

Freeman Theatre Company

Handbook



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

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

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

*Theatre 1 Classes only cover a brief informational unit on technical theatre. Students who realize that they prefer technical theatre elements are encouraged to join that specific course the following year. Schedules cannot be changed mid year if a student realizes that they do not want to be in the acting part of theatre.

THEATRE COURSES

There are three streams of study in the Theatre Department: ***Theatre Arts, Technical Theatre and Theatre Production.***

Theatre Arts

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

Prerequisite: previous level for II-IV

Credit: one per course

Theatre Arts I- Students learn the foundations of theatre, acting (voice & movement), history, creative expressions, critical evaluation of theatre, media and careers. Principles of production are studied and *applied through scenic and or play performances in class and for live audiences.*

Students work on in class projects and performances. *Students are required to perform 1 live scene or class play in January in the blackbox for a curriculum showcase.*

Students in Theatre 1 are not mandated, but encouraged to audition or apply for a crew spot for any show. If cast in a fall show, musical, U.I.L. OAP, or Spring Student Directed One-Acts, students are required to pay a show fee.

There is no fee for the curriculum showcase as students will provide their own costumes, props, and additional set pieces that FTC does not have.

Theatre II-IV- requires a previous level for admittance and each level continues the study of the art form's cultural contributions of the theatre, plays and performances while continuing to develop further production styles and techniques through advanced acting, directing and production applications. Students develop and perform college-level audition material and apply their skills through scene and play rehearsals and performances in class and for live audiences.

Students *are required* to perform a live class play once a year in January for an audience for a curriculum showcase. Additionally, students at this level are required to audition for at least one campus show as an actor or crew member (fall or spring). If cast, students will be expected to pay a show fee, attend rehearsals, and perform.

NOTE: Theatre satisfies the communication skills component.

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. Technical Theatre II-IV incorporates actual construction and operation of varied components of technical theatre. Students throughout all technical theatre courses study staging, design, scenery, properties, lighting, costuming, makeup and sound. Enrollment is limited due to safety requirements.

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 university theatre programs or a more immediate 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: 9 - 12

Credit: one per course.

The Theatre Production I-IV courses are for the most serious theatre students and studies 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 will develop portfolios and perform college-level audition material by their IV year in the 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 join the Freeman Theatre Company as a member, participate in ALL Theatre Department productions, including extracurricular components, after school and weekend activities as an actor or crew member. Students are required to pay fees for club memberships, various shows and events.

For each show, students' parents are asked to donate one package of snacks (chip bags, cookies, candy, etc.) and one sleeve of soda or water. These donations help build up our concession stand and theatre fund when bought by patrons at the theatre.

SHOW FEES & COSTS

Show fees contribute a small, but vital portion towards a student's participation in a FTC production. Show fees are applied, but not limited to a show shirt, costumes, props, set pieces, scripts, and royalties paid to a publisher to perform the show. Any student involved regardless of the size of the role, including technical crew members are required to pay a show fee per show. If for some reason, a family cannot pay the fee, they are encouraged to reach out to the director so that a solution may be found through community sponsorship or other means.

The following fees are as follows:

- FTC Company Club Membership, \$50
- Fall Show, \$65
- U.I.L. One-Act Play, \$75
- Student Directed One-Acts, \$65
- Curriculum Showcase, \$0 (Theatre 1, Tech Theatre, and Theatre 2 only)
- Yearly Musical (starting during the 2025-2026 school year), \$80
- Comedy Sportz (possibly starting during the 2025-2025 school year), \$225

- Texas Thespian Convention- Tentative for the 2024-2025 school year. Imminent for the 2025-2026 school year and each subsequent year. Open to all FTC members. (\$550-covers transportation, shirt, hotel and registration fees):

- Registration for Thespian Convention \$100 deposit prior to 2nd week of September.
 - The second payment of \$150 is due on or before the 2nd Friday of September.
 - The third payment of \$150 is due on the first Monday of October.
 - The final payment of \$150 is due the second Friday of October.
- Awards Banquet (open to all company members who have been involved in any production): \$50
 - Theatre Honor Society Induction Fee: \$35 the first year, \$20 every year thereafter.

*Until a booster club is established, all fees will be paid on Pay-N-Go.

