



Introduction

The MoCo Arts Theatre Program Guide was created to better support students, families, and staff in the MoCo Arts Theatre Program. This guide sets expectations on how students and staff should behave in and outside of class and their responsibilities as part of a production at MoCo Arts. If we adhere to these expectations we will create high-quality productions and a strong sense of community

Auditions

Each theatre production at MoCo Arts has auditions. The shows' production teams will provide students with audition materials. All students who would like a speaking or singing role must audition. If students do not want a speaking or singing role, they do not have to audition and will still be a part of the show.

Students are expected to arrive prepared for the auditions. Depending on the age group, students will be expected to fill out an audition form. Auditions will take place within the first two classes. Cast lists will be emailed to families and posted on the [MoCo Arts Parents' Page](#). All casting decisions are final.

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Attendance & Rehearsals

Enter class prepared and ready to start (warm your body up). Please arrive to class early and go to the bathroom or change your clothes before class starts.

If you are late for class, please enter the theatre quietly and let your instructor know you've arrived.

To allow MoCo Arts students to participate in multiple extracurricular activities, rehearsals for the shows are once a week. Occasionally, students may be called for additional rehearsals (at the upper levels). Advanced notice and scheduling will be given to these students and families.

Students must be at as many rehearsals as possible. Theatre is a team effort and even when one person is missing, it leaves a big impact on the cast.

If a student is going to miss class (due to external commitments or illness), call the front desk at MoCo (603-357-2100) and let us know as far in advance as possible.

The expectation for leading characters is they miss no more than three rehearsals due to an event outside of MoCo. Other MoCo classes/shows and illnesses are excused absences. Rehearsals during tech week are required.

If a student is going to miss or misses over half of the rehearsals, they will be asked to be in fewer scenes and/or musical numbers.

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Students should be at each rehearsal with their script, a writing utensil, and water.

We encourage families to work with their students at home to practice lines, watch dance videos, and review blocking at home to reinforce what we worked on in class.

The use of phones and smart watches is not allowed in rehearsal. Staff may put devices in a separate location if a student is using a device. Devices will be returned at the end of rehearsal.

Attire For Theatre Classes

Theatre classes often require lots of movement. Please wear clothing to class that you feel comfortable dancing, squatting, jumping, and generally moving around in. More specific details about attire and hair for shows will be communicated in a tech week letter.

In the theatre, students may wear street shoes but may be asked to take off their shoes in the event of inclement weather (rain/snow). Occasionally, the theatre classes use the studios and students are required to remove their street shoes.

We recommend that students bring another pair of clean shoes to rehearse in. That may include bare feet (if they are comfortable), clean sneakers, character shoes, or jazz shoes.

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Respect for Others

Respect is essential for creating a safe space for all of our students and staff. Both staff and students are expected to treat each other with kindness and dignity. Bullying will not be tolerated under any circumstances. If any students or staff feel like they have been bullied or treated disrespectfully, they should reach out to the Artistic Director immediately (icarbonneau@moco.org).

We are fortunate that many of our students are becoming directors in their own rights and we want to continue fostering that artistic creativity. However, when in productions, students are not the directors, music directors, choreographers, costumers, etc. If students have feedback, concerns, or ideas, they should wait until the beginning or end of rehearsal to speak privately with the director (unless it is made clear there is space for suggestions). All directors have the final say on creative decisions.

Respect for Space

We are incredibly lucky to have a wonderful theater to rehearse in. So, we must ensure the space stays clean and in good condition. We expect that staff and students:

- Only bring water into the theater—no food or other beverages. This includes gum.
- Throw away all garbage.
- Leave entryways and hallways clear.
- Don't play on the staircases or in the bathrooms.
- Don't run or scream while in the building.
- Take home all belongings at the end of each day.
- Keep your feet on the floor, not the chairs.

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Performances

Tickets go on sale to the public five weeks before the performance. We offer a presale of two tickets per student one week before the public sale starts.

All performances are required. Students will be expected to arrive at their call time to prepare in advance of the show. On days with two shows, students are not allowed to leave MoCo Arts.

During performances, students are expected to stay in the theatre or greenroom.

Only performers, tech crew, production team members, and volunteers are allowed to be backstage or in the greenroom during the performance of a show.

Before leaving, following a performance, students must remove all their costumes and microphones, throw away all garbage, and take home all personal belongings.

We ask the families to help us promote our shows. When tickets go on sale, please spread the word to friends, family, co-workers, and neighbors. Our students create wonderful art and we want to share it with the entire community!

Occasionally, we will have optional performance opportunities to promote our shows. They are not required, but highly encouraged and a great chance for students to practice in front of an audience.

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Volunteering

We are always looking for volunteers to help backstage, usher, and provide snacks for our students during shows. If you are interested in helping out please email lcarbonneau@moco.org. Each semester, a call for volunteers will go out to theatre families.

Communication

Please check your emails from MoCo Arts frequently. We send out important casting and rehearsal information on a regular basis. Please be sure that the email address you have listed with the front desk is the email address you would like us to use for communication regarding shows. Adding info@moco.org to your contact list and [subscribing to our email list](#) are the best ways to ensure you aren't missing any information. All notices for classes are also listed on the [MoCo Arts Parents' Page](#).

If you have specific show questions or concerns, please contact our Artistic Director, Laura Carbonneau, at lcarbonneau@moco.org.



LAURA CARBONNEAU
Artistic Director of Theatre & C.A.K.E.

Director - High School Play

✉ lcarbonneau@moco.org

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