



CSD Production Handbook

Table of Contents

Welcome	1
Contact Information	1
Staying in Contact	1
Things to Know	2
Meet the Team	3 - 4
Theater Terminology	4
Volunteering Needs	4
Cast Resources	4
Frequently Asked Questions	5
Cast/ Crew Responsibilities	6-7

Contact Info.

Miz B- Director

laura.braning@corvallis.k12.or.us
503-930-6684 (cell)

Ms. Wyatt- Theatre/ Fiscal Manager

elizabeth.wyatt@corvallis.k12.or.us
541-750-7990 (Theatre)
541-908-3381 (Cell)

Kristi Ervin- Production Assistant

kristi.ervin@corvallis.k12.or.us
541-740-9506

Penelope Bahanson- Stage Mgr.

csdtheaters@gmail.com
541-979-8585

Ezra O'Mara Barron & Maggie Delos-Reyes- ASM

csdtheaters@gmail.com

Jim Martinez- Music Director

Jmsail908@gmail.com
541-619-4193 (Cell)

Cheryl Martinez- Vocal Director

cmequine2@gmail.com
541-619-4194

Kelly Volkmann- Choreographer

krvolkmann@gmail.com
541-619-5557 (cell)

Rachel Wahl- Costumer

csdtheaters@gmail.com
920- 602-9315 (cell)

Staying in Contact

We will be connecting with you in several ways during our rehearsal process. The goal is to find the way that is easiest for you to access. It is your responsibility, however, to ensure that you check rehearsal schedules and updates regularly. There are bound to be changes, especially if the weather changes. While we will do our best to limit those changes, we must be prepared to move with a plan 'B' when illness, change in schedule, or other unforeseen situations arise suddenly. We will use a group text notification for any last-minute changes or reminders for this show. We will continue to use email for notifications, sending rehearsal schedules, and other necessary communications. We also have our Facebook group, which continues to be a place for questions, posts, pictures, etc. We will also post the rehearsal schedules and reminders to our Facebook group. Here are instructions for joining each:

FACEBOOK- Search for us at **Newsies CHS 2024**. Since this is a closed group you will have to ask to join and then I or one of the other members will add you. This is an excellent forum for getting information, asking questions, clarifying rehearsal schedules, and posting pictures, anecdotes, or other fun things the cast/crew might enjoy. It is intended for **all** cast/crew members and their families to stay connected to the production and have current information. Please keep this in mind when posting.

TEXT MESSAGE- If you indicated on your audition sheet that you are able to receive text messages, you will need to be added to our group text notification line. See Miz B or Ms. Wyatt for instructions. This avenue of communication will be used to send out reminders, changes, cancellations, or other information that the entire cast needs. It will not be used if only a small number of cast members are impacted. The sign-up for cast can be accessed at remind text. Then send the following text: **@72gcf3 to 81010**

EMAIL- Email will be used to send out rehearsal schedules and all other important production information. It is important that you check your email frequently. It is also important that ALL necessary members of your family are on the email list. This means that for student performers, we need your parents on the list as well as you. Spouses or partners may be added as well. **CSDTheaters@gmail.com**

TAKEAWAY- Please bear in mind that we will maintain regular communication. If you have not received an email or a text message via 'remind text' within the first week or so, then you need to assume we do not have your correct contact information. If this is the case, please contact Ms. Wyatt at (541) 750-7990 or elizabeth.wyatt@corvallis.k12.or.us. You should also let our stage manager know. We are always very baffled when someone comes up to us after the show has opened to tell us they never got any emails from us. If you don't see something soon, then you need to let us know.



CSD Production Handbook

Things to Know

During Rehearsal:

We do our very best to make sure that you are only called when you are needed and that you aren't called if we won't be working on your scene/dance/song. However, sometimes there will be downtime if certain scenes take longer than expected or if there are unforeseen absences or other changes to the schedule. You should always plan to have homework or other activities with you for such an occasion.

Vocal Health

Please maintain good vocal health by keeping hydrated and avoiding harmful vocal practices, such as singing at full voice before a proper vocal warm-up or screaming at sporting events. Be aware that certain foods/beverages/products can dehydrate or irritate the vocal folds (caffeine, alcohol, tobacco) or produce mucus (dairy products), and should be reduced or avoided prior to performances.