FREEMAN THEATRE COMPANY

WHAT IS FTC?

The Freeman Theatre Company (FTC) is a student-driven club. It is the extra-curricular extension to theatre studies at Freeman High School. Membership is open to all students at FHS who wish to take their theatre skills to the next level. Enrollment in a theatre class is not required, but encouraged. Membership in the company is obtained by filling out a form (found on the Callboard) and paying the company membership fee of \$50. Production students are required to join. All others are optional.

Membership entitles students to:

- FTC t-shirt
- Invitations to attend FTC outings, activities & skills workshops
- Opportunity to apply to participate in FTC shows
- Opportunity to earn points toward membership in the International Thespian Society,
- Leadership, performance and community service opportunities, and
- Voting rights at FTC meetings.

FTC MEETINGS

- Students who are paid members of the FTC in good standing have the opportunity to attend company meetings and vote on company matters.
- FTC meets after school once a month. In the event of a holiday or other conflict, the meeting may be rescheduled. Pay attention to Remind for meeting date changes
 - Each meeting lasts approximately an hour, sometimes 2 hours if we are prepping for an event.
 - Please visit the Callboard and social media for the meeting schedule.

SOCIAL EVENTS

Potential future events include:

- FTC Tour & Leadership
- Sweet Social
- Halloween Party
- Movie night
- Holiday Party Mixer w/NJH
- FTC Tour for NJH
- KISD Theatre Mixers
- OAP “Lock-In,” night
- FTC Awards Banquet
- FTC Field Day

STAGE MAKE UP ORDERS

Any student cast in a show is required to purchase their own professional make-up kit and make-up remover for shows. This includes any special make-up for 3-D effects. Students will be shown how to apply the make-up and are responsible for keeping track of their make-up kit.

Professional make-up kit brands: *Ben-Nye, Mehron, Make-Up Forever*. There are several sized kits for each brand. Choose the one and your correct shades to get you through the school year.

Make-up kits may not be shared for hygiene reasons.

A make-up crew will assist actors during rehearsals and pre-performance times.

STUDENT LEADERSHIP

Freeman Theatre Company and our future theatre troupe are led by five elected officers: President, Vice President, Secretary, Treasurer, Historian and Publicity Officer as well as any future five elected committee chairs: Hospitality, Outreach, Social, Membership, Publicity. In our inaugural year, some of these roles may be combined. Production students are required to run for positions. Company members are encouraged.

Students will sign up for committees at the first FTC Meeting of the year.

The officers and committee chairs run and manage meetings, organize social events, track Thespian points, and help the director shape the theatre department. Officer elections will normally take place near the end of each school year in preparation for the following year. However, for Freeman's inaugural year, elections will take place the 2nd week of school.

All officers and committee chairs must maintain active membership (as defined below in the section titled "Active Memberships") during their year of service. Any officer or chairperson who does not maintain active membership will be removed from their position and ineligible to run for another position for one full year.

All officers and committee chairpersons must maintain a high standard of conduct within the FTC, FTC Troupe, Freeman High School, and the community. Any officer or committee chair found engaging in behavior unbecoming of a leader, as determined by the company director or campus administration, will vacate their position and will be

ineligible to serve as an officer or chairperson during the following academic year. Unbecoming behaviors include but are not limited to:

- Bullying as defined in the Katy ISD Student Code of Conduct
- Any negative conduct directed at peers, directors, or campus staff
- Vandalism and/or theft of school or FTC property
- Any offense that results in suspension from school (ISS, OAC, OSS)
- Academic dishonesty as documented by campus administration
- Any violation of the Katy ISD Student Code of Conduct

Any FTC member is eligible to serve as a committee member. Committee members are required to attend each monthly committee meeting. If more than three meetings are missed in the course of an academic year, the committee member will be dismissed from the committee.

Committee chairs and officers will report to the company director any behavior that is deemed detrimental to the activities of the committee. Any committee member whose behavior is deemed detrimental to the activities of the committee can be dismissed from said committee by the company director. Dismissed committee members may rejoin the committee in the following academic year provided the original offense has been corrected to a satisfactory degree as determined by the company director.

