

# HANDBOOK

**Jordan High School Theatre Dept**



**2021-22**

27500 Fulshear Bend Drive  
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[jtctheatre.org](http://jtctheatre.org)

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# WELCOME

Having just completed the first year, we are excited for what this new year will bring us. There will be a few changes from our 2020-2021 format. Certain restrictions have loosened and we will now have all of our students in person. This opens up a world of new possibilities for in-class and extracurricular activities. Our department theme this year is “Find the Light”. As we emerge from the constraints of a global pandemic, our mandate is to embrace the possibilities now within reach; to find the light that will allow each of us to be inspired, to be passionate, to thrive.

I am so excited for what we have the potential to accomplish this year. The mission of Jordan High School is to take students “from potential to reality.” As a fairly new theatre company, it is our job to do exactly that. We have two beautiful performance spaces loaded with technology that would make most professional theatres green with envy. We have teachers and administrators who support the fine arts and understand their value. We have students coming from diverse backgrounds with a vast array of talents and experiences. This is the perfect formula for a high quality, dynamic theatre program.

Each course is designed to hone the skills required to become a successful, well-rounded theatre artist. You will learn to think critically and draw your own conclusions. You will solve problems with creativity, teamwork, and trust. You will learn to be honest with yourself and vulnerable to your fellow artists.

We plan to produce seven challenging but rewarding performances this year. While participation in these productions is optional, each one of them will stretch its participants as artists and strengthen their abilities. This is where we put our skills to the test.

The information contained in this handbook will provide students and parents with the guidelines and expectations for success in each of the theatre classes and extracurricular platforms. You will also find important information about being a member of Jordan Theatre Company (JTC), Thespian Troupe 10042, and the JTC Booster Club. Be sure to read carefully and feel free to ask any questions you might have; please note there's a Glossary at the end.

Last year, we laid our foundation. It is now time to build on that and show just what we can accomplish together as committed and creative artists.

Sincerely,

## **Andrew Midkiff**

Director and PAC Manager  
[andrewcmidkiff@katyisd.org](mailto:andrewcmidkiff@katyisd.org)  
(281) 234 8239

# COURSE DESCRIPTIONS

**THEATRE ARTS, TECHNICAL THEATRE AND THEATRE PRODUCTION** are hands-on, project-based courses that encourage both teamwork and personal responsibility. Each level is designed to build on previous levels, the first level in each course being an overview of essential skills.

The curricula for all theatre course levels are T.E.K.S. (*Texas Essential Knowledge and Skills*) driven and are published by the Texas Education Agency. They are available for you or your parents through the T.E.A. website or the directors' offices.

Theatre courses incorporate a wide range of theatre elements which may include\*, but are not limited to:

- Theatre appreciation
- Vocal Technique
- Carpentry
- Theatre History
- Research
- Costume design
- Dramatic structure
- Stage management
- Sewing
- Script analysis
- Stage properties
- Sound design
- Movement
- Make-up application
- Publicity/Public Relations
- Stage elements
- Light Design
- Improvisation
- Scene design
- Play writing

\* *Technical theatre classes do not incorporate the performance-based subject areas*

## THEATRE COURSES

There are three streams of study in the Theatre Department: Theatre, Technical Theatre and Theatre Production. All of the courses offered by Katy ISD in these areas appear below and an \* indicates a course not taught at Jordan High School in 2021-22. It is expected that these \* courses will be offered as Jordan High School expands.

### Theatre

Courses: 7411 Theatre I, 7412 Theatre II, 7413, Theatre III & 7414 Theatre IV\*

Prerequisite: previous level for II-IV

Credit: one per course

Theatre emphasizes the development of performance skills, acting techniques, interpretation of dramatic literature and the historical evolution of performance styles. Principles of production are studied and applied through performance. Theatre requires extracurricular components, including after school and weekend activities.

Advanced Theatre courses study the art form's cultural contributions of the theatre, plays and performances while continuing to develop production styles and techniques through advanced acting, directing and production applications. Students develop and perform college- level audition material.

## **Technical Theatre**

Courses:      7451 Technical Theatre I, 7452 Technical Theatre II, 7453 Technical Theatre III\* & 7454 Technical Theatre IV\*

Prerequisite: previous level for II-IV

Credit:        one per course

These courses combine study of various theories of design and stagecraft techniques with actual construction and operation of varied components of technical theatre. Students study staging, design, scenery, properties, lighting, costuming, makeup and sound. Enrollment is limited due to safety requirements. Theatre Department production participation, including extracurricular components, after school and weekend activities, is required.

Advanced courses emphasize design of scenic, properties, lighting, sound, costume, makeup and publicity as well as stage management and production and theatrical business management. These courses afford the opportunity to design projects and materials for professional portfolios for entrance into a university theatre program or theatrical career.

## **Theatre Production**

Courses:      7521 Theatre Production II, 7522 Theatre Production III & 7523 Theatre Production IV\*

Prerequisites: audition / interview with directors and Theatre I

Grades:       10 - 12

Credit:        one per course

Each course provides a laboratory learning experience for the exploration, development, and synthesis of the elements and components of theatre through production activities. Students are required to participate in ALL Theatre Department productions, including extracurricular components, after school and weekend activities.

## **WHY STUDY THEATRE?**

- All theatre courses qualify for the **Fine Arts credit** required by Katy ISD for the Foundation High School Program.