Injury:

Injury can best be avoided by being prepared. You must warm up your body and be prepared physically for the work that you will do. This means physical stretches, focusing exercises, vocal warm-ups, and being prepared for each rehearsal.

Notify staff immediately for any injuries or suspected injuries. Please don't be a hero and work through the pain; that will only slow us down in the long run.

If you are injured we will evaluate your participation and will decide if your

blocking, choreography, or other duties should be modified in any way. Our primary concern is with your health and well-being! Please bring any doctor's notes to us and bring/use any crutches, braces, slings, etc that have been given to you in case of accident or injury. Their use IS NOT OPTIONAL if they are prescribed by your physician.

Illness:

As much as we need you NOT to miss a rehearsal, we also need you not to spread your germs if you are sick. The rule of thumb is this:

Please stay home and notify us immediately for any of the following;

- ANY Covid symptom
- Exposure to any Covid + person
- A positive Covid test
- Fever
- Vomiting/Diarrhea
- Wet, raspy cough caused by illness and not allergy

Masks:

Masks are not required, though are always encouraged. If you feel at all unwell, please keep a mask on even when you are on stage.

Vaccinations

Any adult involved in our production is required to either be vaccinated or have an approved exemption. At this time, Corvallis School District does not require that students be vaccinated. If this changes, we will definitely let everyone know right away.

Bullying & Inappropriate Actions

CSD Theaters has a ZERO tolerance for bullying. This includes actions, behavior, or speech that makes people uncomfortable. With that said, the entire theatre area is a G-rated zone.

This includes music and media. Please don't play music with inappropriate lyrics, or show any media with inappropriate language or actions.

Expectations for communication

One of the fastest ways to poison a production and create a toxic atmosphere that is no fun to work in is by spreading rumors and gossip. We will be happy to answer questions, talk about concerns, and confirm or deny things you've heard, all you have to do is ask. Please refrain from being a part of the problem regarding talking about people or the show.

TDAC

CSD Theaters works in partnership with our Theater Diversity Advisory Committee. The TDAC's job is to, among other things, ensure that diversity and equity issues in a production (either among the participants or in the material) are being dealt with appropriately. They are also available to mediate and advocate for students should a concern arise regarding the CSD Theaters program.

Performer Fees:

CSD 509j charges a performer fee of \$50/lead role, \$35/supporting role, tech, or student orchestra. Every major named role & dance captains are considered leads. Understudies and ensemble members, even those with names, are considered supporting. The money goes to offset administrative costs and tee shirts. Fees are charged by most extracurricular activities on campus. If you are unable to afford the fee, please email Ms. Wyatt right away.



CSD Production Handbook

Meet the Team

We are delighted to introduce you to the production team. At CHS we pride ourselves on having a professional caliber, educational theatre program and our production team is a real testament to that endeavor. Our staff are not only wonderful educators, but they also bring with them a wealth of experience from the world of professional theatre, music, and dance.

Laura Braning “Miz B” (Director)

has acted and directed professionally throughout the United States and Japan. Additionally, she has taught at multiple colleges and Universities throughout the country and is currently the theatre program director for Corvallis High School. She also teaches language arts classes and online language arts for the Corvallis School District and teaches drama pedagogy in the graduate school of education at Western Oregon University.

Miz B started her career as a professional actress and make-up artist and earned an MFA in acting from the University of Louisville. She has played many roles from musical comedy to classical including several turns as the Queen in *Once Upon a Mattress*, Judy Turner in *A Chorus Line*, Amanda in *The Glass Menagerie*, Eliza in *Look Homeward Angel*, and numerous television commercials, music videos, educational and industrial films. Local audiences have seen her as Mama Rose in the Majestic Theatre’s *Gypsy*, Joan in Willamette STAGE Company’s production of *Love Song*, Miss

Hannigan in *Annie*, the Queen in *Once Upon a Mattress*, or Reverend Mother, Sister Regina in *Nunsense: A Las Vegas Review*.

Miz B began directing for a small theatre group while on active duty in the U.S. Navy aboard the aircraft carrier Lexington (AVT-16), and continued her studies in directing while an undergraduate student at SOU in Ashland Oregon. She didn’t begin directing professionally, however, until after graduate school. Since then she has directed over 50 mainstage productions including 24 large-scale musicals. Two of her productions, *Tom Jones* and *I Never Saw Another Butterfly*, won awards for best play at two consecutive ‘Far East Theatre Festivals’ in Japan.

