



**Fellowship of Inspired Lions Handbook**

Legacy Preparatory Christian Academy

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## **About FOIL**

FOIL is Legacy Preparatory Christian Academy's theater arts program. It was founded in Spring 2014 as an effort to further promote fine arts appreciation and participation in the school. We pray before and after rehearsals, we have student and director-led worship times, and the Artistic Team prays for the cast throughout the process from auditions to final curtain call.

## **FOIL's Mission Statement**

FOIL provides an avenue for creatively gifted students to form relationships with others and showcase their talents in a way that glorifies God.

## **Productions**

There are at least two productions per school year. FOIL participates in some type of play production in the fall (type of production and ages vary), and there is also a junior or full-length stage production during the spring semester, frequently a musical, typically open to all 5<sup>th</sup>-12<sup>th</sup>-grade students. Other opportunities may present themselves but are not guaranteed.

## **Artistic Team**

The Artistic Team is typically comprised of the Director, Assistant Director, Choreographer, and Vocal Director, working in tandem with the Show Coordinator. Sometimes a single person may take on more than one of these roles or another individual with a specialized talent may join the team.

Questions or problems during the show process should be resolved with the Show Coordinator or the Director, if necessary.

## **Family Commitment**

FOIL cannot produce shows without the help of the families. The commitments from families are different for the different types of productions. Please see the sections later in this Handbook for further descriptions of "TAPPS' OAP Competition Committees," "Pre-Show Committees," and "Tech Week Committees."

Because each family has access to different resources, we have two options for supporting FOIL during a student's participation in most productions. It is our hope that having options to choose from will make it easier for you to support the organization.

**For the TAPPS' One Act Play Competition:**

**Option 1:** \$100 production fee, 10 volunteer hours\*

**Option 2:** \$275 production fee, no volunteer hours

*\*Each volunteer hour NOT completed once the competition is over will be billed at \$50/hour.*

Please note: If FOIL advances to further competitions, such as State, other costs including hotel stays and food will be the responsibility of the family and will be further explained at the time.

**For the RenFest Competition:**

\$45 fee per student for the first event; an additional \$15 per student for any additional events the student competes in. Volunteer hours are not required at this time, although welcome.

**For the Spring Production:**

**Option 1:** \$200 production fee, 25 pre-show volunteer hours\*, 10 tech week volunteer hours\*

**Option 2:** \$800 production fee,

*\*Each volunteer hour NOT completed once the show is over will be billed at \$50/hour.*

*Show volunteer hours WILL count towards overall volunteer hours required by Legacy.*

**Mandatory Pre-Show Meeting**

Every family interested in participating in a FOIL spring production MUST have one parent or responsible adult attend the scheduled Mandatory Pre-Show Meeting on the second day of rehearsals. At this meeting families will learn about committees, logging volunteer hours, "Bittles," tech week, etc., as well as meet the Artistic Team. If a family cannot attend the scheduled meeting, it is the family's responsibility to contact the Show Coordinator to arrange an individual conference. Parents who do not attend the meeting or make alternative arrangements will result in their student not being permitted to continue with the show.

**Drama Elective Student Participation**

All students enrolled in the Drama elective are required to both (A) audition and (B) contribute to the Fall Play and Spring Production in some capacity – either as a cast member (if they are interested and selected) or on a committee (examples include props, costumes, set, etc.). If the student is cast, then the family is responsible for the financial and volunteer requirements detailed above.

## Auditions

Any student in 5<sup>th</sup>-12<sup>th</sup> grade is welcome to audition for the spring show\*. Students should bring the completed Audition Packet to their audition, signed by parents, with ALL conflicts recorded (remember that the more conflicts that are listed, the less time the student will be in rehearsals, which may impact the size of the role the student receives). **There may not be any conflicts during Tech Week or during Shows/Competitions.**

Students should prepare the following requirements for the audition process for the Spring Show: a slate, a song, and a monologue. A "slate" is a student's first impression to the directors. The student should state their name, their grade level, and the titles of their monologue and song. The slate should be practiced before the audition! The song should be 60-seconds long (try to match the style of the production) with musical accompaniment (bring a CD, phone, iPod, computer, etc. with the **karaoke** version of the song). Make sure there is music! Acapella is not for auditions. The student also needs to memorize a 30-60 second monologue of their choosing. The entire audition process is closed to the public.