- Theatre and Theatre Production qualify as subjects that meet the **communication skills component** required by Katy ISD for the Foundation High School Program.
- All of the theatre courses count towards Katy ISD's Arts and Humanities Endorsement. It is possible to have more than one endorsement.
- YES, it is possible to enroll in theatre all four years and still graduate on an advanced plan! Sample four-year plans are printed and available in the theatre room or at the counselors' offices for parents and students to pick up.
- NO, enrolling in advanced theatre courses will not necessarily lower the G.P.A. if the G.P.A. is over a 4.0 due to weighted classes! Second, third- and fourth-year theatre students may be eligible, if they meet the District criteria and with a director's approval, to enroll in theatre as a Pass/Fail course.
- Theatre students, especially students trained in technical theatre areas, have the opportunity to work after school and on weekends, when needed, to operate stage rigging, lights, sound, etc. for various activities and programs that rent the Performing Arts Center. The student(s) will be paid \$10.00 per hour by Katy I.S.D. for their services upon completion of their work.
- Jordan High School's theatre courses are Texas Essential Knowledge and Skills (T.E.K.S.) based courses which focus on:
  - ✓ enhancing perception, interpretation and performance,
  - ✓ understanding heritage and tradition,
  - ✓ understanding influences of theatre, film, T.V., and technology,
  - ✓ evaluating self and others, and
  - ✓ writing theatrical critiques.

# PERFORMANCES IN 2021-22

Listed below are the seven performances / shows that will be produced through Jordan Theatre in 2021-22. Varying eligibility and sign-up requirements apply. Some dates and requirements may change due to unforeseen circumstances.

## FILM FESTIVAL

*Students are placed into teams that compete in the creation of short films. Each team has two weeks to write the script for their film based on a genre assigned to them. Students record and edit their films at school in 24 hours (meals and snacks provided). At the end of the 24 hours, the films are screened before a live audience. Judges decide on awards for each film and the audience will vote for “audience favorite”. The team that is awarded “Best Film” by the judges will have their team’s name and film title engraved on a perpetual trophy and each of the team members receive a medal. Fundraiser.*

Eligibility:	Open to Jordan High School students
Participation fee:	\$30 due with sign up (meals provided for the 24 hours)
Sign-up closes:	Sunday, August 29, 2021 @ 4pm. Sign up form at Callboard
Mandatory briefing:	Tuesday, September 7, 2021 @3.15-4pm in the Blackbox Theatre Includes information about what to pack, what will happen + team and genre selection
Film Festival:	Friday, September 17@ 7:00PM- Saturday September 18 @7:00PM
Screening:	Saturday September 18, @ 7:00PM. Tickets sold at the door

## FALL THEATRE PRODUCTION

Title:	<i>Murder on the Orient Express</i> by Agatha Christie, Adapted by Ken Ludwig
Eligibility:	JTC members only
Participation fee:	\$50 due with registration (if selected)
Crew Interviews:	August 24. Sign up via Callboard
Auditions:	August 25-26. Prepare a 1-minute, modern monologue, memorized Audition sign-up found under Callboard
Registration closes:	September 2

Rehearsals:	Tuesday-Wednesday 3:00-5:30, starting August 31. Saturday Rehearsals September 25 and October 2 (some meals provided)
Performances:	October 7-9. Tickets sold online and (if available) at the door

## THESPIAN CONVENTION ENTRIES

*Delegates attending the state thespian convention in November will be required to compete against other schools in theatre-related categories. Participating students will be provided with an opportunity to present their performance pieces before a live audience at Jordan High School before they travel to compete. More details about this performance will be available as the school year progresses.*

## HOLLY JOLLY JTC

*A festive-themed variety performance with activities for younger guests in the lobby/ hallways and refreshments/ treats available for all. Students will showcase their talents before a live audience in a relaxed setting. Monologue, poetry recital, story reading, duet or group acting, solo/ duet or group singing/ dance/ instrumental – the options are endless, just be entertaining and ready to perform! Fundraiser.*

Eligibility:	Open to all Jordan High School students
Participation fee:	None
Sign-up closes:	November 11. Can sign-up to perform more than one act.
Auditions:	After school on November 12. Be prepared to perform your whole act. A microphone will be provided, and students must bring anything else they require. Backing tracks must be accessible via cellphone or flash drive. No participation fee.
Rehearsal (one only):	After school on December 1. Run through/Tech Rehearsal
Performance:	December 3, evening. Tickets sold online and (if available) at the door.

## MUSICAL

Title:	<i>Monty Python's SPAMalot</i> by Eric Idle (High School Edition)
Eligibility:	Open to all Jordan High School students
Participation fee:	\$100, due with registration (if selected)
Sign up closes:	September 17

Auditions:	September 21-23. Audition materials will be available on jtctheatre.org by August 31
Crew interviews:	September 24
Registration closes:	October 2
Rehearsals:	Tues-Thurs 3:00-5:30. Saturday rehearsals November 6 and 13, January 15 and 22 (some meals provided)
Performances:	January 27-29. Tickets sold online and (if available) at the door

## **U.I.L. ONE ACT PLAY CONTEST**

Title:	<i>The Sweet Science of Bruising</i> by Joy Wilkinson (pending approval by U.I.L.)
Eligibility:	Students of Theatre Production II/III
Participation fee:	\$50, due with registration
Auditions/ interviews:	During class in November, listen for announcements
Registration closes:	December 15
Rehearsals:	Most rehearsals will take place during class. Saturday rehearsals February 12, 19, 26 (some meals provided)
Clinics:	Students will travel to attend up to three clinics for this production. Details to be announced
Competition:	Dates and locations to be announced
Performance:	One show only for the Jordan High School community in the PAC, date to be determined for late February/ early March. Tickets sold online and (if available) at the door.