Elizabeth Wyatt (Technical Director)

Ms. Wyatt has degrees in theatre, theology, women’s studies, and philosophy. She followed her father’s footsteps into ‘The Biz’ where she worked for industry icons like Dick Clark at 1 Times Square Plaza, NY as a “fast blade” editing tape for his five weekly syndicated radio shows and the Children’s Theatre of Nashville where she produced the first “Grand Ole Opry” ever presented outside of the Opry house. As a young woman, she worked her way around the country from Tennessee, Wisconsin, and finally to Half Moon Bay, California where she worked for the first midi music software company and then the first real-time editing, digital audio company. From there, she opened her own computer systems consultation & training company in San Francisco, CA. She lived and worked there for over a decade until she moved to Corvallis with her six-month-old daughter to raise her someplace “a little slower and kinder” than the big

cities. Once in Corvallis, she began working for the Corvallis School District and found her passion. Hired because of her unique combined talents in technical theatre and business, she has co-built a high school performing arts program that prepares students for the real world (in theater or not), gives kids a safe space to land, and is a mentor to students and young adults as they find their place in the world.

Jim Martinez (Music Director)

has been involved with musical theatre productions for the past 40 years, as a musician and as a musical director. Originally from Arizona, Jim’s life-long musical journey has enabled him to perform throughout the United States, Canada, and Europe. Jim previously was director of a US Coast Guard Band, Heartland Big Band, and recently retired as an Engineering Manager at Hewlett-Packard. His previous work as the music director at community theatres has included favorites such as *Gypsy*, *Cats*, *West Side Story*, *Evita*, and *Catch Me If You Can*. In 2018 Jim received the *Celebrate Corvallis* “Patron of the Arts” award. Jim currently performs as Principal Trombonist with the Willamette Valley Symphony and conducts the Corvallis Community Band.

Cheryl Martinez (Vocal Director)

is the artistic director & conductor for the Corvallis Community Band. She is a former music teacher and has been a local musician and conductor in the pit for many theatres including CHS, The Majestic, ACT, and others. An outstanding musician, Cheryl’s work with students and her ability to get great musicality from her students has



CSD Production Handbook

made her a perfect fit on the CSD team.

Kelly Volkman (Choreographer) works for the Northwest Regional Primary Care Association as the Project Director of the Community Health Worker Institute by day and choreographer extraordinaire by night. She teaches dance at the Regional School of Ballet in Corvallis where she's been for many years and still remembers many of our teenagers from when they were 4! She loves working with students and seeing them transform into dancers. Kelly danced professionally in Los Angeles, was one of the dancers in the 1984 Olympic Summer Games, and owns dance shoes that are older than any of the dancers in the show. She loves to play "the Maid" in the Nutcracker every holiday season and is a permanent and vital part of the team.

Rachel Wahl (Asst. Costumer)

Rachel has been working as a professional costumer and wardrobe supervisor around the US for the past 10 years. She earned a BFA in theatre with a focus on costume design from Viterbo University in 2013. While you can more frequently find her these days working as an educational assistant at CMS, she is nonetheless excited to bring back her costuming know-how to the table for this year's production of Cinderella.

Josh Hiser (Lighting Designer & Co-Technical Director) has been designing lights for over 10 years. A graduate of the prestigious Stephens College theater program in Columbia, Missouri, Josh has worked with such renowned artists as Cher, Trans Siberian Orchestra, ZZTop, Katy Perry, and the award-winning Lyceum

Theater in Arrow Rock, Missouri. A 2010 graduate of Corvallis High School, he returned to his alma mater in 2017 for their production of Robin Hood and had so much fun, that he decided to stay. CSD theaters is delighted to welcome Josh to the team.

Terminology

ALL CALL- A rehearsal in which all actors all called.

CALL TIME- The time that the actor/crew member is expected to be **at the theatre**.

GO TIME- The time that the production begins. Often confused with the time to *leave*, actually the time to *begin*.

LOAD IN- To bring the set into the theatre and get it ready for production.

REHEARSAL PROP- A prop used for rehearsal purposes.

SHOW PROP- A prop intended to be used in the actual production.

STRIKE- To take down the set and restore the theatre to pre-production state.

UNDERDRESS- The things worn under your costume eg; tights, undershirts, leotards, etc.

DRY TECH- The technical rehearsal where all lighting and sound cues are run without actors.