Students should dress nicely and treat the audition like a job interview. Shorts, t-shirts, and flip-flops are not appropriate attire. Students should also bring comfortable clothing for the dance audition that follows the individual auditions. Students will be taught a short dance\*\* to music by the choreographer, given an opportunity to practice with help, and then asked to reproduce the dance in groups. Every student must participate in ALL steps of the audition process to be considered for a role, even if they would prefer to not receive a solo.

The audition starts the moment the student walks into the door and lasts until about 30 seconds after they leave. Students should NOT apologize for how they sing or how they perform. Directors want each student to do well! Students should not rock back and forth or fidget either. Instead, they should smile and demonstrate that they will be pleasant to work with. They should project confidence and sing with confidence, even if they do not sing well. Finish by thanking the Artistic Team for their time and attention.

*\*Auditions for the fall play only require a slate and monologue.*

## Casting

For the spring production the casting requirements will vary greatly depending on the production requirements. When we compete in the TAPPS' OAP Competition, 15 students are permitted to be cast, 5 students may be alternates, and up to 5 students (middle school or high school) may serve as crewmembers. When we compete at the RenFest, students in grades 6-12 are permitted to compete in different theater events. Other opportunities may arise, and those casting requirements will be communicated at the time.

Every single role in a show is important. The show requires the lead characters, the supporting roles, and the ensemble to make a complete production. No single role is more important than any other. The Artistic Team will deliberate and pray over the Cast List for as long as it takes for them to feel as though it is completed. Sometimes this process is simple and

easy, while other times it is extremely difficult. Our goal is to have the Cast List available to the students as quickly as possible.

Casting a show is complex. There are some things that impact a casting decision that a student can do absolutely nothing about. These include height, overall “look”, and what part each student sings, as well as what specific parts are available in a particular production. A few other factors depend on the other students auditioning, for example, the “chemistry” between possible on-stage couples (romantic or hero/villain).

Many times casting appears as though leading roles are given to a small group of people over and over again. It is important to understand that fairness goes both ways. Some students work hard on their skills, never miss a rehearsal, take extra dance, music, or acting classes because they want to improve on their talents and abilities. These students should not be penalized for working hard, training, and having a natural talent. FOIL believes that everyone should have the same opportunity to demonstrate their abilities to compete for the roles.

### **Cast Member Benefits**

Each cast member will receive a Show T-Shirt (for the spring show), the code to log into the Custom Google Classroom Show Account, a tentative rehearsal schedule, and instructions for logging their hours. Students may also choose to order charms if they would like, at an additional cost. Students also have the opportunity to receive letterman patches if they meet the requirements. See the section later in the Handbook for these requirements.

### **Rehearsals**

Most rehearsals will consist of the following: a physical warm-up, a vocal warm-up, learning new dances or practicing previously learned dances, blocking, running complete scenes or acts, prayer and/or worship.

Although most of the rehearsals will have the full cast called, occasional rehearsals may only call certain cast members. If this occurs, the non-called cast members may still come and enjoy fellowship and practice, but it is not required.

Students are required to Sign-In and Sign-Out every time they arrive and leave.

### **Dress-Code**

During every rehearsal students are expected to wear **grey sweatpants, white crew-neck t-shirts** (no logos/images/words), **and comfortable shoes**. Athletic shorts are not allowed. During auditions students will have the opportunity to purchase sweats with the FOIL logo and shirts with the motto if desired. Adult volunteers, the Artistic Team, the Show Intern, and Crew are all welcome to purchase the Legacy FOIL gear as well, although they will be a different color.

