

Audition/Production Guidelines

1. Have audition form filled out and ready to present to the directors. This will speed up audition process.
 2. Wear clothing that is easy to move in, as your audition and rehearsals will involve movement/dance.
 3. Check your family and personal schedule for the next few months for the audition form. Rehearsals will be scheduled around the dates you list as conflicts at this time. (School athletes will never be asked to miss a practice or game/match to attend a play rehearsal.) Cast members are expected to be on time for rehearsals and avoid unplanned absences.
 4. While all cast members may be called upon to help with set painting, construction, or other backstage duties, Springfield Public School students in grades 7-12 will be required to provide a minimum of 3 hours of backstage work (in addition to set strike sessions which are required) in order to be considered for any special awards. Students who wish to earn a technical award must work a minimum of 5 hours plus assist with set strike. (See #5 below.)
 5. Since this musical replaces the normal fall play for SPS participants in grades 7-12, there will be an opportunity to earn the usual individual awards for outstanding involvement. There are awards presented in acting, dancing, ensemble work, and technical/ backstage areas, etc., and these awards will be presented during the spring awards program for drama and speech students. Those who wish to be considered for these special awards should note #4 above AND remain eligible according to school academic, chemical, and sexual harassment policy. All SPS cast and crew members will receive a special participation certificate.
 6. Practices will begin on time as stated in rehearsal schedule. You will never be called to a rehearsal unless you will be needed for that session.
 7. Prop/costume storage areas, lighting and sound areas which includes the catwalk, and hallway and school spaces beyond the auditorium area, are strictly off limits unless one has been given specific permission by a director to be there.
 8. Props, costumes, etc. that are assigned to cast members for the play are not to be touched or used by others.
 9. Each actor will be given the opportunity to order a personal make-up kit in October.
 10. We will be collecting a \$25 costume fee per participant to offset scripts and costume rentals/purchases. **The fee is due by September 1.** (Checks payable to Springfield Public School) There is NO regular school participation fee for this activity. Fee is for actors only; United Way offers scholarships to those who cannot afford the fee:
<https://www.unitedwaybrowncountyarea.org/youth-activities- scholarship>
 11. Videotaping: There is NO videotaping of rehearsals or performances; it is illegal and violates copyright laws to post such recordings online, etc.
 12. Cell phones: Please use only during breaks.
 13. Rehearsal attendance: A well-planned schedule will be developed. In order to achieve the performance goals that we have for this show, it is important that all participants plan ahead, are organized, and remain committed to the play which will be a highly rehearsed and polished production. **It is absolutely necessary that you inform the artistic director ahead of time if you cannot attend a scheduled rehearsal. (Please, no secondhand messages.)** Because we need to do what is best for an entire group/team, if a singer/actor/dance is a “no-show,” the director will have the discretion to reassign the part.
- Rehearsal schedules will be posted (copies available) on backstage door, periodically sent in an e-mail loop, and posted on a private Facebook page: Springfield's Footloose. Be sure to ask to join this group if you are part of the cast, crew, orchestra, etc.**
14. Communication: Participant questions or concerns should be communicated with the artistic director. It is always best to communicate about issues early so that the widest range of solutions is available.

15. Facilities: Each cast and crew member is responsible for the care of the rehearsal and performing facilities. Absolutely no food on the stage or in the house; no beverages other than water, please. Eating can take place in the scene shop or the hallway/lobby area outside of the house.

16. Child Safety: We expect children and youth in the cast to feel and be kept safe. More will be clarified at our first rehearsals. Since we are an extension of the school's programming, the district reserves the right to access a background check for child safety purposes on all adults who are involved in the production.

17. Intimacy Awareness: There are a couple of characters who will be involved in short hugging/kissing/close contact scenes. These scenes will be carefully choreographed by the artistic director who will guide actors in a careful process through discussion and movement to make the experience as comfortable as possible for actors/actresses.

18. Covid Issues: We are hopeful that this pandemic will be a part of our past. **That said, we will strictly adhere to any CDC or state health department/Springfield Public School guidelines for performances and artists.** We would hope that all cast and crew members would study and use best practices for all infectious disease mitigation at all times.