



# Handbook

# Summer

# 2025

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## **About Stewartstown Summer Theatre**

Stewartstown Summer Theatre (SST) is an outreach ministry of the Stewartstown United Methodist Church. It has been in existence since 1980 producing such shows as *Happy Days*, *The Music Man*, *Once Upon a Mattress*, *Shrek*, *The Little Mermaid* and *Into the Woods*. Through the years, over 4,000 youth have been involved in cast, crews, and orchestra. The cast is open to youth 12-19; you must be 12 by September 30 and can't be 20 before September 30.

This year we will be doing 12 shows between July 30 and August 9. During an eight and one-half week period beginning in early June, youth and adults work together building sets, rehearsing on stage, locating properties, and working on various support committees to produce the musical. The staff consists of 35 adults who work with the various committees to provide detail to every aspect of summer theatre. Due to construction at SUMC, performances will be held at the HARP Community Center, 16 College Ave.

Auditions are held Saturday May 17 (weekend before Memorial Day). Callbacks are Sunday May 18. Auditioners may choose from 6 audition sessions. Youth interested in technical crews (lighting, stage, and sound) are asked to pickup registration materials at any time during the auditions if they have not already registered/ downloaded the information.

Rehearsals start beginning Tuesday May 27 and are held on Sunday afternoons and Monday through Thursday evenings (though not every cast member is needed at all rehearsals particularly during the first four weeks) All cast and crew are required to be in attendance beginning the week of July 20 through the August performances. During the last week of July/first week August the cast and crew stages the production. Because the theatre attracts some of the best high school talent from eight local school districts, and because of the commitment to detail in all aspects of the performance, the theater has established a reputation for excellence throughout the region.

In addition to rehearsing, the cast, crew, and staff participate in weekly small group Bible study and large group worship. It is this attentiveness to the community spiritual life that is at the very center of the success of the theater. Summer Theatre welcomes youth from all religious backgrounds. Families are welcome to participate in worship on Wednesdays from 8:30 –9:15 pm.

Stewartstown Summer Theatre believes there is a place for every interested youth. The theatre maintains a “no cut” policy during auditions.

### **MISSION & PURPOSES**

The mission of the Summer Theatre is to provide an excellent summer theatre camp experience in the context of a loving faith community.

The purposes of Stewartstown Summer Theatre:

1. To witness grace, glory, and power of God as he works through His body;
2. To provide wholesome entertainment for the community;
3. To provide a positive means for youth and adults of the community to work together towards spiritual maturity and performance excellence;

## Casting / Covenant / Pre-Rehearsal Items

- The Stewartstown Summer Theatre family consists of youth, parents, and adult staff. We believe that God calls us to live in covenant relationship with Him and with each other. Youth, parents, and adult staff all enter into relationship by agreeing to how we live our life together.
- The covenant must be signed by cast/crew member and parent(s) and returned to the church **no later than 7:00 PM on Wednesday, May 21<sup>st</sup>**.
  - Along with the covenant, please submit a check for \$30 (payable to SUMC) to cover the cost for snacks, cast/crew meals and the concluding musical party. The fee is lowered to \$25 per child for families with more than one participant. (This is non-refundable)
  - You may return it by any of the following:
    - Mail to: Summer Theatre, 26 South Main St, Stewartstown, PA 17363
    - Drop in the secure mail slot located in the door at the ramp entrance
    - Scan and email [stewartstownsummertheatre@gmail.com](mailto:stewartstownsummertheatre@gmail.com) (mail registration payment)
    - Registration fee may be sent by Paypal to [churchadmin@stewartstownumc.org](mailto:churchadmin@stewartstownumc.org)

**If after auditions, you decide not to participate please notify us by telephone (717) 746-6216 or email [stewartstownsummertheatre@gmail.com](mailto:stewartstownsummertheatre@gmail.com) by Wednesday, May 21<sup>nd</sup> 7pm.**

