



PARENT HANDBOOK

THE OUTSIDERS

TRINITY THEATRE
COMPANY 

**"IT'S NOT THE MAGIC THAT
MAKES IT WORK. IT'S THE
WORK THAT MAKES IT MAGIC"**

-LEE COCKERELL



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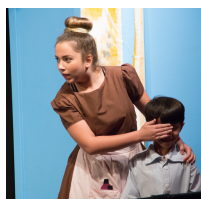
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Welcome to

TRINITY THEATRE



To new families -- welcome!

To returning families -- welcome back!

Whether this is your first show or your 101st with Trinity Theatre, we are so excited to work with you on this production!

Welcome to the Trinity Theatre Arts Education experience! Your production team has been hard at work for several months, planning and organizing this season's production schedule. This handbook is designed to be your road map through the Trinity Theatre Arts Education program. Keep this handbook to refer to during the production process.

Please read the handbook carefully and take the time to decide which volunteer committee you would like to take part in. Review the various options and decide as a family what your support role will be in the production.

Any questions or concerns can be addressed at our first parent meeting to ensure solid communication between the production team and parents. Also feel free to e-mail me anytime with questions.

We are delighted to welcome you to our Trinity family and look forward to creating another great Trinity Theatre Arts Education production.

Thank You,

Sean Boyd
Artistic Director - Trinity Theatre Company
Sean@trinityttc.org | 619-838-7233

OUR HISTORY

Arts + Education

TRINITY THEATRE COMPANY (TTC) RENDERS PRODUCTIONS OF GREAT SOCIETAL VALUE IN HOPES OF UNIFYING FRIENDS, FAMILY, AND COMMUNITY.

Trinity Theatre Company has been in existence since 2012, when Sean Boyd and his friend and classmate Kenden Reed opted to start a theatre company while in their final year of high school. Their vision was to provide a space for all people, regardless of background or experience, to enjoy and learn the beauty of theatre arts. In 2013, Trinity expanded to also begin offering youth classes and productions through local schools. Throughout their tenure, Trinity has partnered with other community organizations such as Kids 4 Community, Feeding San Diego, and now Kitabu Reading Club Adventures to bring the joy of theatre to all who are interested.

Trinity Theatre’s Arts Education program launched in the Spring of 2013 to engage local youth actors interested in participating in a production of *Into the Woods, Jr.* A professional team of directors and educators was assembled to guide 20 youth in a memorable production. Subsequent productions have included *Winnie the Pooh*, *Seussical Jr.*, *Disney’s 101 Dalmatians Kids*, *Bugsy Malone Jr.*, *Honk Jr.*, *You’re a Good Man Charlie Brown*, *Elf Jr.*, and many more.

Trinity Theatre’s Arts Education program has continued to introduce opportunity and potential to both kids and families in San Diego County. *Opportunity* is given for any child, ages 5-18, to be included in the cast of our shows. With our team of professional artists and educators, the musical theatre process also provides instruction in voice, dance, and acting which allows young artists to develop their *potential* in the arts and to encourage personal growth in many other areas of their lives. Another added bonus is the hundreds of patrons, young and old, able to enjoy local arts and culture.

With the assistance of many volunteers, teaching artists and skilled production specialists, Trinity Theatre’s Arts Education program will continue to extend Sean’s dream of providing the arts to all of San Diego, both on stage and as audiences, regardless of background and experience.



SEAN BOYD
Director
(619) 838-7233
sean@trinitytcc.org



AMY PERKINS
Co-Director
amy@trinitytcc.org



CONTACT US



PARENT VOLUNTEERS

If you are interested in supporting this production as a Parent Volunteer, please email Sean directly. We are looking for team members to help organize costumes and props, as well as front of house design and decor.

There will not be a parent meeting for this production. We always appreciate and encourage your feedback and inquiries. However, the best time to communicate with the production team is at our scheduled parent meeting or through email. Please do not approach the production team during rehearsal.

Please feel free to contact Sean at (619) 838-7233 or through email Sean@trinityttc.org. Please allow 24 hours for a response. If you email between 5p on Friday through Sunday, he will respond on Monday.

PAPERWORK

Please refer to your Rehearsal Schedule for dates and times. If changes are made, parents will be notified by e-mail before the date of the changed rehearsal.

REQUIRED PAPERWORK:

1. *Student Enrollment Forms*: to be filled out online.
2. *Actor/Parent Contract and audition form*: to be filled out at time of audition
3. *Program Bio Form & T-shirt Order*, DUE 2/1/2024 and found on our Production Page: www.trinityttc.org/the-outsiders

All paperwork will be e-mailed.