## **THEATRE X**

*Student written, directed and produced short plays. Students will write plays and submit them for Mr. Midkiff's approval. A group of student directors will select the plays they want to direct. Student directors will hold open auditions for any theatre students who wish to act. Tech students will take on the design and build process for each play. Directors will submit a rehearsal schedule. Directors will meet with Midkiff once a week to check on progress.*

Eligibility: JHS theatre students

Participation fee: \$50 directors, crew and actors with registration

Script Submission due: February 1. Approximately 15 minutes long with school-appropriate language

Director applications due: February 1

Crew interviews: March 7

Auditions: March 8-9

Rehearsals Directors arrange

Extra dress rehearsals: April 23, April 26-28, April 30, May 2-3 (some meals provided)

Performances: May 5-7. Tickets sold online and (if available) at the door.

# JORDAN THEATRE COMPANY

## WHAT IS JTC?

The Jordan Theatre Company (JTC) is a student-driven club. It is the optional, extra-curricular extension to theatre studies at Jordan High School. Membership is open to students who are currently studying a theatre course at JHS who wish to take their theatre skills to the next level. Membership in the company is obtained by filling out a form (found on the Callboard) and paying the company membership fee of \$65. Membership entitles students to:

- a 2021-22 JTC t-shirt (personalized for members who sign up by August 31),
- an 8 x 10" professional headshot (must attend photo shoot on Sept 11, 10am-12midday),
- invitations to attend JTC outings, trips, activities & professional skills workshops,
- ability to apply to participate in JTC shows,
- ability to earn points toward membership in the International Thespian Society,
- leadership, performance and community service opportunities, and
- voting rights at JTC meetings.

## JTC MEETINGS

- Students who are paid members of the JTC in good standing have the opportunity to attend company meetings and vote on company matters.
- JTC meets after school on the first Monday of each month. In the event of a holiday, the meeting be rescheduled, and most likely this will be to the following Monday.
- Each meeting lasts approximately 30 minutes.
- Please visit the Callboard for the meeting schedule.

## SKILLS WORKSHOPS

Throughout the year, skills workshops are held. Usually they are run as "JTC exclusives" but sometimes other groups may be invited to join in.

Registered members of Jordan Theatre Company will have the opportunity to attend these workshops (usually for free) and learn from industry professionals in a variety of theatre-related fields. Past workshops include Audition Skills, Film-making Technique, Headshot Photography, Costumes, Accents and Dialects.

The workshops being lined up for 2021-22 include:

- Audition and interviews masterclass,
- Stage make-up skills,
- Improv Skills (a primer for Comedy Sportz),
- Stage combat techniques,
- How to select a theatre college and prepare a winning application,
- Technicians' masterclass,
- Relaxation, focus and meditation, and
- Playwriting masterclass.

There is no guarantee all of these workshops will be offered. It depends upon finding the appropriate instructors and calendar space.

Workshops usually run for 90 minutes and, where possible, they will be held straight after a JTC meeting.

If you have an idea for a workshop or just something you would like to know more about, please fill out the “Workshop Idea Submission” form found at the Callboard. Your suggestion will be taken into account as workshops are planned and scheduled.

## SOCIAL EVENTS

The social events to 2021-22 include:

- August 3, movie night,
- October 15, movie night,
- December 17, festive party,
- May 16, final JTC meeting, huzzah awards and ghost light ceremony,
- May 21, banquet and awards ceremony.

Group outings to support JHS events and other schools' theatre productions are expected to be added to this calendar as details become known. Spirit events are held each month and cast/ crew parties are held after the closing night of each production, providing additional opportunities to meet socially.

## **STAGE MAKE UP ORDERS**

Students may order their stage make-up through JTC using the “Stage Make-Up Order Form” on the Callboard. JTC procures professional grade stage makeup at an affordable price and a quality makeup kit is a very wise investment for actors and techies wishing to perfect their stage makeup skills. If you choose not to purchase your stage make-up through JTC, you will need to purchase makeup on your own. It will be considerably more expensive and time consuming to purchase all of the required items separately.

The kits are purchased in bulk at set times throughout the year. Cut off dates are about one month before each show. Check the Stage Make Up Order Form on the website for more details.

## **JTC CHARITY**

JTC selects and supports one or more charities each year. Community outreach is an important aspect of JTC membership.

## **STUDENT LEADERSHIP**

Jordan Theatre Company and Troupe 10042 are led by six elected officers: President, Vice-President, Secretary, Treasurer, Historian and Publicity Officer. The elected officers run and manage meetings, organize social events, track Thespian points and help the director shape the theatre department.

Officer elections take place before the end of the previous school year. Students must be inducted as Thespians of Troupe 10042 in order to be eligible for election as an officer or to vote on the election of officers.

# I.T.S. TROUPE 10042

This is the theatre honor society at Jordan High School.