INTERNATIONAL THESPIAN SOCIETY FREEMAN THEATRE TROUPE # _____ (number to be determined after school begins). This troupe will be the theatre honor society at Freeman High School.

WHAT IS THE INTERNATIONAL THESPIAN SOCIETY (I.T.S)?

The International Thespian Society (I.T.S.) is an honorary organization that was founded in 1929 for 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 theatre arts. High school inductees are known as 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 students 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 _____International Thespian Troupe will be officially established at Freeman High School in May 2025. The troupe is the honors component of Freeman 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 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 _____ is offered to students who demonstrate the performance of meritorious work in theatre arts. Specifically, students must:

- Be enrolled in a theatre course during the academic year following induction
- Be a member of the Freeman Theatre Company,
- Participate in at least one full-length theatre production at Freeman High School, and
- Earn at least 10 Thespian Points by April 30 of the year of induction.

If 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 our website.

More information about how to earn Thespian Points appears under the heading “Thespian Points Guidelines” below. Transfer students (from other High School Thespian troupes) are expected to earn a total of 5 Thespian Points in the Freeman 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 Freeman High School in anticipation of their induction to Troupe _____.

BECOMING A MEMBER

When students qualify for membership, the Director will notify them in writing that they may join the International Thespian Society Troupe _____. 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 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. 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.

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

ACTIVE MEMBERSHIPS

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. Active membership is defined by the following parameters:

- Student has paid the \$20 annual dues within 30 days of the first day of the school year.
- Student has been officially inducted into Troupe_____by the troupe director.
- Student has earned at least 15 thespian points. 10 of those points must be earned as a member of Troupe_____.
- Student is enrolled in a theatre course at Freeman High School during any academic year they are enrolled at Freeman High School, following their induction into the Troupe. Courses are listed above in the section titled “Theatre Courses”.
- Student must attend at least 4 official FTC meetings during an academic year.
- Student must participate in either the fall or spring FTC fundraiser.
- Student must participate as either cast or crew in at least one FTC production during each 10 academic year following induction into the Troupe. Eligible productions are FTC Fall Show, UIL One-Act Play, FTC Student Directed One-Acts.
- Ushering for a production does not count as a crew or cast position. Only active members are afforded the following benefits and privileges:
 - Opportunity to attend the Texas State Thespian Festival
 - Opportunity to apply for scholarships through the International Thespian Society and Texas Thespians
 - Opportunity to hold office, Texas Thespians, and the International Thespian Society
 - Opportunity to earn points toward Honor Thespian, National Honor Thespian, or International Honor Thespian. Senior Thespian Honors and Privileges.
- Graduating seniors who have maintained active membership as defined above for the entirety of their senior year and earned a minimum of 40 thespian points will be allowed to paint a brick in the black box as directed by the company director. Painting will take place during the last 2 weeks of school.

- Graduating seniors who have maintained active membership as defined above and earned a minimum of 50 thespian points will be invited to join the company directors for “Seniors Night Out”. Seniors will enjoy a catered dinner at FHS.
- Graduating seniors who have maintained active membership as defined above for the entirety of their senior year and earned a minimum of 60 thespian points will be presented with an honor cord to be worn at graduation.

Seniors who do not meet all criteria for active membership will not be allowed to receive or wear a Thespian Honor Cord at graduation.

AUTOMATICALLY SUSPENDED MEMBERSHIPS

Students who are inducted into the Troupe and fail to meet all of the Active Membership criteria are suspended from active membership in the Troupe and the suspension remains in effect until the following academic year, provided active criteria are met.

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 _____, if appropriate documentation is submitted to the director within the first term of the thespian returning to theatre studies at Freeman High School and resuming their membership of FTC.

MEMBERSHIP OBLIGATIONS

All members of the troupe are required to abide by the following behavior obligations: Any student found to be engaging in behavior unbecoming of a member of the International Thespian society, as determined by the troupe director or campus administration, may have membership suspended. Unacceptable behaviors include but are not limited to:

- Bullying as defined in the Katy ISD Student Code of Conduct
- Any negative behaviors directed at peers

- Vandalism and/or theft of school or FTC property
- Any offense that results in suspension from school (ISS, OAC, OSS)
- Academic dishonesty as documented by campus administration
- Any violation of the Katy ISD Student Code of Conduct
- Any violation of FTC rules and procedures

THESPIAN CONVENTION ENTRIES

Delegates attending the state thespian convention in November will be required to compete in theatre-related categories. The Texas Thespian State Festival takes place during the third week of November.