WET TECH- The technical rehearsal where all lighting and sound cues are first run with actors. Bring your patience and sense of humor.

Volunteering Needs

- Volunteer Coordinator (comes with 10 comp tickets)
- Green Room Supervision (as needed)
- Back Stage Monitor (as needed)
- Set Work
- Poster Hang
- Box Office/ Concessions
- Food for Cast/Crew Meals
- Lunch Prep (set up, clean up, monitor)
- Snacks/Water

Volunteer positions will be emailed out using a handy online sign up site called 'Volunteer Spot.' When you get the email you click on the link, sign up, and then check the area where you would like to volunteer or the item you would like to provide. 'Volunteer Spot' will even add the event to your google calendar if you ask it to. If you have any questions about the various positions please email Ms. Wyatt.

Cast Resources

Where to go for pronunciations, music/dance rehearsal files

<https://csdtheaters.com/cast-resources/>



CSD Production Handbook

Frequently Asked Questions

- **Q: I have a sudden conflict that wasn't on my audition sheet. Who do I contact?**
- A: Contact the stage manager and/or the assistant stage manager as soon as you know about the additional conflict. If we have the information soon enough, oftentimes we can adjust the rehearsal schedule accordingly. If the conflict is a last-minute thing, please text the stage manager AND the director with whom you are scheduled to work immediately. The sooner we know about any changes the sooner we are able to adjust our plans.
- **Q: I got to the school but I couldn't find an unlocked door.**
- A: If you are arriving late and the make-up hall door has already been closed you can try the glass doors to the south of the theatre (by the gymnasium). Otherwise, you may have to telephone or text the stage manager, director or another cast member to ask them to come let you in. Make sure you have everybody's contact information handy.
- **Q: I won't have time for dinner between rehearsal and my next obligation. Can I have some food brought to me at the theatre?**
- A: Getting into the theatre may be an issue (see above) so you would need to be prepared to meet the person in the parking lot. There is also no food allowed in the theatre, though you may eat in the back hallway or in the black box provided you clean up after yourself and throw away all of your trash.
- **Q: What are the supplies that I will need to buy/provide for myself?**
- A: For this show, each actor will need to provide their own makeup, socks, sports bra, shoes, and perhaps various costume pieces from their wardrobe. Each actor also needs to provide their own supplies such as hair spray, bobby pins, face wash, moisturizers, etc. It is a good idea to have all of your items well labeled and in a small box or kit so that things don't go missing.
- **Q: Do we get any complimentary tickets?**
- A: Each cast and crew member will get 2 comp tickets
- **Q: Can my mom/friend stay in the theatre and watch rehearsal?**
- A: People are permitted to stay and watch the rehearsal, so long as they are not disruptive in any way. We do ask, however, that non-cast members stay in the upper 'balcony' portion of the theatre.
- **Q: Is there WIFI access in the theatre?**
- A: Yes. Choose 'Corvallis School District' and the password **Education**
- **Q: I've heard people use the phrase 'you're always auditioning.' What does that mean?**
- A: That is a phrase that is common in our business. What it means is that you never know if the stranger in the back of the room might be the next director you work for. At CSD Theaters we would all rather work with people who are kind than talented, though kind AND talented is really the preference. What it does NOT mean is that we are pre-casting the next show or looking for a reason to kick you out. We want each and every one of you and can't wait to watch you strut your stuff on opening night.
- **Q: Can you clarify who I should go to for various different questions I might have?**
- A: Sure thing!
 - Music questions go to Jim and Cheryl,
 - Dance and dance shoe questions go to Kelly,
 - Costume and actor shoe questions go to Vicki or Rachel,
 - Blocking questions, and conflict issues go to Penelope,
 - Rehearsal schedule, casting decisions & script/character questions go to Miz B
 - Money, communication, box office, technical questions & techie schedule questions go to Ms. Wyatt or Josh



CSD Production Handbook

During production you are a representative of the theatre department and, by extension, the 509j school district. Your conduct and behavior both on campus and off can and will impact our show and the community's opinion of our theatre program. The following are the list of personal, academic and production responsibilities that we expect all members of the theatre program to abide by while participating in a 509j production. Failure to adhere to these guidelines may result in your being removed from the production.