Once costumes are being fitted, students are also required to bring “**underclothes**” which include a tank top and bike shorts that can be worn without being seen under costumes for modesty and quick changes.

During Tech Week students are expected to bring underclothes to each rehearsal, as well as a **“cover-up”**. Students may not eat or drink in costumes without wearing a cover-up. During OAP Competition, students are expected to bring modest and appropriate clothing to be worn when not actively competition or in costume.

Students may be required to purchase or borrow a certain style of shoe depending on the show for tech week and performances/competitions.

### **Show Intern**

The Show Intern is a role that works closely with the Artistic Team for the duration of the spring show. They have a wide variety of responsibilities which primarily involve helping accomplish whatever needs to be done in the moment. The Show Intern attends all of the rehearsals, tech week and shows. The benefits include a Show T-Shirt, great work/volunteer experience, and the cast experience without actually being on stage. We highly value this position.

Interested students must submit a letter to the Artistic Team explaining both why they would like the position, as well as why they would add value to the team. Applicants must have logged at least 20 hours in a previous FOIL production (either as cast or crew) in order to apply. In the rare case of an extremely involved and complicated production, two students may be selected to be Show Interns. Students without the required 20 hours are encouraged to volunteer their time on various committees during a show so that they may apply for the next production.

### **Student Awards**

There are six awards bestowed upon students at the close of the last show during the Strike Party. The winners of the first five awards receive a green room blanket, and all six receive a certificate.

**“Lion Heart” Award:** The most Christ-like cast member that is voted on by the cast on the last day of regular rehearsal, before going into Tech Week. This person is kind, sincere, friendly, positive, humble, and encourages others. S/he is a positive role model and has a Christ-like spirit.

**“Leader of the Pack” Award:** The cast member who was always looking out for others. S/he was helpful, on the ball, and hard working without being asked. S/he has a servant’s heart and takes care of others. The Artistic Team selects this award recipient.

**“Star of the Savannah” Award:** The cast member who brings the most life to his/her character or made his/her character extra special. S/he is the one who truly made their part “shine” in the show. The Artistic Team selects this award recipient.

**“Wildcat” Award:** The funniest mishap that happens during the show or the cast member who suffers the most for their art. This award can be given to anyone involved with the production of the show. The Artistic Team selects this award recipient.

**“Lion Leap” Award:** The cast member who showed the most growth as an actor or as a person during the run of the show. S/he made a large “leap” from where they started to where they finished when the show ends. The Artistic Team selects this award recipient.

**“Backstage Crew Award”:** A crew member who did an outstanding job. The most helpful, hard-working crew member usually selected by the Show Intern and/or backstage committee, with possible input from the Artistic Team.

### **Eligibility**

FOIL follows the rules of TAPPS with regards to eligibility. If a student is failing more than one class, the student is no longer eligible to participate.

In addition, if a student decides to drop out of a production for reasons that are not approved by the director and show coordinator, then they are not eligible to participate in the following production.

### **Lettering**

Both cast and crew members are eligible for earning Varsity Letters for FOIL. The letter patch may not be received until the required hours are completed. In order for students to receive the Varsity Letter, they must complete the following requirements:

1. Log 130 hours (cast, crew, and/or volunteer)
2. Complete all commitments to productions for which volunteer hours were logged
3. Receive a recommendation from the Artistic Team

Grounds for the Artistic Team not recommending the student for lettering could include:

- Missing rehearsals not previously stated in the conflict form or not excusing absences or tardies with the Artistic Team before rehearsal
- Not memorizing lines in a timely fashion
- Not making every effort to learn dances
- Not arriving on time, regularly ducking out of rehearsal, or not following the rules in rehearsal
- Poor attitude

## Fine Arts Credit

Students may receive **0.5 Fine Arts Credit** if they complete **40 hours** of FOIL activities in **one semester** by being cast in the fall TAPPS' One Act Play, the spring musical, or working on the crew of the fall one-act play or spring musical. These hours must be logged on the *FOIL Fine Arts/Elective Credit Form* and signed off by either the Show Coordinator or the Director. Students who are not enrolled in Drama but are cast in the fall one-act play\* or spring musical\* will be entered into Praxi so that attendance can be taken and a grade can be given for the Fine Arts Credit.

If a student has already earned their required 1.0 Fine Arts credit, then they may use this same process to earn up to a max of 1.0 additional elective credit.

*\*Please note that only **FOIL** activities are eligible for earning Fine Arts or Elective credit, not any other outside theater companies, summer camps, etc.*

## Committees

Spring Show: Every family who opts for the Option 1 Production Fee will need to log 25 volunteer hours in a Pre-Show Committee as well as 10 hours in a Tech Week Committee.

TAPPS' OAP Competition: Every family who opts for the Option 1 Production fee will need to log 10 hours in a Competition Committee, and every family who chooses the Option 2 Production Fee will not need to volunteer.

We will have Volunteer Logs for you to fill out during the show process. Please see the below descriptions to understand the committee responsibilities.

We also invite and encourage any students with a passion for one of these areas to volunteer to Chair the committee! It makes for great experience and resume building, as well as allows you to log many volunteer hours.

## Pre-Show Committees

**Set** – This committee is responsible for designing and building sets according to the artistic team's vision.

**Props** – This committee is responsible for gathering or purchasing all of the props required in the show.

**Costumes** – This committee is responsible for fitting each cast member with the appropriate costumes according to the artistic team's vision.

**House** – This committee is responsible for ticketing. This includes mapping out the venue, online ticket sales, at the door ticket sales, and ushers.

**Concessions/Souvenirs** – This committee is responsible for providing concessions for each show and souvenirs to sell that are the appropriate show theme.

**Public Relations** – This committee is responsible for advertising the show for ticket sales as well as soliciting ads for the playbill to offset the cost of printing.

**Hospitality** – This committee provides snacks and food for cast members during rehearsals.

### **Tech Week Committees**

**Backstage** – This committee is responsible for keeping props organized backstage and ready for cast members and help move sets. They also assist cast members as requested by the Artistic Team. This committee is required to wear all black during performances due to potential visibility from the audience.

**Costumes** – This committee helps with quick-changes and is ready to make repairs.

**House** – This committee is in charge of ticketing. This includes at the door ticket sales, and training/supervising ushers.

**Concessions/Souvenirs** – This committee is responsible for selling souvenirs and working at the concession table.

**Hospitality** – This committee provides snacks and food for cast members during tech week.

**Mics** – This committee assists with putting on, taking off, and doing tests of the mics. Only adults who have been trained on mics will be able to fulfill this role.

### **TAPPS' OAP: Competition Committees**

**Crew Supervision** - OAP is meant to be student driven; however, we need adults to supervise committee work and help with travel/errand running when needed.

**Rehearsal Hospitality** – This committee is responsible for snacks and food during rehearsals.

**Competition Hospitality** – This committee is responsible for snacks and food during the competition.

### **Budget**

Each show has a limited amount of money that can be spent. These amounts are based on expected ticket sales revenue, cost of the rights for that particular show, cost of the rehearsal venue(s), cost of the production venue, etc. Once the overall budget has been created, it is broken down into the committees based on the assets we already have available. No changes to the budget may be made without the approval of the Show Coordinator.

It is SO IMPORTANT to know the costs of all items being purchased in order to stay within the budget. You must submit reimbursement request forms as purchases are made so that the committee chair and the show coordinator may keep up-to-date accuracy with each committee's' budget.

## **Tax Exempt Account**

LPCA is a 501(c) and tax-exempt for purchases related to our shows. Committees will receive a copy of the form to take to with them when making purchases for the show. LPCA will not reimburse tax expenses.

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**FOIL aims to provide experiences for students that teach leadership, teamwork, and unity. It is a family as well as a school experience, creating memories for everyone involved. We pray for and with one another, and ultimately aim to make our expressions of creativity pleasing to the Lord.**