THESPIAN POINT GUIDELINES

The number of Thespian Points allocated for participation in theatre activities at Freeman High School is determined by the Director, see the list below.

One (1) Thespian Point represents excellent theatre work (not merely clocked hours).

CATEGORY	POSITION/WORK-COMPLETED	ONE-ACT	FULL LENGTH
Acting	Major Role	4	8
	Minor Role	3	5
	Walk-On	1	2
	Chorus	1	3
	Dancer	1	3
	Understudy	1	3
Production	Stage Manager	4	8

	Assistant Stage Manager	4	8
	Crew Chief	3	5
	Crew Member	2	4
	Designer	2	3
	House Manager	2	4
	Ushers	.5/per performance	.5/per performance
Directing	Director	4	8
	Assistant Director	3	6
	Choreographer	4	8
	Dance Captain	3	6
Festival	Presenting/Competing		3
	Attending		1/a day
Officers	President		6
	Vice President		5
	Treasurer		5
	Secretary		5
	Historian		5
	Committee Chair		4
	Committee Member		2

	State Thespian Officer		8
	Student Ambassador		8
	Festival Honor Crew		4
	International Thespian Officer		10
Volunteer	Work Day	4-7 hours/day =2	8+/day=3
	Golden Eagle Camp	1	
	Golden Eagle Welcome	1	
	Service Project Day		2
Other	Comedy Sportz (4 match min)		4
Play Attendance	Verified Attendance (must have ticket stub or signed program)		.5

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 or deducted. Examples include but are not limited to: Leaving a performance early, leaving a show or event before being dismissed, displaying improper performer or audience etiquette, more than 3 late pick ups, being present but grossly off task, and/or being sent home early by the director from any theatre function. Students picked up late past the 10 minute mark will receive a point off per late pick up.

THESPIAN HONORS

Students can earn points towards special distinctions within the Thespian organization.

- Honor Thespian = 60 Thespian points
- National Honor Thespian = 120 Thespian points
- International Honor Thespian = 240 Thespian points Students earning these distinctions will be awarded pins at the Thespian Induction Ceremony in April of each year.

Students may also purchase patches for letter jackets, signifying the accomplishment for \$10 + shipping through the troupe director.

LETTER JACKETS

Students who participate in theatre may qualify for a Freeman High School Letter Jacket. 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 takes an average of two years to earn the required points.

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 social media channels.

THEATRE LETTER JACKET AWARDS (Sample point system)
Awards Jacket Point Sheet (Theatre Arts)

A Student Must:

- 1) Be enrolled in a theatre class to earn points
- 2) Be a member in good standing of the Theatre Program*
- 3) Participate in a minimum of two productions

4) Accumulate a minimum of 15 points per Katy ISD point allotment. To receive points, the student must be enrolled in a theatre class and successfully complete the class as well as fulfill all responsibilities as defined by the campus theatre director.

- Points Earned/Year
- Year in Theatre Class: 1pt/per year
- Production Participation: (UIL, Play, Musical) 1pt/per show
- International Thespians: Points Earned/Year
- One point per 10 Thespian Points (Katy ISD revision)
- State Thespian Officer: 3 pts/per year
- International Thespian Officer: 5 pts/per year
- Individual Awards: Points Earned/Year
- UIL OAP Award District, 1pt./per year, Bi-District, 2 pts./per year, Area, 3 pts./per year, Region, 4 pts./per year, State, 5 pts./per year.
- UIL Theatrical Designing (Qualifying/Winner) 2/4
- UIL Filmmaker Festival (Semi-Finals/State Festival) 2/4
- International Thespian Festival Superior Rating State 3 pts./per year.
- International Thespian Festival Superior Rating National 5 pts./per year.

A Member in good standing is a critical prerequisite to earn an Award Jacket in Theatre. The criteria for this component will be defined by the theatre director and approved by the campus principal. It will be published in the campus theatre handbook/information as distributed by the campus theatre director.

