



Children's theatre
of Western Springs

TROUPING CLASS GUIDELINES

Clothing

- Since this class does involve movement onstage and offstage, please keep this in mind when dressing for class anything you would typically consider “play clothes” is appropriate.
- Please NO flip-flops, clogs, or crocs. Also, when it is wet outside please consider that students may be asked to leave shoes outside the door of the classroom.
- When we are performing during second semester, please come to the theater with your base costume on. We will not have time/space to change. Since we never know what our space will be like, there is no guarantee that we will have a private place to change when we get there either.
- Costumes will be a combination of clothes from home (base costume) and things pulled from CTWS stock.

Cell Phones/ iPods

- Cell phones, digital cameras, iPods must be turned OFF during class.

Attendance

- Any conflicts not listed on your role contract for any of the performances will be recorded as unexcused absences.
- Please remember that the performances of the trouping show are like the performances of any other Main Stage production, which is why we ask all students to turn in role contracts. Our audiences deserve to get the best quality production with the ENTIRE cast present.
- We understand that conflicts occur and we can work things out, however Theatre is different from other extra-curricular activities. We can't just shift people around the way a sports team is able to, when one person is absent the whole show changes!
- I am always available by phone and e-mail for emergencies/last minute communication.
- Since we have class on Saturday when the CTWS office is closed, please call my cell phone if you are running late. I never turn it off.

Drivers/ Performance Schedule

- I will hand out a driver availability form at the end of first semester. After those are turned in, I will hand out the driver schedule along with a contact sheet, if plans change and you are unable to drive on a day you are scheduled, no problem! All I ask is that you call one another and find a replacement.
- Please let me know on your availability forms how many students you can transport safely (seatbelts!) in your automobile.
- There will be more specific information, as we get closer to our first performance.

Please call/email me with any questions or concerns or curiosities!