## WHAT IS THE INTERNATIONAL THESPIAN SOCIETY?

The International Thespian Society (I.T.S.) is an honorary organization that was founded in 1929 for high school and middle school theatre students located at more than 4,900 affiliated secondary schools across America and abroad. The mission of I.T.S. is to honor student achievement in the theatre arts. High school inductees are known as Thespians and junior high/middle school inductees are known as Junior Thespians. More than 2.3 million theatre students have been inducted into the ITS since its founding.

ITS is a division of the Educational Theatre Association (EdTA) a national nonprofit organization with more than 135,000 student and professional members. EdTA's mission is shaping lives through theatre education by, amongst other things, honoring student achievement in theatre and enriching their theatre education experience.

## I.T.S. TROUPE 10042

International Thespian Troupe 10042 was established at Jordan High School in May 2021. The troupe is the honors component of Jordan High School's theatre program. Its purpose is the advancement of standards of excellence in theatre. Engagement in the troupe encourages students to attain a better mastery of the theatre arts and rewards those who achieve it with induction into the troupe. Thespians achieving honor ranks and scholar distinctions shall receive recognition of their exemplary accomplishments.

Upon induction to the troupe, members become eligible to attend the State and International Thespian Conventions and compete in the various acting and technical competitions held at those conventions. Thespians are also eligible to qualify for distinctions, apply for scholarships through the I.T.S. and Texas Thespians, seek election as an officer or vote on the election of an officer.

The troupe operates pursuant to a Constitution and By-laws to be adopted at its first meeting.

## QUALIFYING FOR MEMBERSHIP

Membership in Troupe 10042 is offered to students who demonstrate the performance of meritorious work in theatre arts. Specifically, students must:

- be members of the Jordan Theatre Company,
- participate in at least one full-length theatre production at Jordan High School, and
- earn at least 10 Thespian Points by April 30,

in order to qualify for an invitation to become a member in that school year. Where a point-earning activity is scheduled to occur after the April 30 cut-off date, the Director may permit a student to claim *anticipated* induction points.

Thespian Points are recorded via a form on the Callboard. More information about how to earn Thespian Points appears under the heading “Thespian Points Guidelines” below.

Transfer students (*from other High School Thespian troupes*) must wait until after induction in May of each school year to be officially transferred into Thespian Troupe 10042 and are expected to earn a total of 5 Thespian Points in the Jordan Theatre Company before transfer is complete.

Students coming from a Junior Thespian troupe can retain up to 5 points earned at the junior high level when accumulating Thespian Points at Jordan High School in anticipation of their induction to Troupe 10042.

## BECOMING A MEMBER

When students qualify for membership, the Director will notify them in writing that they may join the International Thespian Society Troupe 10042. Students then need to complete a form and pay an induction fee of \$35 by the deadline (usually this is one month before the induction ceremony).

Inductees will experience Thespian Week (May 2-6, 2022) which is a series of fun, after-school activities designed to welcome and acclimatize new thespians into the troupe. Hazing is prohibited by ITS.

Inductees are requested to attend their induction ceremony in order to secure their membership to the troupe. Induction Ceremonies are held at the end of each school year. In 2022, the Induction Ceremony will be held on May 13. The induction ceremony will be held in the Blackbox Theatre and refreshments will follow.

At the Induction Ceremony, new members receive an official Thespian membership card, a member’s pin and a certificate. New members also sign the Members’ Roll that is normally displayed outside the PAC. Each inductee may invite up to 4 people attend their induction ceremony.

Membership in the ITS is for life and any student who is inducted into Troupe 10042 who graduates from Jordan High School becomes a Thespian Alum.

## ACTIVE MEMBERSHIPS

Only students who are inducted into Troupe 10042 and continue studying theatre at Jordan High School and remaining members of Jordan Theatre Company are considered *active* members of Troupe 10042 with the ability to:

- attend troupe meetings,
- vote at troupe meetings,
- earn Thespian Points and ITS commendations,
- attend thespian events, conventions, conferences, competitions and festivals, or

- be elected to serve as a thespian officer.

For each year of *active* troupe membership, every troupe member will pay an annual fee of \$20 to help defray the cost of troupe expenses and activities. The membership fee is payable within 30 days of the start of each school year.

## AUTOMATICALLY SUSPENDED MEMBERSHIPS

Students who are inducted into Troupe 10042 who withdraw from studying theatre at Jordan High School are suspended from *active* membership in Troupe 10042 and the suspension remains in effect until they recommence studying theatre at Jordan High School.

When a thespian is suspended from *active* membership, they are not eligible to participate in troupe meetings and events, earning Thespian Points or hold office. Thespian Points may be awarded for activities undertaken during a thespian's suspension from Troupe 10042 if appropriate documentation is submitted to the director within the first term of the thespian returning to theatre studies at Jordan High School and resuming their membership of JTC.

Suspension from *active* membership of Troupe 10042 does not affect an inducted member's life membership of the ITS or from becoming a Thespian Alum upon their graduation from Jordan High School.

## MEMBERSHIP OBLIGATIONS

All members of Troupe 10042 are required to abide by additional behavior obligations which are discussed at the first meeting of the year.

## THESPIAN POINT GUIDELINES

The number of Thespian Points allocated for participation in theatre activities at Jordan High School is determined by the Director, see the list below. One (1) Thespian Point represents approximately ten (10) hours of excellent theatre work (not merely 10 clock hours).