The director reserves the right to assign extra points when deemed appropriate. Additionally, tasks deemed incomplete will not be awarded points or deducted. Examples include but are not limited to: Leaving a performance early, leaving a show or event before being dismissed, displaying improper performer or audience etiquette, more than 3 late pick ups, being present but grossly off task, and/or being sent home early by the director from any theatre function. Students picked up late past the 10 minute mark will receive a point off per late pick up.

Students wearing letter jackets represent more than their own individual achievement. Any student committing a serious offense as described in the Katy ISD Student Code of Conduct or the organization by-laws, which may bring disrepute on the organization, school or district, will forfeit the award jacket if the offense occurs at any time during the remainder of the student's high school career.

Qualifying students must purchase their jacket via a company that comes to Freeman High School for fittings in the spring term. The jacket fitting dates will be announced in theatre classes and social media channels. Typically, fittings and orders are made in February of each year.

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 FTC, Freeman 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.

Students who have earned their letter jacket through participation in Freeman Theatre Company will receive a complimentary FTC patch with the FTC logo. Students who are also members of the troupe will receive a complimentary troupe patch. Any other patches will be the responsibility of the student and family.

COMEDY SPORTZ (To Be Determined)

Comedy Sportz High School League is a competitive improv comedy team sponsored by Comedy Sportz Houston. See comedysportzhouston.com for more information.

- Team members must pay a fee to cover the cost of meals, registration, and jerseys for the year. Fee will be approximately \$100 (fee is subject to change based on cost of jerseys).
- Any FHS student is welcome to try out.
- Tryouts will take place after school, sometime during the first full week of school.

- The number of new team members will depend on the number of returning members from the previous year.
- Team captains will be elected by the team at the first practice. Team captains will be responsible for organizing match rosters, running certain practices, and keeping the team informed of CSz events and information.
- Throughout the year, team members will compete against teams from other campuses in Katy ISD and the greater Houston area.
- Team members will also attend practices throughout the year with a coach from the Comedy Sportz Houston professional team.
- Team members will be expected to attend Game-a-thon usually in September. Game-a-thon is the kickoff event for CSz HSL. Students will learn the ins and outs of different games, team leadership, and announcing techniques from CSz Houston team members.
- Those unable to attend will have to watch a professional CSz match in downtown Houston on their own time before they are allowed to compete.
- Further announcements regarding Comedy Sportz will be made at FTC meetings and FTC social media as information becomes available.

THEATRE EXPECTATIONS

GENERAL PARTICIPATION REQUIREMENTS

- All students wishing to participate in a production must first complete and turn in an acting audition or tech interview form and attend on audition days. Forms are to be picked up, completed, and signed by a parent *prior* to the audition date.
- All potential actors **MUST** be present for one full audition in order to be considered for casting. Arrangements for alternative audition times will be made on a case-by-case basis at the discretion of the director.
- All potential crew must interview with the director in order to be considered for a crew position on audition days. Arrangements for alternative interview times will be made on a case-by-case basis at the discretion of the director.

- Anyone wishing to join the cast or crew of a FTC production must become a paid member of the Freeman Theatre Company in good standing, to participate. (The musical is open to all FHS fine arts students.)
- Students who are selected to participate in productions must complete a registration form and pay any required participation fee within 7 days of the first rehearsal for any given production. Students who absolutely cannot pay within that time frame must reach out prior to the deadline to discuss options.
- If anyone is unable to pay their company fee or production fee, please contact Ms. Hart. No theatre student will EVER be denied an opportunity in the Freeman Theatre Company because of a lack of funds.

CASTING INFORMATION

Both student and staff directors always strive to cast productions fairly, with the guiding objective of assembling the overall cast that will best serve the directorial vision for the show. This requires many hours of careful analysis by the director and/or casting panel, who take their responsibility in this area very seriously. The casting panel may include directors from throughout the district, community volunteers and/or other staff. The directing team and casting panel watch every audition and participate as mediators/guides through the casting process. Each auditionee is evaluated based on their performance, at that moment in time. All students are encouraged to participate in productions, as members of the cast or crew. All students who audition are considered equally, in an inclusive environment, and are cast based on acting ability, combined with other considerations.

