

Production Rehearsals, Policies & Promises

Harrisburg Christian Performing Arts Center (HCPAC) is an educational, theater-based ministry for young students through adults. While other theater organizations focus solely upon the end product, HCPAC is more interested in the process. Not only do participants receive professional level training in the arts, but we also strive to equip them with other life skills, including Bible Study, during rehearsals. HCPAC is interested in impacting lives in the here-and now, and for all of eternity!

All members participating in HCPAC productions will follow and respect the HCPAC's Moral Code of Conduct:

- As a community, we commit and expect the continuous expression of our values through responsible decisions and actions. While not everyone will agree upon the application of such values, we expect all involved to balance personal freedom with concern for the moral standards of others.
- Because we know that God created each of us with intrinsic value and worth, everyone involved (production staff, cast, crew and their guardians) will be held accountable for any demonstrative, divisive dialogue or actions. We will avoid all gossip, manipulative, dishonest behavior, sexist and sexual and/or racist attitudes, dialogue and/or behavior. Instead, we will strive to uphold and stress integrity, commitment and compassion in relationship with others.
- Prohibitions within the HCPAC building and/or on any of the campus grounds include (yet are not limited to): use of tobacco products, use or abuse of alcoholic beverages, use or abuse of non-prescription drugs, profanity, gambling, stealing, occult practices, consensual physical interaction, sexually exploitive or abusive behavior, inappropriate sexual discussion, any and all behaviors potentially harmful to the physical or mental well-being of oneself or another. Interaction, of any kind (participant or observer), in any of the previously listed activities will result in dismissal from the production, HCPAC and/or may bring about appropriate legal action.

HCPAC PRODUCTION GUIDELINES

Expectations

It is expected that by participating in a HCPAC production, performers (and their families) will fully participate in all aspects of the production process (rehearsals, community service projects, work days, strike, volunteering, fundraising).

Leadership/Management

The Stage Manager is the cast liaison and messenger between the cast, the crew, and their parents/guardians, the choreographer, the music director, and the director. Any comments or concerns must be addressed with the stage manager, not the director, music director, or choreographer. The

Cast members are to obey instructions given by the director, stage manager, and other designated production staff leaders. Cast members must adhere to deadlines for learning music, script and choreography which are established by the director.

Forms and Clearances

Every performer must have the following paperwork on file in order to participate in rehearsal:

- Emergency Information Sheet

In addition, adult performers must have the following forms on file to participate in rehearsals:

- Act 34 – Criminal Record Check from the Pennsylvania State Police (FREE for volunteers)
- Act 151 – Child Abuse History Clearances from the Department of Human Services (FREE for volunteers)
- Act 114 – FBI Fingerprint Clearance (cost is \$27.50) or Resident Disclosure Statement. Fingerprint Clearance is required if you have NOT been a continuous resident of PA for the last 10 years. If you have lived in PA for 10 consecutive years, you can submit the Resident Disclosure Statement

Faith-Based Production

In participating in a production at HCPAC, actors agree to fully participate in this production and also in volunteer opportunities, fundraisers, community service projects and biblical discussions. The production staff will take the opportunity at rehearsals to discuss the Old and New Testament biblical truths. All cast members are expected to be present during biblical discussions.

Attendance

Attendance is critical for the production. Failure to attend an excessive number of rehearsals may be grounds for the loss of a particular role, or even exclusion from the remainder of the production. This will reflect poorly on the reliability of the performer for consideration in future productions. In the event of an emergency or unavoidable circumstance, submit your absence request with the following information: actor's name, date of absence/late/early dismissal (including times), reason and contact phone number. Actors should email their request to productions@thehcpac.org.

Upon arrival, all production team members, actors and technicians must sign-in using the Attendance Log. Actors must be present, on time, for every rehearsal! "On time" means five minutes early so that actors and crew have enough time to check the Communication Board, greet one another and be ready to work at the starting time.

Communications Board/Email Updates

It is important for cast members, technicians, volunteers and parents to check the designated communications board each rehearsal and/or email update prior to rehearsal. This board and email updates will contain pertinent information including schedule changes, rehearsal information, volunteer information, etc.

Snow and Inclement Weather

In the case of possibly hazardous weather, please note that HCPAC will post delays and cancellations on the website and on Facebook. If in doubt, please check before leaving to come to rehearsal.

Volunteers

Harrisburg Christian Performing Arts Center is a volunteer-driven organization; we treasure those who are willing to give their time and energy to help this ministry. The safety of the children involved in our programs is paramount; therefore, HCPAC intends to be fully compliant with state laws requiring background checks to be renewed every three years.

Links to the forms and more details are available on the HCPAC website.

Volunteers are required to complete:

- Act 34 – Criminal Record Check from the Pennsylvania State Police (FREE for volunteers)
- Act 151 – Child Abuse History Clearances from the Department of Human Services (FREE for volunteers)
- Act 114 – FBI Fingerprint Clearance (cost is \$27.50) or Resident Disclosure Statement. Fingerprint Clearance is required if you have NOT been a continuous resident of PA for the last 10 years. If you have lived in PA for 10 consecutive years, you can submit the Resident Disclosure Statement.

Safety

Cast members, under the age of 18, are not permitted to be outside of the building before, after, or during rehearsal unless they are accompanied by an adult volunteer. Cast members, under the age of 18, are not permitted to leave the HCPAC property at the conclusion of rehearsal with an unauthorized driver. Parents must give written consent, naming the specific driver, for students to leave the premise. For safety reasons, no one is permitted to leave the facility prior to the scheduled conclusion of rehearsal without first notifying the stage manager.

During rehearsals and productions, cast members must remain respectfully quiet. Rehearsal breaks will be given for actors to socialize, stretch or change costumes. There is to be absolutely no “rough housing” at any time.

REHEARSAL ETIQUETTE

Script

Performers must bring their script, music and pencil to every rehearsal. Actors cannot write in pen in the scripts. All pencil marks in the script must be erased upon return of script/end of production. Lost books are the sole financial responsibility of the actor to whom it was assigned.

Drop Off/Pick Up

Parents/guardians are strongly encouraged to come into the building at the beginning and/or end of each rehearsal to check the communications board for any pertinent updates.

Rehearsal Clothing/Dress Code

Participants must come dressed in attire that will not restrict full range of movement for all rehearsals. Transparent or revealing (i.e. very short skirts and shorts, sheer or mesh shirts, etc.) may not be worn. Skirts and shorts may not be shorter than the longest finger of your extended arm. Sagging pants are unacceptable; belt loops on pants must be waist high. Spaghetti-strap, halter and low-cut tops (front and/or back) are not permitted. Sleeveless tops must have close fitted arm openings. Midriffs and underwear must be covered. A shirt is too short if the midriff shows when arms are raised above the head. Shirts/blouses should be long enough to tuck into pants/skirts. Shoes must be worn at all times.

Clothing with slogans/pictures displaying or suggesting the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendos, lewd or illegal behavior is not permitted.

Cell Phones and Electronics

Cell phones and electronics are to be silenced prior to rehearsal. They may only be used during breaks or "down time." Lost, damaged or stolen personal items are no the responsibility of HCPAC.

Production Costumes and Footwear

During production, actors will receive a list of costume requirements. Some costumes will be provided by HCPAC. Other times, actors will receive a list of required apparel that you will need to provide to enhance the costume. Each cast member is responsible for the proper undergarments, whether it is support garments (as per gender), appropriate flesh tone body suits, discreet tank top or shorts. All cast members are responsible to provide their own footwear. Please refer to the costume requirement form for an itemized list of footwear requirements. Approved footwear must be worn to all rehearsals, minus music rehearsals. During rehearsal or productions, actors are not permitted to cut, color, or alter their hair in any way, without first gaining permission from the director.

No one will be permitted to wear modern glasses on stage for dress rehearsals and performances. It is recommended that if you do not have contact lenses, cast members begin rehearsing without glasses during tech week.

I have read the Production Rehearsals, Policies and Promises of HCPAC and have reviewed them with all student members in my household. I/we promise our commitment to faithfully uphold the guidelines set forth. I/we acknowledge the failure of myself or my student members to follow through on any of these promises may jeopardize my/our involvement in this or subsequent productions.

I shall indemnify and hold HCPAC harmless from any liability imposed upon HCPAC, adjudicated or otherwise, by virtue of any personal injury or property damage arising from any use of the premises on the Harrisburg Christian Performing Arts Center by me, my agents and invitees, or by any acts done thereon by me, my agents and invitees, including court costs and counsel fees.