Production Responsibilities

- Lines, music, dances memorized on DUE DATE
- Rehearsal shoes, hats, skirts and other clothing brought to rehearsal and worn when required
- Script, music, pencil and notebook brought to rehearsal **every time**
- All marks in scripts made in pencil
- All marks made in script and scores erased fully before items returned.
- Personal items must be picked up, trash thrown away and area fully policed before you leave the theatre in the evening.
- Rehearsals begin on time and end on time. You are expected to be warmed up and ready to go at the start time whether director is in the room or not.
- No food or drink is allowed in theatre with the exception of water (which is encouraged). Food may be consumed in the theatre back hallway or box.
- Entrance to and from rehearsals will be through the make-up hallway door only. Door will be open until 4pm only. If you are arriving at the theatre after that time, please call stage manager, director or other cast member to come let you in. You may also make prior arrangements to have door opened for you at a specific time.
 - It is a security concern to leave door open. **DO NOT** prop door open at any time without prior authorization from Ms. Wyatt or Miz B.
 - If you are opening a door for somebody, please stay at the door until the person has arrived and then ensure that the door is closed behind you.
- Don't touch equipment in or around theatre (even if you have experience with the equipment) unless you have direct authorization to do so from Ms. Wyatt or Miz B
- Don't go into unauthorized areas including ladders, catwalks, light/sound booth, other technical areas, without direct authorization from Ms. Wyatt or Miz B.
- Rehearsal props will be provided and should be used. Do not remove any props or touch any props that are not yours. Do not use show props until given the go ahead by Miz B or the props master/mistress.
- Failure to present, AT ALL TIMES, a professional and willing participant of the production may result in your being replaced.
- I understand that during tech week **all of my conflicts need to disappear**. All performers must be present at all rehearsals. Please see Miz B if this is an issue. ***Any approved conflicts must be arranged during the first week of rehearsals.***



CSD Production Handbook

Academic Responsibilities

- Must attend class
- Must not let participation in production adversely impact grades
 - If grades start to drop you must notify Miz B **IMMEDIATELY**
 - Tutors or adjustment in rehearsal schedules can be arranged if the problem is addressed soon enough. The more time that passes, the more difficult it becomes to bring the grades back up.
 - Often times other cast or production members can help to tutor you. We just need to know that you need help.
- Must communicate with teachers. If you have late rehearsals or performances please let your teachers know what is going on. They really do want to work with you on making your work load manageable, but they need to know what is happening in your life.
- Please let production team know if you have big tests or assignments coming up. Sometimes adjustments can be made to rehearsal schedules and you can be sent home early or covered for altogether if we know that you have extra studying to do.
- We will be checking grades and attendance weekly- Grades need to be D or above and no more than 3 unexcused absences
- If grades, attendance or class performance becomes an issue with us, teachers, administrators or parents, an understudy will be put in your place for up to a week while you get issues taken care of. You will be responsible for learning missed choreography, music and blocking upon your return. If your production performance suffers or your class work does not improve, you may be permanently replaced in the show. Please understand that if this does occur, it is not personal. Your academic progress is our number one concern.

Personal Responsibilities

- G rated behavior only in the theatre and backstage.
- Personal issues, eg: relationship problems, personal differences with cast or production members, issues with family or school/work, need to be dealt with outside of rehearsal time
- Comments, shares, pictures and other public posts on facebook, twitter, instagram or other social media type sites that can be seen by cast/crew members and their families need to be kept appropriate and G rated. This includes shares, jokes or pictures from sites that may have names or titles that may be inappropriate or offensive. Remember that the minute you join our facebook page all the other members of the page have access to content on your facebook wall. Inappropriate or offensive material needs to be kept off your wall or made private. Please bear in mind that we have young children in our cast and are an educational setting.
- Negative comments or behaviors about the show or members of production won't be tolerated. That sort of behavior only serves to undermine the production and demoralize the cast. Concerns about the show or members of the cast/crew need to be taken through the proper channels so that they can be appropriately addressed.
 - Concerns or questions regarding issues like conflict schedules, rehearsal times, production questions etc should be directed to the student stage managers.
 - Concerns or questions of a more personal or serious nature should be directed to the adult production team members.
- We have a **ZERO** tolerance for bullying behavior. The theatre is a safe place for all. Please report any concerns to an adult production team member right away.
- You must maintain good hygiene both in rehearsal and performance. This includes bathing/showering with soap, using deodorant, brushing your teeth with toothpaste. If any of these things is an issue, please come talk to Miz B or Ms. Wyatt.