you are doing meet and greet).**

## Whose Stage Is It?

This summer there are five shows performing on the Shawnee stage.

All dressing rooms, backstage, and rehearsal spaces are shared by the casts and crews of all shows. (This is why no personal items can be stored at the theater or in the dressing rooms.)

All shows also share the Stage Manager, Executive Director, Interns, and some cast members.

Tech – the technical aspects of the performance, including lights, sound, and effects.

Tech Rehearsal – extremely important rehearsal focusing on the technical aspects of the performance. These are often long and intense. **Communicating With Us**

## **IMPORTANT!! ESSENTIAL!!**

- All communications must be by email. Text or Remind messenger. Phone Calls to Stage Manager are acceptable in an Emergency.
- Even if you discussed a matter at length with the correct person you absolutely must submit an email, preferably on the same day.

Contact information for Stage Manager, Costumer, etc will be available when rehearsals start.



Any performer in any show may be dismissed at any time by the Stage Manager or Executive Director.

Reasons for dismissal include but are not limited to:

- Violating rules and guidelines set forth on other pages of this packet.
  - Failing to provide accurate contact information.
  - Showing up late for pick-ups, rehearsals or performances.
  - Missing rehearsals or performances.
  - Disrupting rehearsals or performances.
  - Violating proper chains of command.
  - Stealing.
  - Damaging theater property, including costumes.
  - Behaving disrespectfully.
- \*\* Violations by parents or guardians are reason for dismissal of their children \*\*

Written warnings may be issued at the discretion of the Stage Manager or Executive Director.

Shawnee Playhouse has a 3 strikes and you are out policy.

**Please complete the last ONLINE FORM as soon as possible**



Please fill in every line, return to the Box Office as soon as possible.

## Emergency Contact

Performer's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Show(s) they are cast in \_\_\_\_\_

Mailing Address \_\_\_\_\_

Parent / Guardian Name(s) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Alternate Contact Person \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Health Concerns \_\_\_\_\_

Allergies \_\_\_\_\_

\_\_\_\_\_

Should this child require medical attention, we will attempt to contact you immediately using the numbers provided. However, in the event of a medical emergency and we are unable to reach you, your Signature below authorizes the Shawnee Playhouse staff to obtain medical care for this child.

Signature of Parent / Guardian

\_\_\_\_\_ Date \_\_\_\_\_

## **Parental Agreement and Release Forms**

Please fill in every line, return to the Box Office as soon as possible.

### **Performer's Name**

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### **Injury Release Statement**

I, the parent/guardian of the performer, agree that I and the performer will abide by the rules of the Shawnee Playhouse and its affiliated organizations. Recognizing the possibility of physical injury associated with performing and in consideration for the Shawnee Playhouse's accepting the performer for its theater programs, I hereby release, discharge, and/or otherwise indemnify the Shawnee Playhouse, its affiliated organizations, their employees, and associated personnel against any claim by or on behalf of the performer as a result of the performer's participation in the show(s), rehearsals, and related activities.

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Signature of Parent / Guardian

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Date

### **Photography Release Statement**

I, the parent/guardian of the performer, understand that photographs will be taken of my child, both in rehearsal and in performance. Photographs are the property of the Shawnee Playhouse, and may be used for current and/or future publicity purposes, including publication in print, online, and in broadcast. The Shawnee Playhouse will not at any time reveal the name, age, or other personal information of children in photos. I give permission for photography as stated:

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Signature of Parent / Guardian

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Date

### **Agreement to Rules**

1. My child has my permission to participate in all Shawnee Playhouse activities.
2. Shawnee Playhouse is not responsible for lost, stolen, or damaged personal articles.
3. I will drop off and pick up my child on time.

I have read and understand all the provided materials. My child and I will follow all guidelines for standards of behavior. Noncompliance may involve appropriate disciplinary action, including possible dismissal.

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Signature of Parent / Guardian

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Date



