



Martin Theatre - Cast & Crew Expectations: *The Music Man*

Attendance and Promptness

1. Be on time, all the time! “Five minutes early is on time; on time is late; and late is unacceptable.”
2. Do not miss rehearsal.
 - a. PARENTS: Please schedule doctor or other personal appointments for cast/crew members around scheduled rehearsal times.
 - b. Each cast member must provide the stage manager with any conflicts at the first rehearsal.
 - c. Any conflict that arises after the conflict sheet has been turned in, must be dealt with in person with your directors.
 - d. Fine Arts conflicts are excused as long as they have been clearly communicated with the Directors IN ADVANCE. Do not assume the Directors know of a fine arts related absence.
 - e. In the event of an emergency or illness, contact the stage manager or crew head as soon as possible.
 - f. If a cast member is absent from school and scheduled for rehearsal, it is still expected that they attend rehearsal unless we hear otherwise.
 - g. If there is a valid reason to miss a rehearsal, alert the stage manager at least 3 days in advance so that the schedule can be adjusted.
 - h. Failure to abide by these rules and/or excessive absences may result in your dismissal from the cast/crew. ***2 unexcused absences equals automatic dismissal from the company.***

Communication

1. Most communication regarding cast/crew business will be handled through the “GroupMe” App. All cast/crew members are required to download this app and to have access to their phone devices... and to check their messages regularly.
2. Cast members must “LIKE” all relevant messages to show your directors and stage managers that you have read and received the information.
3. If you receive a message (including a question) from your stage manager or director, it is expected that you respond to it as soon as possible.

4. Cast members are free to direct message the directors, stage manager and other cast members with questions or concerns. The GroupMe is an OFFICIAL means of communication and is not meant for unnecessary conversation, jokes, etc.
5. If a cast member does not have access to a cell phone, they must notify the stage manager asap to make other arrangements.

Academic Responsibilities

1. UIL & State law require that every cast/crew member maintain all passing grades in order to perform on stage or work on crew.
 - a. Every cast member will be required to show their progress reports to the directors.
 - b. Cast members MUST stay on top of your grades. If one begins to fail a class, do not wait until it is too late to deal with it. Talk with your teacher. Complete make-up work.
 - c. If more time is needed to complete work or to attend tutoring, please talk to the directors. Cast members will be excused from rehearsal if necessary.
 - d. If a cast member fails a class, they will immediately be removed and will NOT be able to return. This will also greatly jeopardize the chances of ever being in a Martin production in the future.

Achieving Excellence

1. Cast/crew members are expected to conduct themselves in accordance with the rules of the AISD student handbook.
2. Cast/crew members are expected to be exemplary members of the MHS community and as ambassadors of the theatre department wherever they go.
3. Maintain a professional demeanor.
 - a. “THANK YOU” - It is customary for actors and crew to acknowledge orders from directors, stage managers and crew heads by saying “Thank You.” This is a tradition of the theatre and a cornerstone of Martin Theatre’s tradition of excellence.
 - b. Monitor social media use: realize that what is posted online can reflect negatively on our department and our show.
 - c. Control bodies and voices when in rehearsals and in the halls. Do not yell or run. Do not curse.
 - d. Cast members must have appropriate shoes and clothes for EVERY rehearsal. No bare feet, no sandals or open toed shoes.
 - e. Make sure you are dressed appropriately for dance rehearsals. You MUST wear movement clothes. No jeans, etc.
 - f. Be prepared with bottled water and a snack. Rehearsals can be very physical and tiring - keep yourself healthy and in optimal shape for the work.
 - g. Get sleep! Drink lots of water! Eat healthy!

Rehearsal Schedule

1. A general schedule is provided on the following pages. This is meant as an overall guide to help you plan. This will NOT be our exact schedule. All cast/crew members will be provided with a detailed schedule each week.
2. Tech, Dress and Performance dates should be considered to be firm. **There are no conflicts allowed for any cast/running crew in the last two weeks of rehearsal/performance.**
(Testing excepted)
3. “TBA” = “To Be Announced” - keep this date open in the event we need to schedule a rehearsal.
4. Not all cast/crew members will be called for every rehearsal. Pay attention to the weekly schedule for the most up-to-date information.

***THE MUSIC MAN* MARCH 2022**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 SPRING BREAK	15	16	17	18	19
20	21	22	23	24	25	26

27	28 Music Rehearsals 3:15pm - 5:15pm	29 No Rehearsal	30 Music Rehearsals 3:15pm - 5:15pm	31 Music Rehearsals 3:15pm - 5:15pm		
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***THE MUSIC MAN* APRIL 2022**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 No Rehearsal	2
3	4 Music Rehearsal 3:15 - 5:15	5 Music rehearsal 3:15pm - 5:15pm	6 Music Rehearsal 3:15pm - 5:15pm	7 Read-Thru 3:15pm - 6pm	8 No Rehearsal	9 Blocking 9:00am-1:00pm
10	11 3:15pm - 5:15pm	12 3:15pm - 5:15pm	13 3:15pm - 5:15pm	14 3:15pm - 5:15pm	15 Good Friday NO SCHOOL	16

17 Easter Sunday	18 No School Choreography 9am - 1pm	19 3:15pm - 5:15pm	20 3:15pm - 5:15pm	21 3:15pm - 5:15pm	22 3:15pm - 5:15pm	23 TBA 9am - 1:00pm
24	25 3:15pm - 5:15pm	26 Choreography 3:15pm - 6:00pm	27 3:15pm - 5:15pm	28 3:15pm - 5:15pm	29 Choreography 3:15pm - 6pm	*30 9:00am - 5:00pm

**= no conflicts allowed*

THE MUSIC MAN MAY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 3:15pm - 5:15pm	3 3:15pm - 5:15pm	4 3:15pm - 5:15pm	5 Off	6 3:15pm - 5:15pm	7 TBA Tech/Load-In? 9am - 5pm
8 Mother's Day	9 Load-in(?) 3:15pm - 9:15pm	*10 3:15pm - 6:15pm	*11 Sitzprobe 3:15pm - 6:00pm	*12 3:15pm - 7pm	*13 3:15pm - 7pm	*14 TECH/DRESS 9:00am - 5:00pm

15	*16 Tech/Dress 3:15pm - 9:00pm	* 17 Tech/Dress 3:15pm - 9:00pm	*18 Final Dress 3:15pm - 9:00pm	*19 PERFORMANCE #1 7:00pm	*20 PERFORMANCE #2 7:00pm	*21 PERFORMANCE #3 - 2:00pm PERFORMANCE #4 - 7:00pm
22	23	24	25	26	27	28
29	30 Memorial Day	31				