- The Cast List
  - The cast list will be posted online Wednesday evening May 21<sup>st</sup> [www.sumctheatre.com](http://www.sumctheatre.com).
    - We will not cast anyone who has not turned in a covenant
    - We cast all who audition. There are no cuts.
- Casting
  - In the event of a large turnout, the full cast, or selected lead roles may be double cast. This creates the possibility of youth being in six or twelve shows.
- Transportation Concerns
  - We will do everything we can to schedule efficient rehearsals in order to minimize trips to Stewartstown. We will consider any requests you make regarding carpooling. Requests should be emailed to [stewartstownsummertheatre@gmail.com](mailto:stewartstownsummertheatre@gmail.com)
- Mandatory Rehearsals:
  - Please note the following mandatory rehearsals (cast specific):
    - Sunday July 20 -- Final Dance Review
    - Run throughs with tech- July 20 through July 25
    - Run through with tech and orchestra – July 26 (*Alpha*) and July 27 (*Omega*)
    - Dress Rehearsals – Monday, July 29<sup>th</sup> (*Alpha*) and Tuesday July 30<sup>th</sup> (*Omega*)
    - Performances – Wednesday July 30<sup>th</sup> thru Saturday August 9<sup>th</sup>
    - Set Teardown (and Musical Party)– Sunday August 10<sup>th</sup>

# Rehearsals

- Rehearsals
  - Full cast rehearsals begin Sunday, June 1, read throughs with leads and some vocals begin May 27.
  - Rehearsals are held on Sunday afternoon and Monday thru Thursday evenings. Sunday & Wednesday rehearsals are full cast.
  - Evening rehearsals may begin as early as 6:00pm and will not exceed 10pm *with the possible exception of dress rehearsals.*
  - Depending on your child's role, he/she will not necessarily be scheduled for every rehearsal during the week, particularly during the month of June. In July, full cast & tech crews will be needed on a more consistent basis. Beginning mid-July and through the performances, all rehearsals will be full cast & crew
  - We will respect the needs of students finishing out the school year in early June by concluding weekday rehearsals no later than 9:00pm.
  - There will be no rehearsal on Father's Day June 15
  
- Promptness
  - Rehearsals at Summer Theatre begin and end promptly. **We expect cast/crew members to arrive a few minutes early so they can be checked in and prepared to rehearse.** We ask that transportation home be on time as well so that production staff members are not required to wait with remaining youth. Cast/crew will be expected to PROMPTLY leave at the end of rehearsal.
  
- Rehearsal expectations
  - Youth should take care of all personal needs before rehearsal (phone calls, bathroom, food/drink, etc.)
  - Food and drink are not allowed on stage
  - Personal items are the responsibility of each youth and need to be stored properly
  - Cell phones are not to be used during rehearsal; we ask that parents as well as youth respect this. This encourages cast members to rehearse lines, practice choreography, help with off stage needs, and become acquainted with other cast members and staff. If necessary, phones will be stored in a secure spot and returned at the end of rehearsal. In emergencies, an administrator will return a cell phone
  - Cast members should always bring scripts and pencils/pens for note taking.
  - Cast and crew members should wear appropriate and modest clothing (see dress code section) If production shoes have been assigned for a role, they are to be worn at all rehearsals/performances
  
- Memorization of Lines, Blocking & Choreography
  - Cast members should record all blocking assignments.
  - Blocking assignments are to be memorized by the next rehearsal
  - Lines should be practiced at home and with others during free moments at rehearsals. On stage is not the place nor time for lines to be learned
  - Choreography is to be memorized by the rehearsal after it is taught. Videos will be posted online to aid in practicing the choreography at home.
  
- Knowing Cues
  - Entrance cues should be noted in your script.
  - Warning cues are the obvious moment prior to your entrance that prepare you to make that entrance.

- Following exits, wait a moment after exiting a scene to see if that scene will be repeated

## **Schedule**

- Schedule
  - Weekly schedules are issued by Thursday a week and a half in advance as well as posted online [www.sumctheatre.com](http://www.sumctheatre.com). (Example: The week of June 15 will be posted by June 5)
  - It is the cast member's responsibility to know his/her call times.
  - It is the cast member's responsibility to know the names of any smaller cast groups that they are in
  - The schedule is prepared on Wednesdays. The schedule is prepared in consideration of all absence requests that have been submitted. (see attendance section page 7) Rehearsals are only scheduled if we know we have the required people available. Any unexplained absence wastes not only the time of the staff, but of the other actors as well.