<b>Category</b>	<b>Position/Work Done</b>	<b>One Act</b>	<b>Full Length</b>
<b>Acting</b>	Major Role	4	8
	Minor Role	3	5
	Walk-on	1	2
	Chorus	1	3
	Dancer	1	3
	Understudy	1	3
<b>Production</b>	Stage Manager	4	8
	Assistant Stage Manager	3	6

	Crew Chief	3	5
	Crew Member	2	4
	Designer	2	3
	House Crew	1	2
	House Manager	2	4
	Ushers	.5/performance	.5/performance
<hr/>			
<b>Directing</b>	Director	4	8
	Assistant Director	3	6
	Choreographer	4	7
	Assistant Choreographer	3	5
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<b>Writing</b>	Original Play (produced)	5	8
	Original Film (produced)	4	6
	Original Play (unproduced)	1	2
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<b>Festival</b>	Presenting/Competing		3
	Attending		1/day
<hr/>			
<b>Officers</b>	President		6
	Vice President		5
	Treasurer		5
	Secretary		5
	Historian		4
	Publicity Chair		4
	Class Representative		2
	State Thespian Officer		8
	International Thespian Officer		10
<hr/>			
<b>Volunteer</b>	Work Day	4 -7hr day= 2	8+ hr day= 3
	Warrior Camp	1	
	Warrior Welcome	1	
	Service Project Day		2
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<b>Other</b>	Film Festival		4
	Coffee House Performer		1

	Coffee House Worker		2
<b>Play Attendance</b>	Verified Attendance (must have ticket stub or signed program)		1

The International Thespian Society high school point system listed on the EdTA website is merely a guideline for awarding points. The director reserves the right to assign extra points when deemed appropriate. Additionally, tasks deemed incomplete will not be awarded points. Examples include but are not limited to: Leaving a performance early, leaving a show or event before being dismissed, being present but grossly off task, being sent home early by the director from any theatre function.

# **COMEDY SPORTZ**

Comedy Sportz is where teams of actors use their improvisational skills to compete for points and laughs. See [comedysportzhouston.com](http://comedysportzhouston.com) for more information.

Jordan High School will commence participating in the Comedy Sportz Houston High School League in 2021-22.

Tryouts will take place on Saturday, September 11, in the Black Box from 1:00PM-3:00PM.

Anyone chosen to join the team must pay a fee of \$70 to cover the cost of registration and jerseys.

Further announcements regarding Comedy Sportz will be made at JTC meetings and through Booster Club newsletters as information becomes available.

# LETTER JACKETS

Students who participate in theatre may qualify for a Jordan High School Letter Jacket.

A student must:

- 1) be enrolled in a theatre class to earn Letter Jacket Points,
- 2) be a member in good standing of Jordan Theatre Company,
- 3) participate in a minimum of two JTC-hosted productions,
- 4) accumulate a minimum of 15 Letter Jacket points whilst at Jordan High School.

The Letter Jacket form on the Callboard sets out how many points are awarded for different activities. Please note that Letter Jacket Points are calculated differently than Thespian Points. There is some overlap between the two types of points and 10 Thespian Points count as one additional Letter Jacket Point. It is very rare that a student would qualify for a letter jacket in their first year at Jordan High School.

The Letter Jacket form must be completed and handed to the Director for verification by the spring term deadline each year. The deadline will be announced in theatre classes and via the Booster Club newsletter.

Qualifying students may purchase their jacket via a company that comes to Jordan High School for fittings in the spring term. The jacket fitting dates will be announced in theatre classes and the Booster Club newsletter.

Students wearing their school's letter jacket represent more than their own individual achievement. Any student committing a serious offense as described in the Katy ISD Student Code of Conduct or this Handbook, which may bring disrepute on JTC, Thespian Troupe 10042, Jordan High School or Katy ISD, will forfeit their jacket if the offense occurs at any time during the remainder of the student's high school career.

# THEATRE EXPECTATIONS

## GENERAL PARTICIPATION REQUIREMENTS

- All students wishing to participate in a production must first complete a sign-up form to arrange a time to audition or interview (this does not apply to Film Festival for which no audition/interview is required).
- All potential actors MUST be present for one **full** audition in order to be considered for casting.
- All potential crew must interview with the director in order to be considered for a crew position.
- Anyone wishing to join the cast or crew of a JTC-exclusive production must be a paid member of the Jordan Theatre Company in good standing, in order to participate. (The musical, Holly Jolly JTC and film festival are open to all JHS students).
- Students who are selected to participate in productions must complete a registration form and pay any required participation fee.
- If anyone is unable to pay their company fee or production fee, please contact Mr. Midkiff. No theatre student will EVER be denied an opportunity in Jordan Theatre because of a lack of funds.

## REHEARSALS

### Be present and accounted for

- Be at rehearsal if you are called
- Notify Midkiff, the Stage Manager and Assistant Director if you will be absent
- Rehearsal begins at the scheduled time
- Arrive 15 minutes before call time and begin warming up/preparing for rehearsal
- Rehearsal calendars can be found on the JTC website: [www.jtctheatre.org](http://www.jtctheatre.org)

### Practice self-discipline

- NO Cell Phones EVER, either onstage, backstage, or in your possession unless you are given express permission by the Director
- Check the Callboard daily. There's one on the website and outside Midkiff's door
- When you are not on-stage rehearsing, you are WATCHING and LISTENING to who is on stage and learning

### Treat others how you want to be treated

- Be respectful to all cast, crew, directors, theatre volunteers and guests at all times
- Be kind when others make a mistake. You might make one someday too!
- JTC is inclusive. Everyone has a right to be here

## **Take responsibility for yourself and your things**

- Meet your deadlines
- Stay academically eligible to continue participating
- Clean up after yourself: costumes will be confiscated if they are not hung up
- Be in your place when you're supposed to be there
- Treat all props and costumes with respect
- If you forget your script, a loaner will cost you \$1. If you lose your script, a replacement will cost you \$10

## **Practice how you perform**

- Take all direction the first time it is given
- Don't talk out of turn
- JTC lives by its high expectations for artistry and conduct
- Treat each run as though it was the real thing

## **Be responsible for safety**

- Follow all safety rules and regulations when working in or around an active set build/light hang, etc.

## **REHEARSAL ABSENCES**

- All known absences or conflicts must be written on the audition form - be sure to check with parents for standing commitments (*orthodontist appointments, private lessons, etc.*).
- If a student must miss a rehearsal due to an emergency, please make every effort to notify the director, stage manager, or assistant director. If it is a medical emergency, students may not return to rehearsals without a note from the doctor.
- If you are absent from school, please email the director ASAP that morning to let him know you will not be at rehearsal.
- Be present (both literally and mentally) at all rehearsals. Absences potentially jeopardize future casting consideration.
- Participants MUST be present on Bloody Saturday, all dress rehearsals and all performances. If you must miss part or all of a dress rehearsal, talk to Midkiff well in advance. You may be subject to dismissal.
- **Three (3) unexcused absences for ANY reason is automatic dismissal from the production, and your role / position will be replaced.**
- **6 total absences (whether excused, unexcused or any mixture of them) for ANY reason will result in dismissal from the production.**

## **REHEARSAL TARDIES**

- Students are considered tardy if they are not in the door when the bell rings.

- If a student comes to a rehearsal late, but with a teacher's note explaining the situation, then the tardy is automatically excused.
- Extenuating circumstances may be taken into consideration so the tardiness is excused; talk to Mr. Midkiff.
- If a student is late to a rehearsal without prior notice and does not have a note from a teacher explaining the situation or a suitable explanation as to their extenuating circumstances, they will be given a 'tardy'. The student must fill out a tardy form explaining why they were tardy, what they will do to make sure it doesn't happen again and apologize for disrupting the rehearsal.
- **3 Tardies = 1 unexcused absence**

## ACADEMIC ELIGIBILITY

- Senate Bill 1 mandates that students who participate in extra-curricular activities such as Theatre Productions, U.I.L. One Act Play and field trips must receive a grade of no less than 70 in each of their non A.P. classes.
- A student will be suspended from participation in ALL extra-curricular activities sponsored or sanctioned by the school district for a minimum of 3 calendar weeks after a grade reporting period if any grade is lower than a 70 in any class.
- Students who were eligible before the failing grade report will not lose eligibility until 7 calendar days after the end of the grading period.
- Ineligible students must wait 7 calendar days after the end of the three-week evaluation period and/or the grading period to regain eligibility, whichever comes first.
- All Theatre activities outside of the normal academic day are considered "extensions of the classroom" or "curricular" activities. However, all theatre public performances, all U.I.L. contests and their related activities, and any field trips are considered "extra-curricular" and fall under the Eligibility mandate.
- Any student who become academically ineligible to participate in a theatre activity will not be entitled to a refund of any fees paid for that activity.
- **In summary, students must pass all non-A.P. classes with a 70 or above to participate in out-of-class theatre activities.**

## CONDUCT & DISMISSAL

- Jordan High School's theatre students have a high profile on campus and in the community. It is imperative that the conduct and appearance of all theatre students be above reproach.
- Theatre students will have the opportunity to participate in many exciting events on stage and behind the scenes. As representatives of Katy I.S.D. and Jordan High School, our students must reflect an image of positive leadership, character, responsibility, and good sportsmanship.

- JTC members must realize that the manner in which they conduct themselves in their classes, at official school activities, on social media and during non-school hours is considered to be representative behavior of the entire student body, not just theatre. It is critical that everyone in JTC conduct themselves in a manner which positively represents the students at Jordan High School and the theatre department. Derogatory comments about Jordan High School staff, students, and policies will not be tolerated and may result in removal from the program.
- Any student who receives an “N” or “U” in conduct in any class will not be allowed to participate in theatre extra-curricular activities for that six week period. This may render a student ineligible for participation in a production. No fees will be refunded.
- **Any student assigned to in-school suspension (I.S.S.) the day before, or on the day of, a production, contest or field trip will not be allowed to participate in that activity. No fees will be refunded.**
- In accordance with Katy I.S.D. policy, any student suspended from school for any reason will not be permitted to participate in any theatre activities during the period of suspension. No fees will be refunded
- Any student who walks out of a rehearsal or quits during a rehearsal process for a performance without just cause defined by the directors, will not be allowed to participate in another theatre performance for the year and any student who withdraws from theatre class forfeits their JTC membership. No fees will be refunded.
- **Any student who is not directly connected to a production through the audition, casting and technical assignment process will not be allowed in the rehearsal process or backstage.**
- Any student who does not use theatre safety and etiquette guidelines established by the Jordan Theatre Department will not be allowed to participate in any theatre activity for the remainder of the year. No fees will be refunded. All students who work backstage, in the booth, or in the shop must have a Safety Contract signed and on file with Mr. Midkiff.

# JTC BOOSTER CLUB

## WHAT IS IT?

- Jordan Theatre Company Booster Club is for parents and guardians of JHS theatre students and any other person or businesses supporting the Jordan Theatre Company.
- Booster club members come together, in a spirit of friendship and solidarity, to fundraise and volunteer in order to promote and enhance the JTC and provide scholarship funding to its qualifying graduating seniors.
- The club is a s.501(3)(c) tax exempt, nonprofit corporation registered in Texas, with membership to Parent Booster USA, and donations to the club are tax-deductible to the extent allowed by law.
- The club has its own bank account, post office box, by-laws and governing board of directors made up of parent volunteers. It operates separately from Katy ISD, but in accordance with Katy ISD's policies for booster clubs.

## WHAT DOES IT DO?

- The booster club operates to support department leadership to ensure students in the Jordan Theatre Company are provided excellent opportunities to develop and advance in theatre arts. This involves, for example, running errands, securing resources and managing promotions / ticketing / concessions sales and merchandise.
- The booster club offers discounts, privileges and benefits to its members. It's also a platform for parents & guardians to connect with each other and develop friendships and support networks.
- Members are invited to volunteer in different ways throughout the year and membership does not *oblige* anyone to volunteer for any specific thing or number of hours.
- When volunteering, booster members become more informed about the JTC program, get to know the Directors and families involved, and have a better appreciation of the benefits that students receive by being a part of JTC.

## MEETINGS

- Booster club meetings are scheduled to occur on the second Monday of every month and member attendance is encouraged, but not mandatory.

## **MEMBERSHIP**

- Members sign up via a simple form which can be found at [jtctheatre.org](http://jtctheatre.org).
- There are several levels of membership (starting at \$25), with different benefits accruing at each level.
- Memberships run from July 1 to June 30 each year.

## **MORE INFORMATION**

- Please direct any questions about membership, volunteering or anything to do with the Booster Club to [president.jordantheatrebc@gmail.com](mailto:president.jordantheatrebc@gmail.com).

# FUNDRAISING

- JTC makes a positive impact on student outcomes and community support is critical.
- JTC needs its families to attend the shows, support the fundraisers, donate, sign-up, enroll and promote.
- Fully-functioning high school theatre groups cost over \$100,000 per year to operate (excluding staff wages, which are paid by the district). Fundraising is critical for the program.
- Set out below are the sorts of fundraising activities you will encounter at JTC.

## BUSINESS SPONSORSHIPS

- If you know of a business that would like to sponsor the program, please get in touch with the Booster Club to arrange for them to receive all the information they need. Corporate sponsorships start at \$250.
- Compared with other organizations, JTC offers very generous advertising and exposure benefits to its business sponsors.

## CORPORATE MATCHING

- If you work for a company with corporate matching for charitable and educational giving, please contact the booster club treasurer for details on how to direct donations towards the Jordan Theatre Company [treasurer.jordantheatrebc@gmail.com](mailto:treasurer.jordantheatrebc@gmail.com).

## TICKETS

- Ticket revenue typically covers less than half of the costs of a show in technical equipment, scenery, costumes, props, performance rights, publicity and playbill printing etc. It is a significant part of revenue, but ticket sales alone do not cover all of the costs.
- Tickets for performances cost between \$5 and \$20 per person, with discounts often available to students and seniors. Booster club members receive free tickets depending upon the level of their membership and the date that they signed-up.
- Tickets are usually sold online, with early access provided to higher-level booster-club members. Sometimes tickets are only sold at the door.

## PLAYBILL ADVERTISEMENTS

- Jordan Theatre Company publishes playbills for each of its main stage productions throughout the school year and sells ad space in these playbills to those who would like to congratulate students involved in the productions or to advertise their business. It is anticipated that 10,000 playbills will be printed each year at high capacity.
- Ads range in price, starting at \$10, and some levels of Booster Club membership automatically receive complimentary ad-space for all playbills in the 2021-22 season.
- Ads are submitted via a form found on the website and the ad submission deadline for each show's playbill is 1 month prior to that show. Design assistance for ads is provided by the booster club if required.
- 100% of revenue from ad sales directly support the Jordan Theatre Company Program.

## MERCHANDISE AND APPAREL

- JTC apparel will be available to pre-order via [jtctheatre.org](http://jtctheatre.org) from August 1-31, 2021. Delivery is expected in mid-September. This is the best opportunity you have for securing apparel. All volunteers are encouraged to wear JTC apparel when volunteering and booster club members are asked to wear JTC apparel at booster club meetings and events.
- JTC members receive a JTC shirt as part of their membership (no more to pay) and this can be personalized if they sign-up by August 31, 2021. JTC members are encouraged to wear JTC apparel at JTC meetings, outings and events.
- JTC yard signs, stickers and a variety of shirts from previous shows can be purchased year-round at JTC's shows and via [jtctheatre.org](http://jtctheatre.org).
- Throughout the year, show shirts for the Fall Show, Musical, One Act Play and Theatre X will be printed and distributed to the participants in those shows and any extras will be available for sale to the general public at the shows and via [jtctheatre.org](http://jtctheatre.org).
- 100% of profit from merchandise and apparel sales goes to JTC.