CASTING PROCESS

Casting is a very complex process. In the end, the directors and/or the casting panel must choose the students who best fit the roles. Many dimensions are considered as part of the casting process. Not only do we evaluate individual acting skills presented in the audition, but also the dynamics that develop between actors who will be creating the driving energy of the show in scenes together. Such dynamics are a large

part of what is explored in the “Callback” round of auditions. We also consider the student's performance outside the theatre program, evaluating their efforts in their core classes, as well. In addition, those in the production and advanced theatre classes, have earned the opportunity to be considered for casting opportunities over lower theatre level classes and students not enrolled in a theatre class. Students’ behavior choices are also considered. Students who create gossip, treat others in a negative manner, show up late for rehearsals, have excessive absences, have excessive late pick ups from rehearsals, and drop out of shows do not create a positive morale for the company and may make it a difficult decision for a director to cast. There is a saying in the theatre world, “you are always auditioning.”

For students, auditioning is an exciting, yet difficult process that can bring about great success, whether cast in the production or not. The more a student auditions, the better they will become, especially if they seek and receive feedback and guidance. The feeling of “rejection” over not getting cast seems disappointing at first, but students are encouraged to get right back to work, as soon as possible, so they can sharpen their skills for a future audition.

In theatre, as in life, each of us will experience both disappointment and success. Our goal is to teach our students how to deal with both, so when they leave Freeman High School they will be well prepared to navigate their way toward success in a complex world.

Please note- students who wish to discuss their audition may contact the director 24 hours after the audition. When the directors and students meet, the discussion will remain positive and focused on the student’s performance during their audition. Please be assured that a student’s future participation in the Freeman Theatre Company will not be jeopardized in any way by seeking to have concerns addressed according to this established process.

PARENTS/GUARDIANS

Please note, your student’s audition does not guarantee him-or-her a role in the show. While disappointment for some is an inevitable part of the experience in any

competitive tryout situation, be it an academic, athletic or artistic pursuit, one of the hallmarks of the Freeman Theatre Company is the many ways to get involved working on the production. If not cast in an on-stage role. These include: technical crew (i.e. house crew, publicity team, set design and construction, lights, sound, etc), or any of the many other teams that are an important part of every production (i.e. props, costumes, publicity, makeup, etc). If slots of interest are not available in the current show, please encourage your student to consider opportunities in an upcoming show.

We produce a variety of shows each year, to create as many theatre arts opportunities available to as many students as is possible, within the resources provided by the Freeman Theatre Company. As noted above, students are welcome, and encouraged, to discuss the audition process/outcome with the Directors.

However, this process will not be discussed with parents/guardians. Self-advocating is an important life skill and we strive to provide a safe and nurturing environment for our students to develop.

NOTE: Students who elect to withdraw themselves from a production (either cast or crew) after committing to a role may not be allowed to participate in further extracurricular theatre activities for the remainder of the school year. If the situation arises, the student will be required to meet with the director to discuss options. The decisions made will be on an individual basis and are at the sole discretion of the director.

Pick up from rehearsals:

Everyone's time is valuable. Your child's director does their best to wrap up rehearsal on time. The request is that students be picked up at the designated time and not past the 15 minute window. Your director has a family that they must also get to. Please respect our time as well. Students not picked up by the designated time requires the director to call Katy I.S.D. police in case something unforeseen has occurred.

Students picked up more than 15 minutes late will receive demerits against their thespian points and letterman's jackets. More than 3 late pick-ups may result in being

dropped from the show. Parents will receive an email by the 2nd late pick-up to remind them of these procedures. More than 3 late pick ups may result in a role change or removal from the show. Additionally, at any time, should you know that you will be more than 15 minutes picking up your child, please send me a remind and/or communicate with your child.

Students not picked up require a phone call to Katy I.S.D. police. It is our job to make sure your child is picked up. If an unforeseen circumstance were to occur, we must have a plan of action

Thank you for your understanding.

GRADES

- **PARTICIPATION/WARM-UP GRADES – 35%:** This includes possible written work, punctuality, having proper materials, and use of class and rehearsal time.
- **DAILY WORK /HOMEWORK/REHEARSALS– 15%:** This includes in-class work, homework, scene work, group collaboration, group projects, and lab scenes.
- **EXAMS/MAJOR WORK – 50%:** This includes any written or oral exam, major projects, semester crew hours, and performances for class and/or live audience. Criteria for grading all performances will be provided to the students when the project/performance is assigned.

SELF DISCIPLINE

Self-discipline is critical to the success of the FTC. Theatre students are expected to follow the FTC Classroom Rules, which are discussed, agreed to, and practiced in each classroom. Due to the nature of the theatre facility, the following rules shall also be enforced:

- No gum. No gum. No gum.

- No food or drink is allowed in any theatre spaces. Water may be consumed if it is in a sealed bottle (*stanley cups with straws, or other water bottles with straws are not permitted in any performance space*).
- Students are not allowed in dressing rooms until dress rehearsal and performance days.
- Students are not allowed to use restrooms that are in the classroom itself. They must go to the fine arts restrooms nearby.
- Practice theatre safety, performer's etiquette, and audience etiquette in all theatre spaces at all times. There are no exceptions. Your safety and your health could depend on it.
- Any irresponsible or unauthorized use of tools, equipment, materials, is considered vandalism and will be dealt with accordingly.
- Thoroughly clean all work areas and store all tools before beginning another task or leave the theatre areas. Pay attention to time and leave the amount of time necessary for you to depart class or rehearsal on time.
- Open toed shoes are not allowed in the technical theatre spaces. Hard soled, slip resistant shoes are preferred while working in the theatre. Shoes shall be worn in the theatre at all times. *Crocs(regular or sports mode), flip flops, and any type of slider shoes are prohibited.*
- Actors are not allowed to visit technical team members in the shop during breaks or any other time unless given specific permission.
- Any technician must turn in a Katy I.S.D. signed permission form to work with any tools along with first passing the safety exam with 100%.

REHEARSALS and PERFORMANCES

Be present and accounted for:

- Rehearsal begins at the scheduled time.
- Be at rehearsal if you are called.
- The amount of required rehearsals for actors depends on the size of the role.
- Crew heads are required at every rehearsal, unless otherwise arranged.
- Two weeks prior to the show will require all actors and crew to attend.
- Notify the director, the Stage Manager and Assistant Director at least 24 hours in advance if you will be absent.
- Arrive 15 minutes before call time and begin warming up/preparing for rehearsal. Rehearsal call time is at 3:00p.m., which means your warm-up period must begin by 2:45p.m.
- Rehearsal calendars can be found on the callboard or on remind.
- Rehearsal ends at the scheduled time. You will have transportation off campus ready at that time.
- More than 2 late pickups that are 15 minutes or greater and not emergency related, may result in dismissal from a production.
- On performance days, food delivery services (uber, doordash, etc.) are not permitted. Parents may drop food off at the front office prior to dismissal or at the side door of the blackbox. Light meals are recommended.

- Consumption of dairy products, soda, and coffee are not recommended as they affect the vocal health prior to a performance.
- Stay hydrated.

Practice self-discipline

- NO Cell Phones EVER, either onstage, backstage, during rehearsals, or performances.
- Check the Callboard daily.
- When you are not on-stage rehearsing, you are WATCHING and LISTENING to who is on stage or rehearsing your own part.
- Sidebar off topic conversations are not permitted. This includes technical crew members. Limit your volume when problem solving a technical or acting issue.
- Always have a pencil, an eraser, your script, and a notebook to take down acting and technical notes.
- Never give another actor a note unless they ask for assistance. Remember, “one voice,” “one director.”
- Never give your directors “notes.” unless asked for your feedback. Remember they are your directors and you are the actors.
- At all times resolve peer conflict that is non-threatening by incorporating conflict resolution strategies between you and your peer.
- Do not gossip about casting decisions and others’ abilities or issues with your director.

- Always bring any major issue (harming, threatening to harm, inappropriate school behaviors,) to the attention of your director.
- Always ask before you assume.
- Timing is important. Always set up an appointment with your director to discuss your concern. Rehearsal is not the time.
- Any irresponsible or unauthorized use of tools, equipment, materials, is considered vandalism and will be dealt with accordingly.
- Always think before you speak and ask if you are not sure.
- Any irresponsible or unauthorized use of tools, equipment, materials, is considered vandalism and will be dealt with accordingly.
- Do not bring gossip to a director.
- Do not create unnecessary drama. This is theatre not “drama.”
- Do the right thing even when no one is watching. This is integrity.
- Respect yourself and others.

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!
- FTC is inclusive. Everyone has a right to be here.

Take responsibility for yourself and your things

- Meet your deadlines. If a deadline is not met, you may be denied the opportunity to participate in whatever activity to which the deadline is related. Remind your parents of your deadlines. Examples of deadlines include but are not limited to:

- Show fees
 - Thespian Convention
 - Tickets for shows
 - Payments for trips
 - Banquet tickets
-
- 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 directions the first time it is given
- Speak only when required to do so
- Treat each run as though it was a performance

Be responsible for safety, spaces, and equipment

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

- Do not operate any technical equipment out of curiosity in the PAC, blackbox, or classroom without proper training. Your life can depend on it.
- Do not climb stairs to any area in the PAC without permission.
- Do not operate fly systems without training.
- Do not run in the PAC or blackbox unless it is script driven.
- Never talk when set pieces are moving and respond to holds and any safety directions appropriately.
- Always report anything that breaks or gets damaged to the director immediately.
- Do not jump on or off the stage.
- Liquids and food near electronics (light board, sound board, stage equipment) are prohibited.
- Never touch another actor's prop unless you are on the prop crew or a prop crew head.
- Never alter wigs, props, cues, etc. without permission from the director.
- Take care of all costumes, props, make-up, and all theatrical items. Handle them with care and place them in their correct home.

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, and assistant director.
- If you are absent from school, you may not attend an afternoon rehearsal. Please email the director ASAP that morning to let them 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 Survival Saturday, all dress rehearsals and all performances. If you must miss part, (or all) of Survival Saturday, a dress rehearsal, or a performance you may be dismissed from the production at the discretion of the director.
- Three (3) absences for ANY reason is automatic dismissal from the production, and your role / position will be replaced. Late arrivals and early departures will result in a half day absence.
- Students who arrive late or depart early must fill out the absence reporting form.
- 6 total absences (whether excused, unexcused or any mixture of them) for ANY reason may result in dismissal from the program.

REHEARSAL TARDIES

- Students are considered tardy if they are not in the theatre when roll is taken.
- 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 tardiness MAY be excused; talk to the director.

- 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'.
- 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 non-A.P. class.
- 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. In essence, ineligible students can still rehearse, but would not be allowed to perform.
- Any student who becomes 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

- Derogatory comments about 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 will not be allowed to participate in another theatre performance for the year and any student who withdraws from theatre class forfeits their FTC 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 Freeman 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 the technical director.

FTC BOOSTER CLUB WHAT IS IT?

- Freeman Theatre Company Booster Club is for parents and guardians of FHS theatre students and any other person or businesses supporting the Freeman 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 FTC and provide scholarship funding to its qualifying graduating seniors.
- The club, when established, will be 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 would have 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 Freeman 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 FTC 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 FTC.

MEETINGS

- Booster club meetings are scheduled to occur once a month/and or prior to each show and member attendance is encouraged, but not mandatory.

MEMBERSHIP

- Members sign up via a simple form which can be found on the FTC website.
- There are several levels of membership (starting at \$35), 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 lisamhart@katyisd.org

FUNDRAISING

- For FTC to make a positive impact on student outcomes and the community, support is critical.
- FTC 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 and Booster Club presence is critical for the program.

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 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. Sometimes tickets are only sold at the door.

MERCHANDISE AND APPAREL

- FTC apparel will be available to pre-order via pay-n-go.
- FTC members receive a FTC shirt as part of their membership (no more to pay). FTC members are encouraged to wear FTC apparel at FTC meetings, outings and events.
- Throughout the year, show shirts for the Fall Show, Winter Show/Musical, U.I.L., One Act Play and Student Directed One-Acts, will be printed and distributed to the participants in those shows as part of their show fees and any extras will be available for sale to the public at the shows.
- 100% of profit from merchandise and apparel sales goes to FTC.

Social Media

Follow us on Facebook, Instagram, and X: @FreemanTheatre