## **Additional Costs**

- Cast members will need to provide their own makeup and shoes as outlined by the costumer or choreographer
- Cast members may also be asked to provide some basic clothing for costuming (i.e. black dress pants, white undershirt, etc).
- Cast members need to provide appropriate shoes for the show.
- Specific makeup, costume, and shoe needs will be sent via email
- Cast members will have the option of purchasing a show t-shirt.
- If any of this creates an undue financial burden upon your family, please contact either Joe Reed ([JReed@stewartstownumc.org](mailto:JReed@stewartstownumc.org)) or Janice Bosley ([jbosley@stewartstownumc.org](mailto:jbosley@stewartstownumc.org)) All financial needs will be kept private

## **Leaving rehearsal without Permission**

- Leaving a rehearsal (including Wednesday small group/worship) before dismissal is not permitted.
- Dismissal is not granted until all props and costumes are returned to their proper place and the rehearsal areas are in order.
- The production staff member who is running the rehearsal is the only person who grants dismissal
- If you must leave for any reason, speak to the staff member running rehearsal first.

## **Illness Policy**

- For the protection against widespread outbreak of COVID-19, cast and crew members should not be sent to rehearsals/shows if they are manifesting symptoms (coughing, sneezing, fever, fatigue)
- Cast/crew members should be free of any fever for 24 hours before returning
- If positive for COVID, the CDC guidelines in effect at the time will be followed
- The administration team reserves the right to send the participant home or refuse entry to rehearsal/show due to illness.

## **Support for New Cast/Crew Members**

Joining a group can be intimidating. To ease the process Summer Theatre offers the following resources:

- An administrative team that can answer whatever questions a cast/crew member might have
- A team of overseers, chosen by the Production Staff from the cast and crew, who are assigned the task of helping youth become acclimated and comfortable with their new surroundings
- A Cast/Crew liaison, who is an alumni of the theatre and can relate to the challenges of being the new person in the group

-Social events are scheduled as able throughout the summer to allow cast and crew members to get to know each other better. Events may include a swing dance, barbecue, and swim party.

## Attendance Policy

- Absences
  - Cast members are allowed ten total absences, any of which must occur before Sun July 20
  - Crew members are allowed six total absences (out of 20 rehearsals) and may only miss 4 of the 12 performances
  - Absences need to be submitted by Tuesday, two weeks prior to the week of the absence.  
Example: An absence for the week of June 15 must be submitted by the end of rehearsal June 1. All absence requests are to be entered online at [www.sumctheatre.com](http://www.sumctheatre.com).
  - Absences fall into two categories – **Excused and Unexcused**. For cast members, any total of these beyond ten will warrant dismissal from the show. Only 3 of them may be unexcused.  
**Excused Absences** - Absences that are submitted Tuesday 2 weeks prior.  
**Unexcused Absences** - Any absence that is not submitted by Tues two weeks prior. Cast and crew members are only allowed 3 unexcused absences
  - When a cast or crew member does not show up for a scheduled rehearsal where there is no excused absence, a member of the admin team will contact them via text or phone. A parent may be called in the case of younger youth.
  - The director and choreographer reserve the right to recast anyone who consistently misses key rehearsals (**even if they have less than 10 missed rehearsals**). A warning will be given before that decision is made. The tech crew managers have equal authority among tech crews.
  - When emergencies arise that prevent attendance, parent or cast/crew member should call or text 717-746-6216. The absence will be counted as an excused absence providing the emergency is verified.

### Repeated absences Track

- At 5 Total Absences (Excused or Unexcused) – Discussion with a member of the admin staff about the absences and any planned absences for the remainder of the production.
- At 8 Total Absences (Excused or Unexcused) – Discussion with the Director or the Producer regarding absences. For the remainder of the production, all absences must be approved by the Director or Producer. An email will be sent to parents regarding the cast member’s absence situation.
- At 10 Total Absences (Excused or Unexcused) – Discussion with the Director or the Producer regarding absences. No further absences will be allowed. An email will be sent to parents regarding the cast member’s absence situation specifically stating that cast member will be dismissed with one more absence.
- At 11 Total Absences (Excused or Unexcused) – Cast member will be dismissed from the production.

### Unexcused Absence Track

- At 1 Unexcused Absences – Discussion with a member of the admin staff
- At 2 Unexcused Absences – Discussion with the Director or the Producer regarding absences. For the remainder of the production, all absences must be approved by the Director or Producer. An email will be sent to parents regarding the cast member’s absence situation.
- At 3 Unexcused Absences – Discussion with the Director or the Producer regarding absences. No further unexcused absences will be tolerated. An email will be sent to parents regarding the cast member’s absence situation specifically stating that cast member will be dismissed with one more unexcused absence.
- At 4 Unexcused Absences – Cast member will be dismissed from the production.

**If you know you will not be able to meet these requirements, please consider signing up for stage crew, lighting, sound, or another off-stage area**

# Dress Code

Summer Theatre demands that clothing worn by cast and crew members (male and female) be:

- 1)modest and
- 2)appropriate for rehearsal activity

Clothing (non-transparent) must cover the body armpit to armpit and down the thigh 3-4 inches. Tops are required to have straps that are at least an inch wide.



The following rules are provided to help comply with the dress policy.

Not permitted:

1. Clothing and jewelry displaying slogans/pictures which suggest the use of alcohol, drugs, obscene language, lewd or illegal behavior, cults, gangs, inflammatory, discriminatory or harassing subjects, or weapons
2. Bare feet, wearing socks only, or wearing flip flops on stage.
3. Any clothing that presents a safety hazard or interferes or distracts from the rehearsal process
4. Shorts must be worn under skirts at all times.

Cast and crew members who violate the code:

1. Will be offered alternative clothing to wear for the remainder of the rehearsal
2. Will be sent home if they refuse to change to be compliant, and awarded an unexcused absence.
3. Repeated violations will result in more serious disciplinary action, including dismissal

## Theme Nights

- During the summer, the cast and crew have Wednesday night theme nights. They are announced via the informational bulletin board in the hallway and posted on the calendar. All theme night attire **MUST** still follow the dress code guidelines.



## **Service Hours**

- Each cast member will be responsible to complete a minimum of 10 off-stage service hours. This allows the completion the many details of the production. It also allows cast members to gain respect for other areas of the production as they work in a variety of areas, including set construction and art, costuming, props, publicity, administration, workshop, and snacks (to name a few). Sign-up will be online at [www.sumctheatre.com](http://www.sumctheatre.com). Youth will be updated on their progress toward completion of the hours throughout the summer. Anyone who has not served for ten hours will not be allowed to participate in the performances. Crew members are not subject to service hours but are encouraged to participate.

## **Behavior / Respect**

The production staff covenants to show respect to cast, crew, and fellow staff members at all time. The staff expects the same commitment from cast and crew members. If an issue arises involving disrespect on behalf of a cast or crew member, the following will occur:

**First Offense:** The cast/crew member has a discussion with the person that felt the disrespect. Depending on the severity, the discussion will include the Director or Producer. If the Director or Producer are not in the discussion, they will be informed of the discussion.

**Second Offense:** The cast/crew member has a discussion with the person that felt the disrespect and the Director or Producer. Cast/Crew member is asked to leave rehearsal and reflect on the behavior. This counts as an UNEXCUSED absence.

**Third offense:** The cast/crew member has a discussion with the Director AND Producer. Cast/Crew member is removed from the production.

## **Communications**

- The schedule is posted weekly on our website, posted on the bulletin board, and emailed. The email also includes important information regarding costuming, makeup, props, social events.
- An email is sent to all parents as well. We use the email that you provide on the parent covenant Choose an email that is checked frequently. If you haven't received any emails by May 31st, please email the administrative staff at [stewartstownsummertheatre@gmail.com](mailto:stewartstownsummertheatre@gmail.com).

## Laura Kuhns Memorial Endowment Fund

Laura Kuhns was a summer theatre alumni who died in her mid-twenties. Her family established an endowment fund that allows Summer Theatre to award a \$1,000 internship and \$1,000 scholarship to an active Summer Theatre participant who is in college or other post high academic institution

- **Internship** is awarded to a deserving college student who chooses to work in any of the many areas of the Production Staff. The intern is awarded \$1,000 for their efforts on the production staff. The intern can work in any area of the production including assistant directing, stage manager, stage crew manager, lighting, music, publicity, spiritual life, sound, costume, makeup/hair, set art/construction, and props. Applications are available on the theatre website. The deadline for to receive completed applications is April 15.
- **Academic scholarship** is awarded to a student who is active in Summer Theatre and who has graduated from high school during the current year or has finished first year at a post high school academic institution and is under 20. The \$1,000 scholarship is given for continued academic studies. It is announced at intermission of one of the August performances. Applications are available on the theatre website or from administration . The deadline for completed applications is July 15.

## CAST MEMBER COVENANT

As a member of the cast of "Little Mermaid", I understand I must be present for all rehearsals when I am required, other than the dates I have indicated on my schedule. In addition (please initial each section):

### I AGREE TO: \_\_\_\_\_

- Be on time and come prepared to rehearse
- Honor God with my actions both on and off stage during this production
- Participate in weekly small group study
- Handle costumes, props and set with care and according to instructions.
- Attend all mandatory rehearsals as scheduled
- Comply with all policies outlined in the handbook - including policies regarding attendance, dress code & behavior.
- Treat all cast, crew and staff with respect
- Speak and act in ways which encourage other cast, crew, and staff.
- Participate in weekly large group worship
- Donate a minimum of 10 hours of service to off stage work on the production (see note below)
- Pay a \$40 Fee assessed for the replacement of my script book if it is damaged beyond repair, lost, or **Not Returned by July 27<sup>th</sup>**

### I AGREE NOT TO: \_\_\_\_\_

- Smoke on church property
- Leave the areas of the church that are designated for use during theatre rehearsals or leave the building before rehearsals are completed
- Leave the church building from the beginning of my first scheduled rehearsal for the day to the end of my last scheduled rehearsal for the day
- Engage in foul language
- Use alcohol or illegal drugs
- Engage in conversation of explicit sexual nature
- Engage in gossip
- Act inappropriately on or off church property
- Engage in any public display of affection beyond hand-holding on church property.

Failure to comply with any part of this covenant may result in being dismissed from rehearsal, which will count as an unexcused absence. Continued disregard for the covenant will result in dismissal from the show.

**Service Hours Note:** I will give at least 10 hours of service towards the production of the musical. I will be responsible for showing up on time at any scheduled off stage activities. I will be active in checking announcements for service opportunities. I will monitor my progress in reaching my completed hours as they are posted on the service bulletin board. I accept that if I do not have a minimum of ten service hours **before** performances, I will not be allowed on stage. \_\_\_\_\_

**Spoofing:** I agree that I will not participate in any on-stage gags or spoofs during any performances of the show. I acknowledge that spoofing causes the overall product of the show to be altered. I will act in a professional manner during the entire run. If I have a creative idea, I will share it with the director and choreographers, and only add the idea to the show with their approval. \_\_\_\_\_

**Electronic Devices:** I agree not to bring iPods or electronic games to rehearsals or shows. I agree to not use my cell phone during rehearsal so that I can use the rehearsal time for instruction, practice and getting to know other cast members. A staff member may temporarily take custody of my phone if needed \_\_\_\_\_

**IF I FAIL TO KEEP THIS AGREEMENT, I UNDERSTAND THAT WARRANTS DISMISSAL FROM THE SHOW.**

Youth Signature: \_\_\_\_\_ Printed: \_\_\_\_\_

## VOLUNTEER DESCRIPTIONS

**Stage Support:** Set construction can be done on-site or you can be given the materials/instructions and build the set piece at home

**\*Camera/Video:** Multiple cameras are needed to provide feeds to the pit, dressing rooms, backstage as well as for recording the show. If interested training can be provided

**\*Makeup/Hair:** This occurs during the 2 hours prior to the show and is completed before the show starts. Safe Sanctuary may be required depending on location of stations.

### **Costuming:**

\* Costume production – making costumes using patterns or creativity as per the costume director, fittings, alterations (F) Some costumes may be worked on at home.

\*Costume clerical – making tags/labels, getting youth to bring things in, keeping track of who is wearing what, will need to be available when the youth and costume manager are in

(F) Costume crafting – glue gun and paint! No sewing required

(F) Costume shopping – scour thrift stores for items in specific sizes

(F) Mending, hemming, hand sewing

Ironing – needed the week before run throughs and after the mid week wash

\*Costume maintenance during performances and dressing room monitor– use safety pins, duct tape, etc to temporarily fix last minute damages, make sure kids are caring for costumes, check kids out at the end of the night when they are cleaned up,

Signups will be sent out in July for help with ushering, intermission sales, and flowers. These are roles that can be filled while watching the show and so are NOT included in the parent covenant.

