



## Action Items & Actor's Bio

All information & links needed to  
complete these items can  
be found online at:

[www.artslivetheatre.com/shrek](http://www.artslivetheatre.com/shrek)



### THIS WEEK

- Add Rehearsals to Your Calendar(s)!
- Submit Performance Fee
- Submit Volunteer Interest Form

### BY APRIL 24

- Submit Personal Program Ad

### BY MAY

- Purchase Tickets

Is this the actor's first ALT appearance? ☐ YES ☐ NO

YOUR NAME: \_\_\_\_\_ ACTOR'S NAME: \_\_\_\_\_

YOUR EMAIL: \_\_\_\_\_ ACTOR'S ROLE: \_\_\_\_\_

Please list up to 5 of the actor's most recent or favorite stage roles (your preference).

Performance	Role
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____

## CODE OF CONDUCT

Please read with your actor and sign that you both agree to abide by the rules below. In Arts Live Theatre we want to have fun in our classes, camps and productions, and in order to do this there must be some ground rules in place so that we **ALL** feel accepted and comfortable with each other. In Arts Live Theatre our programs are designed to be **INCLUSIVE**, and good behavior and respect towards others is paramount.

- 1 We will not tolerate inappropriate language.
- 2 We will respect each other's personal space – no hitting or pushing.
- 3 We expect older members in productions, classes and camps be respectful of younger members, and set a positive example – be good leaders.
- 4 We are all different – physically, mentally and verbally. We each bring a unique set of talents and skills, and we respect and value the contributions made by others in our group unconditionally.
- 5 We respect our surroundings. In rehearsal space we are responsible for keeping our space tidy, throwing away our trash appropriately, and remembering to bring our belongings home after every rehearsal. We all participate in cleaning up.
- 6 We must respect the buildings in which we perform. We are guests in these places, and must respect them accordingly: follow rules, keep spaces tidy, and stay in authorized locations within the buildings.
- 7 NO cell phone use (including calling and texting) or hand-held devices during rehearsals. It is disruptive and disrespectful to others. Cell phones may only be used in an emergency or to call a parent at the END of the rehearsal.
- 8 Rehearsals can be long – be patient and understanding.
- 9 Be prepared. Bring your scripts, water bottles, and correct footwear (no flip flops or crocs).
- 10 I will take care of my fellow cast and crew and treat them as my theatre family.
- 11 I will refrain from brining my personal life and issues to the stage.
- 12 I will not make negative comments about anyone or anything.
- 13 In using social media with regards to ALT programming, I will use wisdom in posting and I will tag everyone pictured.
- 14 Bullying will NOT be tolerated at Arts Live Theatre. This includes commenting negatively on performance, dress, "trash talking", forming cliques, and any form of intimidation.
- 15 Upon casting, do not significantly alter your appearances in any way unless approved by the director.

**IF OUR CODE OF CONDUCT IS NOT FOLLOWED, YOUR PARENTS WILL BE NOTIFIED IMMEDIATELY.** Please be kind, respectful and be aware of others. It is a privilege to be a part of Arts Live Theatre.

Parent/guardian signagure \_\_\_\_\_ Actor signagure \_\_\_\_\_



## Volunteer Opportunities

Please let us know how you're interested in helping volunteer! Check all that apply.



Office: 479-521-4932 info@artslivetheatre.com | Volunteer Coordinator: Hollye Staley 479-295-5932 hastaley@gmail.com

YOUR NAME: \_\_\_\_\_

EMAIL/PHONE: \_\_\_\_\_

### BEHIND THE SCENES

- ☐ **HOUSE MONITOR** (*at rehearsals*)  
Helps ensure a productive rehearsal atmosphere; will make sure actors are focused (voice, attention, location) and follow the ALT Code of Conduct; assists director as needed
- ☐ **COSTUMES**  
Work with director to pull costume pieces and assist with fittings; no sewing skills needed; may also help keep costumes organized and maintained in dressing rooms during performances
- ☐ **SET DESIGN OR ASSEMBLY**  
Assist with set design, construction (e.g., using tools, painting, creative craft work), setting props, load-in and load-out, running errands, etc.
- ☐ **TECH**  
Works with lighting and sound equipment; helps place and remove microphones from actors; will need to be available for Tech Week rehearsals and Performances
- ☐ **STRIKE**  
After the last performance, help break down set pieces, load out, and return to prop room
- ☐ **BACKSTAGE PARENT** (*during performances*)  
A variety of helpers will be needed for areas such as the greenroom, stage sides, costumes, and props; will make sure actors are focused, help with quick changes and props, follow script; etc.

### FRONT OF HOUSE

- ☐ **BOX OFFICE**  
Greet patrons and mark off advance ticket sales; make new ticket sales
- ☐ **USHER**  
Greet patrons and show them to their seats; hand out Playbills (great for siblings)
- ☐ **CONCESSIONS**  
Sell snacks, drinks, and merchandise before and after the show

### OTHER

- ☐ **PUBLICITY**  
Share through social media, word of mouth, distributing flyers, etc.
- ☐ **CAST PARTY COORDINATOR**  
Leads planning and communicates with fellow show parents to plan food, drinks, atmosphere, etc. for the cast party (usually held after Friday night's performance)
- ☐ **DIRECTOR'S GIFT COORDINATOR**  
Collects money from parents to contribute toward gifts for director(s) from the cast (e.g. flowers, gift cards, special items); arranges for actors to present gifts following final performance
- ☐ **PROGRAM AD SALES**  
Ad space is available in each show's Playbill (personal greeting for your actor; business ads; etc.)

### SPONSORSHIPS

We're always happy to accept sponsorships for underwriting shows or other programming in part or in their entirety. In the past sponsors have provided funding for performance space, costumes, printing Playbills and flyers, etc. Business sponsorships are tax deductible.

- ☐ **My business or employer may be able to help with SPONSORSHIPS**  
(program ad, show sponsor, food donations, etc.)

What is the business name? \_\_\_\_\_

I'd like to offer my help in a different way: