



STUDENT HANDBOOK

On this Production

NAME OF SHOW: _____

BOOK/WITTEN BY: _____

DIRECTOR: _____

ASSISTANT DIRECTOR: _____

STAGE MANAGER: _____

NAME: _____

PRODUCTION: _____

What is Acting?

Acting: The work of an actor or actress, which is a person in theatre, television, film, or any other storytelling medium who tells the story by portraying a character and, usually, speaking or singing the written text or play.

Actor/Actress: A male or female person who performs a role in a play, work of theatre, or movie.

Ensemble/Chorus: A speech, song, or other utterance made in concert by a group of performers.

Company: The cast, crew and other staff associated with a show.

Play: The stage representation of an action or a story; a dramatic composition.

Script: The written text of a play.

Text: Printed words, including dialogue and the stage directions for a script.

Dialogue: The conversation between actors on stage.

Subtext: Information that is implied by a character but not stated by a character in dialogue, including actions and thoughts.

Acts: Sections that a script is divided into. Usually two acts in a play.

Scene: Divided sections of an act of a play that change in setting or time.

Score: A written form of a musical composition.

Theatre: To imitate or represent life in performance for other people; the performance of dramatic literature; drama, the milieu of actors, technicians, and playwrights; the place where dramatic performances take place.

Drama: A theatrical work that is intentionally dramatic.

Comedy: A theatrical work that is intentionally humorous.

Musical Theatre: A type of entertainment containing music, songs, and, usually, dance.

Stage: The area where actors perform.

AUDITIONS

Who Does What?

Playwright: A person who writes plays. Someone who writes the book of a musical.

Composer: A person who creates music.

Lyricist: A person who writes the lyrics, or words to a song.

Director: The person who oversees the entire process of staging a production.

Stage Manager: The director's liaison backstage during rehearsal and performance. The stage manager is responsible for the running of each performance.

Music Director: The person who oversees the musical aspects of a production.

Choreographer: The person who oversees the movement/dances of a production.

Design Team: The creative team who develop and execute the aesthetic or functional designs in a production, such as costumes, lighting, sets, and makeup.

Stage Crew: The backstage technical crew responsible for running the show. In small theatre companies the same persons build the set and handle the load-in. Then, during performances, they change the scenery and handle the curtain.

Acting Terms

Blocking: the specific staging of a play's movements, usually given by the director. the movements of actors on stage.

Characterization: the creating and convincing of attributes of a character.

Cue: The command given to technical departments to carry out a particular order. Or the signal an actor uses to begin a line or movement.

Character: A "person" in a play, as performed/recreated by an actor/actress.

Diction: The articulation of speech and it's clear pronunciation.

Emotional Memory: The technique of calling upon your own memories to understand a character's emotions.

Gesture: An expressive movement of the body or limbs.

Improvisation: A spontaneous style of theatre through which scenes are created without advance rehearsal or a script.

Motivation: The reason behind objectives, "Why did my character do that?"

Objective: The basic goals or intentions of a character.

Off-Book: Rehearsing without script. Knowing your lines and blocking

On-Book: Rehearsing with script in hand.

Pantomime: Acting without words through facial expression, gesture, and movement.

Pitch: The highness or lowness of voice.

Projection: the ability to direct one's voice so as to be heard clearly at a distance.

Tableau: A silent and motionless depiction of a scene created by actors, often from a picture.

Voice: The ability of uttering sounds through the mouth by the controlled expulsion of air.

Volume- The degree of loudness or intensity of a voice.

Production Terms

Blackout: Shut down of stage lighting.

Call Time: The time actors/crew are expected to be at the theatre.

Dress Rehearsal: A full rehearsal, with everything brought together. Full costumes and makeup are worn.

"Heads Up": A shouted warning (often just "Heads!") for staff to be aware of actions above them.

House Lights: The theater lighting which is usually faded right before a show.

Intermission- The break between acts for the audience and performers.

Microphone: An instrument that is used to change voice waves into electrical pulses and on to an amplifier. Body mics are usually worn by actors to help in projection.

Run-Through: A rehearsal moving from start to finish without stopping for corrections or notes.

Spotlight: A light that shines down on a stage that shines on a group of people or one person.

Sound Check: Testing the sound system before a show and checking each speaker.

Technical Rehearsal: Most often the first time the play is rehearsed in the auditorium, with the lights, scenery and sound. Costumes are used sometimes.

Stage Terms

Aisle : A passage through the seating.

Backstage: The part of the stage and theater which is out of the sight of the audience.

Backdrop: Large pieces of paper or cloth that hang behind acting areas to represent different settings.

Balcony: The second level of audience seating. The third when there is a mezzanine.

Batten: A large metal pipe suspended overhead that backdrops hang off of.

Costume: Clothing worn by an actor on stage during a performance.

Cyclorama: A special backdrop that is hung at the rear of the stage.

Fly Space: The area above the stage where battens are suspended and backdrops can be stored when not used in a scene.

Green Room: The room where actors wait before the show and during intermission.

House: The seating where the audience sits during a performance.

Make-Up: Cosmetics and sometimes hairstyles that an actor wears on stage to emphasize facial features, historical periods, characterizations, and so forth.

Mezzanine: The second level of an auditorium.

Orchestra Pit: A sunken part of the stage where the musicians play the music.

Orchestra Seating: The first level of seating in the audience.

Props: (Properties) Furnishings, set dressings, and any other item large and small. Props that are handled by actors are known as hand props, props which are mostly kept in an actors costume are known as personal props.

Set: The scenery and other properties used to identify the location/setting of a dramatic production.

A: Hi!

B: Hello.

A: How's everything?

B: Fine, I guess.

A: Do you know what time it is?

B: No. Not exactly.

A: Don't you have a watch?

B: Not on me

A: Well?

B: Well, what?

A: What did you do last night?

B: What do you mean?

A: What did you do last night?

B: Nothing

A: Nothing?

B: I said, nothing!

A: I'm sorry I asked

B: That's all right.

A: What was that?

B: Don't look.

A: I'm only human.

B: Maybe that's not enough.

A: I don't understand.

B: It makes me sick.

A: Perhaps I could help.

B: Don't get involved.

A: Don't you care?

B: Yes, I do.

A: So?

B: Look—there's another one. No, don't look.

A: What do you want?

B: World peace.

Audition: A trial performance, by an actor, dancer, or musician, to demonstrate acting, dancing and singing skills. A try out for a part.

Callback: This is what happens after your first audition. If casting directors decide that they'd like to see you again you'll be invited to audition for the same part again, but this time the director and producer will most likely be present.

Casting: Director or others choosing actors to perform the role(s).

Cold Read: A reading of a script done by actors who have not previously reviewed the play.

Headshot: This is a picture of your face.

Monologue: A long speech by a single character. Monologues are sometimes required for auditions to present your best talent to the director.

Resume: This is a written copy of any previous acting work you might have done. It's usually one page in length. It lists the roles you've played in movies, TV or plays, your training (if any) and all the special skills. Special skills include things like juggling and skateboarding.

Sides- Sides are abbreviated scripts you read from for audition purposes.

Slate: This is a simple introduction of who you are where you state your name, age and sometimes other items asked by the director. Keep it simple, loud and charming.

Remember even the best actors/actresses must deal with rejection or not getting the part they wanted. Just keep working hard and remember anything is possible.

STAGE DIRECTIONS SHEET

Downstage Right
Downstage Left
Downstage Center

Center Stage Right
Center Stage Left
Center Stage

Upstage Right
Upstage Left
Upstage Center

AUDIENCE

SAMPLE BLOCKING NOTES

JOE: Why did you do that?

MARY: I have no idea.

JOE: You should not have done that.

MARY: Sit down!

JOE: Why?

ALEX: Because she said.

JOE: You are crazy!

ALEX: What happened now?

MARY: I don't know.

JOE: Yes you do.

MARY: I can't take it anymore.

- Stage Left (SL)
- Upstage (US)
- Stage Right (SR)
- Downstage (DS)
- Cross (X)
- Center Stage (CS)
- Off Stage (OS)
- Down Center (DC)
- Up Center (UC)
- Enter (Ntr)
- Kneel (Knl)
- Downstage Right (DSR)
- Downstage Left (DSL)
- Downstage Center (DSC)
- Upstage Right (USR)
- Upstage Left (USL)
- Upstage Center (USC)

Underline word movement takes place.

Use abbreviations to note entrances, exits, movement, etc...

Circle words that need emphasis



GENDER: _____ HAIR COLOR: _____ EYE COLOR: _____

AUDITION FORM

First Name: _____ Last Name: _____

Age: _____ Current Grade: _____ School _____

List your most recent **Acting** and/or **Technical** Experience in the chart below:

SHOW	ROLE	COMPANY/LOCATION

Production(s) Auditioning for: _____

Role(s) Auditioning for:

1st CHOICE _____ 2nd CHOICE _____

3rd CHOICE _____ 4th CHOICE _____

Do you have any special skills/talents? (Ex. juggling, gymnastics, martial arts, musical instruments)
Please list.

PLEASE LIST ALL CONFLICTS HERE. Please look at rehearsal schedule thoroughly and list any medical appointments, vacations, Spring Break, etc. You must list them here to be excused. Any conflicts after casting NOT LISTED HERE may result in losing shows and/or change of casting.

Do you wear contacts or glasses? _____ Do you need to wear glasses on stage to see? _____

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