## PARENT COVENANT AND INFORMATION REQUEST

As parents of a cast member of "Godspell", we understand the importance of supporting this activity for our child. We realize that our child will be participating in both small group study relating to themes from the show and large group worship, both to be held on Wednesday evenings. We also acknowledge that our child will need to complete 10 hours of off-stage service time to be a part of the performances . Youth Name: \_\_\_\_\_

WE AGREE/WE HAVE:

- To support our child's commitment to Summer Theatre
- To see that our child has prompt transportation to & prompt pick up from rehearsals and performances
- To pay a \$40 fee assessed for the replacement of my child's assigned script book if it is damaged beyond repair, lost, or not returned by July 29, 2018
- Reviewed our child's summer schedule & verified that, to the best of our knowledge, it is correct & complete
- Tasks with an asterisk require safe sanctuary
- That each parent will help support the production by helping in 1 of the areas noted below (Please mark 1, 2, 3 in order of preference for both parents.) The areas indicated in bold are the areas in which we need the most help due to their nature. Carefully consider them. *Areas marked with an F (Flexible) mean that you can set your hours within the needed times.*

**Parent 1 Name:** \_\_\_\_\_ **Parent 2 Name:** \_\_\_\_\_

### Stage Support

Parent1 Parent2

- \_\_\_ Set (Art)
- \_\_\_ **Set Construction (Carpentry) (F)**
- \_\_\_ Set Transport (5/31, 7/21)
- \_\_\_ Set Strike (Sunday August 10 12:30-5pm)
- \_\_\_
- \_\_\_ Props Production (making items) (F)
- \_\_\_ Backstage Monitors\* ( shows/dress rehearsals)
- \_\_\_ Lighting Set-up (Scheduled with Lighting Manager)
- \_\_\_ Sound Set-up (Scheduled with Sound Manager)
- \_\_\_ Camera/Video\* (tech/dress/shows)
- \_\_\_ Lighting / Sound Run During Shows (with instruction)
- \_\_\_ Lighting / Sound Teardown (8/9 Sched w/Manager)

### Costumes (Indicate Skill Level:

**Beginner, Intermediate, Advanced)**

Parent1

Parent2

- \_\_\_ Costumes Production (F). \_\_\_\_\_
- \_\_\_ Costumes Crafting (F) \_\_\_\_\_
- \_\_\_ Costumes Shopping (F)
- \_\_\_ Mending, Hemming, Handsewing (F)
- \_\_\_ Ironing
- \_\_\_ Costumes maintenance during performances\*
- \_\_\_ Costumes Clerical\*

### Hair/Makeup

- \_\_\_ **Hairstyles\*** (4 shows/dress rehearsals)
  - \_\_\_ **Makeup\*** (during rehearsals/performances)
- If you are willing to help with Hair/Makeup in ADDITION to being assigned to another area, please check here: \_\_\_\_\_

### Orchestra (See list on website)

Parent1 Parent2

- \_\_\_ Play in Pit Orchestra
- Indicate instrument: \_\_\_\_\_
- Skill level (circle) Moderate Advanced

### Support Staff

Parent1 Parent2

- \_\_\_ Help with Musical Party (Sun, Aug 11)
- \_\_\_ Patron Ads (F)(May/June)
- \_\_\_ Publicity (F)
- \_\_\_ New Freedom Parade Float (7/5)
- \_\_\_ Stewartstown Parade Float ( 7/19)
- \_\_\_ Social Event Help (6/22)
- \_\_\_ Social Event Help (7/13)
- \_\_\_ Costume laundry (pickup 8/3 return 8/5)

We need support from both parents in this production. If either parent cannot help in any of these areas please help us by specifying the reasons why (work schedule, death, divorce, etc)

**ADDITIONAL INFORMATION**

Please provide information on any allergies or medical conditions of which staff should be aware:

\_\_\_\_\_

Gluten Free? Yes No                      Vegetarian? Yes No

Do we have your permission to give your child the following medications (Y/N)? \_\_\_ Tylenol \_\_\_ Ibuprofen \_\_\_ Tums

If you live within walking/bike riding distance of the church and your child is allowed to walk and/or ride their bike home please initial here: \_\_\_\_\_

All volunteers must have Pennsylvania Clearances in order to work directly with the cast/crew members. This includes three clearances – FBI Fingerprinting (or Affidavit if applicable), PA State Police, and PA Child Abuse. They are valid for 5 years from date obtained. Please indicate your clearance status below:

Parent 1              Parent 2  
\_\_\_\_\_              \_\_\_\_\_ I have all my clearances within date, and Stewartstown Summer Theatre has them on file