## SPIRIT EVENTS

- JTC holds one spirit event every month. These events are important for the financial stability of the JTC, and all theatre families are encouraged to participate and motivate others to participate.
- When you participate in a Spirit Event, it is imperative that you let the cashier know you are with Jordan Theatre Company **BEFORE** you place your order. Cashiers often can't credit your sale to JTC if you mention it at the end of your order and JTC will out on the donation coming from your participation.

## **FUNDRAISE WHILE YOU SHOP**

- JTC is signed up to several programs that allow its supporters to fundraise whilst they shop. The price they pay for things is not affected, but the retailers they shop at donate a portion of each sale to JTC. Small contributions from everyday household and family shopping add up to make a big difference to JTC's bottom line and every family is encouraged to support JTC on an ongoing basis by fundraising whilst they shop.

### **Amazon Smile**

- If you register your purchases with Jordan Theatre Booster Club on Amazon Smile, Amazon will donate 0.5% back to JTC, paid quarterly. Small amounts from many families add up to make a big difference to JTC. Please get on board! It's a way of channeling money to the program without being further out of pocket.

### **FlipGive**

- When you shop with registered FlipGive businesses, the businesses donate 1-33% of the sale back to JTC. Many businesses are part of the FlipGive fundraising service, such as Starbucks, Walmart, Amazon, Lowes, Macy's, CVS, Old Navy & Apple. FlipGiving is not difficult, provided you remember to do it when you shop. Sign up to the FlipGive App with JTC's Unique Team Code: WQJMR5 and then make sure you use the FlipGive as platform for making your purchases. Small amounts from many families continually channeling into the program add up to make a big difference to JTC's bottom line. Please get on board!

## **OTHER FUNDRAISERS**

- The Booster Club has adopted a fundraising strategy and, as activities receive permission from the principal, they will be put into action. Please help run and support these initiatives; it will improve the opportunities offered by JTC.

# GLOSSARY

Bio	short for ‘biography’. All participants in a JTC show will be required to submit a bio to be published in that show’s playbill. Typically, a bio will give information about a cast or crew member and list some of their theatre experiences. Each bio needs to comply with the director’s requirements and be submitted before the deadline. If a student does not submit their own bio on time, a gag bio will be submitted on their behalf. Miss the bio deadline at your own risk!
Blackbox	Jordan High School’s Blackbox Theatre (a modular/ flexible performance environment) accessed via the theatre hallway (off the east carpark)
Callboard	an online resource for students and parents located at the “Callboard” tab of <a href="http://jtctheatre.org">jtctheatre.org</a> . Calendars, forms and essential show or event information will be found at the Callboard
Dark Day	a day where no shows or rehearsals are scheduled. The stage lights are not on, so the theatre is dark. Sometimes you will see the term ‘Dark Day’ in a rehearsal calendar
Director	generally this means Mr. Midkiff who is the theatre program director at JHS
Ghost Light	technically this is a light that is illuminated for safety reasons when a theatre is not being used and there’s a lot of folklore, tradition and superstition surrounding them. Learning about this is part of the fun of theatre life
Good standing	has not breached any rules or requirements
Huzzah!	at JTC, this is what we boom out together to acknowledge something that has gone well
Huzzah Awards	JTC’s light-hearted way of acknowledging the awesome, memorable or embarrassing moments of its members. Nominations for Huzzah awards may be submitted throughout the year via the “Huzzah Awards Nomination” Form on the Callboard
Letter Jacket Points	credits for certain work done in theatre. Earning fifteen Letter Jacket Points is one of the things required to qualify for a Jordan High School Letter Jacket in theatre. There are guidelines around what counts for a Letter Jacket Point and how many Letter Jacket Points are awarded for different activities. Letter Jacket Points are different from Thespian Points
PAC	Jordan High School’s Performing Arts Centre accessed via the east carpark

Playbill	also called a program. This a small book containing information about a production, its participants and supporters. Playbills are usually retained by show participants as a keepsake
Spirit Event	a fundraiser event at a local restaurant. If you spend money at a designated local restaurant during the event, that restaurant will donate a portion of the sale to the Jordan theatre program
Thespians	at JHS, this means students who have been inducted into Troupe 10042
Thespian points	credits for certain work done in theatre. Earning 10 Thespian Points is one of the things required to be invited to membership of Troupe 10042 and there are honors and distinctions awarded for the accumulation of additional Thespian Points culminating in the very prestigious rank of International Honor Thespian, which requires 180 Thespian Points. There are guidelines around what counts for a Thespian Point and how many Thespian Points are awarded for different activities. Thespian Points are different to Letter Jacket Points
Troupe 10042	the theatre honor society for Jordan High School that was established in May 2021 under the aegis of the International Thespian Society (ITS). Any student inducted into Troupe 10042 is a member of the ITS for life and will be a Thespian Alum upon graduation from Jordan High School, and membership to Troupe 10042 is suspended for any time that a student is enrolled at Jordan High School but not studying theatre
Website	<a href="http://jtctheatre.org">jtctheatre.org</a>