Being

READY

SAFETY

Trinity Theatre is committed to keeping kids safe. We have many policies and procedures in place to ensure youth safety, and all our staff and volunteers undergo annual training to uphold the highest standards of safety.

DROP OFF & PICK UP

Actors under age 12 must be picked up from rehearsal by a parent/guardian or authorized adult. Actors must be picked up within 15 minutes of the rehearsal. Families will be billed \$1/minute after the 15 minute period. We are required to notify SDPD for late pickups after 1 hour. If you know you are going to be late, please contact Sean Boyd as soon as possible.

WALKING HOME | EXPLORING THE MALL

Actors ages 12-18 can walk to and from rehearsal on their own, with written permission from a parent/ guardian. During breaks, students may get food from the mall, with written permission. Food must be eaten in our lobby.

REGISTRATION FORMS

All classes must be paid for in advance, and enrollment forms turned in before first drop off.

CONCERNS & PRIVACY

Parents/guardians should report any concerns about rehearsals, Trinity staff & volunteers, or building maintenance to a Trinity Representative. Adults cannot promise to keep secrets. If a minor tells a Trinity Representative something dangerous, they may need to tell someone who can help. Adults are not to work one-on-one with minors with the exception of pre-approved private lessons

BULLYING

Trinity Theatre is a bully-free zone. Bullying of any kind is not tolerated. Negative behaviors during programming times may result in a behavior contract meeting with the student, instructor, and parent. Continued negative behavior with a contract in place may result in removal from the program.

ELECTRONIC COMMUNICATIONS

Trinity Theatre attempts to use the most effective means of communicating with our artists, which may include electronic means like email and text messaging. Families are also encouraged to follow us on Facebook and Instagram. If a Trinity team member contacts a child via email, the internet, or text, they should only do so with the knowledge and consent of the child's family, and should copy and include the parent/guardian and the Artistic Director (Sean Boyd) in the conversation.

CELL PHONE USE DURING REHEARSAL

For the privacy of all artists, cell phones are not permitted during rehearsals. They may be used to communicate with families only during breaks, but not used for games, recordings, unauthorized photos & videos, or social media during the duration of rehearsal.

ATTENDANCE

"80 percent of success is showing up"

REHEARSAL DRESS CODE

All cast members must come to rehearsal ready to dance. Wear clothing that is loose and allows movement.

If possible, cast members should wear dance shoes (jazz shoes, ballet slippers, etc.). If not, wear shoes that are easy to move around in. It is strongly encouraged that actors rehearse with the shoes they will wear in performances. NO flip flops, sandals, open-toed or backless shoes are allowed onstage or at rehearsal. If a performer is in need of dancewear and unable to purchase their own, please contact Sean or Debby to make borrowing arrangements.



EXPECTATIONS

1

Cast members are required to attend all rehearsals for which they are scheduled. It is extremely important to note any foreseen absences on the audition sheet. If you have a conflict, you must contact Sean at (619) 838-7233.

2

If a cast member does not attend a rehearsal for which they were called, and the production team was not notified (otherwise known as a "No Call/No Show"), the cast member may be removed from the numbers and scenes that were rehearsed that day.

3

If a cast member receives 3 "No Call/No Shows", they will be removed from the production altogether and no refund will be given.

4

Arriving more than 15 minutes late, or leaving more than 15 minutes early from a rehearsal without notice constitutes an unexcused absence.

5

All pre-planned absences (vacations, doctor appointments, etc.) must be given to the production team within the first week of the program. All other conflicts will be at the director's discretion as to whether it is excused or not.

6

Be on time!! Please arrive 10 minutes early and allow yourself time to stretch, get settled and ready to work by the time rehearsal begins.

7

Please make arrangements for prompt pick up after rehearsal. A team member will stay with students after rehearsal ends until every performer is picked up. There is a \$1/minute fee for late pickups after 15 minutes.

8

The rehearsals 3 weeks prior to the week of the show are critical! Please get lots of rest and stay healthy!

CODE OF CONDUCT



01

REHEARSAL INFORMATION

- All cast members will be required to attend each and every rehearsal for which they are scheduled. If you must miss, please make arrangements with the production team (please see Attendance policy).
- As much as you might wish to watch your child's progress in the show, we ask that you respect our **closed rehearsal policy**. No friends or guests are allowed to attend rehearsals and all families will need to wait outside for their actor to finish.
- Cast members should always come to rehearsals prepared, warmed up and ready to rehearse. Please bring your script, a pencil, a snack, and a bottle of water to every rehearsal. Follow along with what's going on onstage and stay involved!
- Please bring a snack to rehearsal to keep your energy up! However, all snacks **must** be stored during rehearsal and eaten outdoors during break. **We ask that you help us maintain a peanut-free environment!**
- Cast members should write their name on everything they are given, to ensure it stays with them.
- Everyone is expected to clean up after rehearsal! Put props away; Pick up trash/Clean floors; Make sure that all personal items are accounted for.
- Be on time! If you are running behind please call and let someone know.

02

THEATRE RULES & ETIQUETTE

- Arrive on time. The Directors will have an attendance form for actors to sign when they arrive. Parents do not need to walk their actors to the rehearsal (but are welcome to do so, if they'd prefer).
- Do not leave the theatre or rehearsal area for any reason unless you have permission from the production team. To explore the mall during breaks, parents must provide written permission.
- Always keep your voices down and walk only.
- Absolutely NO horseplay is allowed. Students waiting offstage may engage in quiet activities, such as: participating in team led theatre games/improv, learning your script, reading a book, doing homework, observing the rehearsal.
- We have one single-use restroom. Only one individual may be in the back room at a given time.
- Trinity Theatre has a closed rehearsal policy. No friends, guests or parents are allowed to watch rehearsals.
- Be careful backstage. Keep hands off materials backstage (set pieces, curtain, etc.) without permission.
- All food and drink must be consumed or remain in the lobby of the theatre. We do have a fridge in the back room, which actors may use. Gum is prohibited.
- Water bottles **are** allowed in the theatre.
- Please clean up after yourself!
- Please let the Director know if you have arranged someone other than a parent/guardian to pick up your child.
- Offstage actors should be in the "house" (audience), with the exception being backstage for tech.

CODE OF CONDUCT



03

BACKSTAGE RULES FOR TECH

- There will be a sign in sheet backstage for tech week and show week. Sign in *immediately* upon arriving at the theatre.
- Put on your costume and make-up after you sign in on dress rehearsal/performance days.
- Performers need to come prepared wearing appropriate underclothes during tech rehearsals (and any costume fittings) and the shows. For girls, nude tights and leotards. For boys, a white t-shirt and bike shorts. When in doubt, ask.
- Remain in the dressing rooms whenever you are not onstage.
- Keep your personal belongings in your costume box with your name clearly marked on it.
- **Label everything!**
- Safety is always a concern. Sets, props, costumes, etc. fill most of the open space. Please use caution when backstage.
- Be silent in the halls and backstage. Never run backstage.
- When you're in the wings: If you can see the audience, they can see you!!!
- Before you leave: Put away your costume(s) and make sure it is ready for your next performance; **Always hang up your costume in the appropriate place.**
- **Clean up after yourself!**

04

COSTUME INFORMATION

For this production of **THE OUTSIDERS**, we are encouraging actors to wear their own personal clothing. We will provide pieces like poodle skirts and leather jackets.

We would like all actors to wear jeans and white shirts.

Please, no food or drink when in costume (except for water). This is a professional standard (and will keep the whites from getting stained before performances).

All actors **MUST** have deodorant. Trust us.

05

PARENTAL ADVISORY

Please note that our production of **THE OUTSIDERS** includes the following content:

- References to alcohol and underage drinking
- Violence

Trinity has set a minimum age of 10 years old, and encourages families to be familiar with the story to support their child through this process.



COSTUMES & UNDERDRESSINGS

Costume pieces will be provided for actors.

All actors need to be underdressed so that they can change in front of others and keep the costumes clean.

Girls need a nude leotard and nude tights or a nude cami, nude tights, and shorts. Boys need black bike shorts and a white tank top or t-shirt.



HAIR & MAKEUP

Specific information about hair and makeup will be given closer to show time (especially regarding characters needing specialty makeup).

Cast members must supply their own basic stage makeup. Ben Nye offers a great starter kit. For hygiene, do not share makeup.



SUPPLIES & MICROPHONES

If you are wearing a mic in the performance, please wait to have your mic on before applying makeup.

Everyone will need their own hair and makeup kit containing the basics, including: lip color (cherry Chapstick works), mascara, wet wipes, brush, comb, bobby pins, hair spray, deodorant, and pony tail holders.



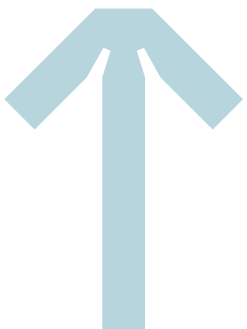
PROPS & SET

Please do not touch any props or set unless specifically directed to, and only when needed.

In *The Outsiders*, prop weapons will be used. Actors **MUST** maintain safety protocols, including:

1. Check in with The Director prior to touching
2. **NEVER** point a weapon at any person (even on stage)
3. Return the weapon to be locked away

TECH ETIQUETTE



LOBBY DISPLAY

Jan 29, Feb 12, Feb 26, Mar 11

Work with a team of staff and parent volunteers to create a fun window display and arrange the lobby for an immersive audience experience. Organize merchandise, concessions, and opportunity drawings

BACKSTAGE PARENTS

March 25, 30

Work in the backstage area throughout tech week and the show supervising the cast. Parents are responsible for their assigned backstage area (i.e. dressing room, green room, etc.). Also responsible for communicating with the Backstage Crew and ensuring the cast members make it onstage in time. Please wear all black.

FRONT OF HOUSE

March 30

serve as Ushers, Will Call, Concessions Representatives, and other front-facing team members for the performance

LOAD IN & STRIKE

March 25, 30

Help ensure all materials are set up for the performance. Then, help clean it all up.

COSTUME AND MAKE-UP

Flexible

Help purchase or retrieve needed costumes for the show. Organize the backstage costume racks. Prepare Quick Change areas

PROP COORDINATION

Flexible

Help purchase or retrieve needed props for the show. Organize the backstage prop tables.

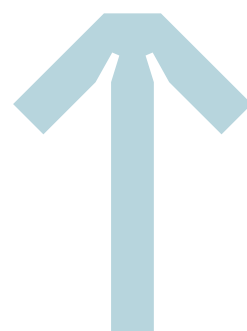
CAST PARTY

March 30

Coordinate the Breakfast Cast Party for March 30th.

Contact Sean Boyd for more info on these committees. Volunteer opportunities are coordinated through POINT. All volunteers working backstage during tech week, in the dressing rooms especially, will need to complete a one-hour volunteer training noting our child safety policies. We ask that all families help with Strike & Clean Up.

PARENT VOLUNTEER COMMITTEES



TICKET SALES

AVAILABILITY

Tickets are available online and at the box office one hour before each show time. All tickets are subject to availability.

INFORMATION

Tickets will also be available for purchase online at www.trinityttc.org

All tickets are \$15.00.

Tickets for all shows are assigned seating.

TICKET COMPETITION

The family selling the most tickets will get an awesome prize at the cast party!!

Families are encouraged to help advertise by taking flyers to work, local businesses and emailing to friends and family. Please help us share on Social Media as well. Share our posts, or tag us when you take photos at the theatre.

Posters advertising the show will be available.

FIELD TRIPS & LARGE GROUPS

If you know of any programs or schools that would like to coordinate a group of 20+, please call Sean Boyd at 619.838.7233 to work around the program budgets.



TICKET LINK



1

KUDOS

Kudos are short messages purchased by a family member or friend that are printed in the program to congratulate your star. Kudos are \$3.

PROGRAMS & FUN

FINAL TOUCHES

2

PROGRAM BIOS

Each Trinity Theatre company member will get a short biographical highlight in the production program. Please fill out the Program Information Form and return it by the deadline noted in the show folder; program information can also be e-mailed directly to Sean Boyd.

3

STAR GRAMS

Star Grams are buttons, candy or flower messages that can be purchased on the days of our public performances. Each Star Gram is sent backstage after the performance to the appropriate cast member to congratulate them!

4

PROGRAM ADS

All proceeds from ad space purchased go to Trinity Theatre's Arts Education program costs. These ads can be purchased in business card size (\$40.00), half page (\$75.00), and full page (\$150.00). If you or a business that you come into contact with want to advertise in our show program, please contact Sean Boyd at 619.838.7233. You will receive a \$10.00 Trinity Theatre gift card for every \$100.00 worth of ad space you sell!

5

CAST PARTY

Our last hurrah! A time to recall all the wonderful memories from auditions to closing night and recognize all of the tremendous volunteers who helped make it possible. Don't miss this party!

WHO: Cast, crew, volunteers and families
WHAT: Breakfast & Viewing Party
WHEN: 9 AM on March 30th
WHERE: Trinity Theatre

TRINITY THEATRE
COMPANY 

TICKET LINK



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