\_\_\_\_\_              \_\_\_\_\_ I have some of my clearances and Stewartstown Summer Theatre has them on file.  
Indicate which clearance(s) you need to obtain: \_\_Fingerprinting (or affidavit) \_\_PA State Police \_\_PA child abuse

\_\_\_\_\_              \_\_\_\_\_ I have all my clearances and will submit copies to Stewartstown Summer Theatre

\_\_\_\_\_              \_\_\_\_\_ I have some of my clearances and will submit copies to Stewartstown Summer Theatre.  
Indicate which clearance(s) you need to obtain: \_\_Fingerprinting (or affidavit) \_\_PA State Police \_\_PA child abuse

\_\_\_\_\_              \_\_\_\_\_ I don't have any clearances, but will get them

\_\_\_\_\_              \_\_\_\_\_ I don't have any clearances and do not wish to get them.

\*\* Those adult volunteers who have regular and direct contact with youth during the summer, i.e. backstage monitors, hair, makeup, and some areas of costuming, will also need (in addition to the 3 required clearances) to 1) complete a brief volunteer application and 2) complete online training before participating on any such volunteer committees. Those links will be provided by the leadership of those committees.

\_\_\_\_\_              \_\_\_\_\_ Volunteer application on file with Stewartstown Summer Theatre/SUMC

\_\_\_\_\_              \_\_\_\_\_ Training Certificate (within the past 5 years) on file with SST/SUMC

\_\_\_\_\_              \_\_\_\_\_ I don't have Application and/or Training but will get them.

Parent #1 Name – Printed: \_\_\_\_\_ Parent #2 Name – Printed: \_\_\_\_\_

Parent #1 Signature: \_\_\_\_\_ Parent #2 Signature: \_\_\_\_\_

**\*\* Please note: Stewartstown Summer Theatre will have staff taking pictures during rehearsals, shows, and theatre events. These pictures will be used in promotions for Stewartstown Summer Theatre. However, photography and video recording of the show by any other persons is strictly prohibited. Posting pictures or videos of the production on the internet in a non-secure location without Stewartstown Summer Theatre's permission is also prohibited. \***

## Mandatory Rehearsals

- Mandatory Rehearsals
  - Run Throughs – Sunday July 20 through Friday July 25
  - Tech Day – Saturday July 26<sup>th</sup> (*Alpha*) and Sunday, July 27<sup>th</sup> (*Omega*)
  - Dress Rehearsals – Monday July 28<sup>th</sup> (*Alpha*) and Tuesday July 29 (*Omega*)
  - Shows – July 30<sup>th</sup> thru Saturday August 9<sup>h</sup> (may be needed at 6 or 12 shows)
  - Set Teardown – Sunday August 10 (Music Party follows Teardown)
  - In addition, we STRONGLY urge cast and crew to be present for all rehearsals from July 13 -17

## Contact Information

### IMPORTANT CONTACT INFORMATION: 717-746-6216

Producer - Joe Reed [JReed@stewartstownumc.org](mailto:JReed@stewartstownumc.org) ( 717-6546142)

Administrators: Janice Bosley (Lead Administrator)  
Suzanne Tischer

Stage Manager: Lauren Paules [lnpaules@gmail.com](mailto:lnpaules@gmail.com)

All Administrators respond to [stewartstownsummertheatre@gmail.com](mailto:stewartstownsummertheatre@gmail.com) (preferred contact)

### ATTENDANCE CONTACT INFORMATION:

If you have an emergency where you can't attend a rehearsal or an unexpected event will cause you to be late, call (and leave a message) : **717-746-6216**

### Questions not answered here? Feel free to

- email [stewartstownsummertheatre@gmail.com](mailto:stewartstownsummertheatre@gmail.com)  
or if you need an immediate answer, call or text Janice Bosley at 443-392-6790

# Planned Absences

Name: \_\_\_\_\_

**You MUST be available from July 20 to August 10**

Please list all other activities that you are involved in (i.e marching band, sports, etc), vacations, camps AND any other days which you will be unavailable for practice (i.e. Guitar lessons every Tuesday from 7-7:30, Scouts on Monday night from 5-8, etc). Camps, sports and activities only need to be listed if they would cause you to not be able to rehearse and/or perform during scheduled hours.

Please list from May 27 thru Aug 10

DATES

TIME (if applicable)

VACATIONS:

CAMPS:

WORK SCHEDULES:

SPORTS:

OTHER: