

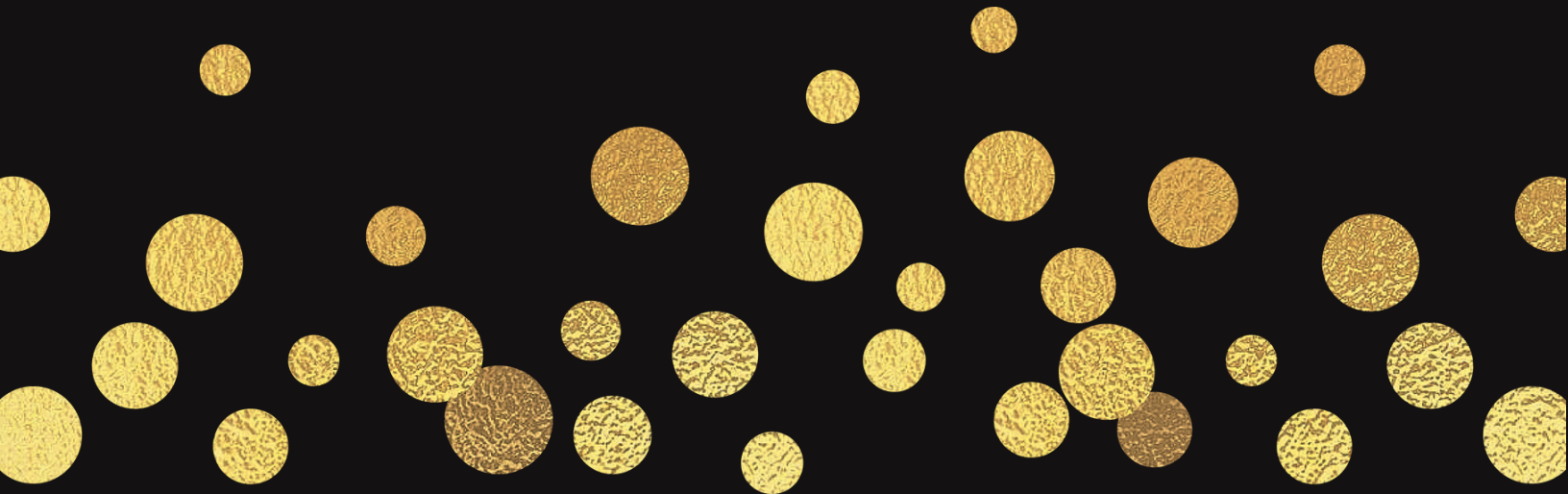


SPOTLIGHT

Kids!

HANDBOOK

2023-2024



Welcome to Spotlight Theater Productions!

I am really looking forward to the upcoming year and expanding the training for your wonderful student. Thank you for supporting your child in their interests and passion and choosing to be part of the Spotlight family.

Spotlight remains committed to serving your child's needs for the present and future. Dedication to work in voice, acting, dance and the professional art of musical theater is vital to the goals of our programs.

Spotlight Kids have high expectations for themselves and my goal is to provide whatever resources are necessary for their success.

The goal of Spotlight Theater Productions is to provide an open and supportive environment in which students may comfortably balance their self-expression with what is expected of them. New students will notice the accelerated pace that we keep. However, new students will also realize that it is necessary to accomplish with the highest standards all of our goals and we will provide all the tools for them to be successful. This does not mean we do not enjoy a little spontaneity; we are all interested in keeping spirits high and stress levels low. To do this, we must maintain flexibility, tolerance, patience, understanding, and mutual respect among students, teachers, and parents.

The guidelines and policies presented in this Handbook are written to accomplish these goals. Therefore, I ask that all students and parents carefully read and discuss this Handbook.

Please be aware that changes to this document may occur throughout the year without prior notice. I will attempt to keep you informed of any such changes. We know that you share in our commitment to the arts and personal development of each student at Spotlight Theatre Productions and that the upcoming year will be a fulfilling one.

Big Smiles Always,
Cynthia Ashford

WELCOME TO SPOTLIGHT KIDS!

WHAT IS SPOTLIGHT KIDS (SK) MUSICAL THEATRE TROUPE?

SK is an award-winning troupe with a focus on training in the professional art of Musical Theater. It is designed for serious -minded "triple threat" performers who are committed to hard work and delivering an amazing performance. SK rehearse one day a week. Each week will consist of time spent on training in either dance, voice or acting including audition prep and then rehearsal on various song and dance production numbers and small group numbers to compete and perform at Access Broadway, Walt Disney World/Universal Studios, and at our final showcase at a theater here at home.

WHAT ARE THE PARTICIPATION REQUIREMENTS?

Students must show potential and passion in voice, dance, and acting and be between the ages of 7–18. They must be mature, reliable, respectful, and ready to take direction well. It is highly recommended that all SK study dance and voice in addition to Spotlight. Some dance/acting/vocal may be available through SK.

WHAT IS A TYPICAL SPOTLIGHT KID LIKE?

SK are known for their professionalism and enthusiasm towards anything theatre-related. They are dedicated to the Troupe as a whole and to further developing their skills as individuals. They are terrific students with a strong desire to excel and be the best they can be, a fantastic group of children that you'll be proud to have your child involved with. We provide a supportive space where everyone is welcome to try new things.

HOW MANY KIDS DO YOU EXCEPT?

typically cast between 16 – 25 Kids in each troupe. There are two troupes that meet 3 hours a week with acceptance by audition or invitation and a third recreational group that meets 90 minutes that is slightly less of a commitment.

HOW LONG IS THE SEASON?

It is a 10 month experience. Then rehearsals begin Aug 24-approximately July 9th.

DO THEY REHEARSE OVER SCHOOL HOLIDAYS?

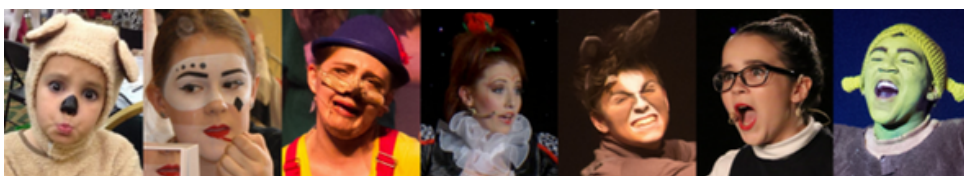
Rehearsals are often held during school holidays, however, the attendance policy is more flexible on those days. All we ask is that if you are in town to please make your best effort to be there. If there is no school due to a teacher work day, then we definitely have class.

HOW MANY REHEARSALS CAN THEY MISS?

As few as possible, please. No one may miss the last 2 rehearsals before ANY performance or competition, they are always mandatory. Each week we add new elements to the show in choreography, blocking and/or vocals. If one performer misses a rehearsal, it puts the whole Troupe behind because we have to re-teach everything at the next rehearsal. In order to properly build the show and form a bond among the cast, we need every Performer at every rehearsal. Please be aware that missing rehearsal may prevent you from being staged into scenes and musical numbers or being assigned solos in group routines. Missing for Birthday Parties, school dances and even family dinners are not acceptable. This is a commitment to group and sometimes you have to miss other things. Also, punishing a child from coming to Spotlight is not an appropriate means of punishment. It punishes the entire group and puts us behind. It's not fair to the group. If there is a problem and you feel they need to miss, please contact me by text message.

WHAT IF MY CHILD IS SICK?

If your child is sick and contagious, please keep them home. If they have a fever, keep them home, if they are throwing up, keep them home. But otherwise, they should come to rehearsal.



Frequently Asked Questions

WILL MY CHILD GET A SOLO?

Children who are interested in having a solo, duet or trio may fill out a request form ([Click Here](#)). If you'd like a vocal solo you are required to meet with Ms. Cynthia for a consultation before November 1st. The material will be chosen by the staff and student together and will only be performed when it is performance ready. We would like to see SK taking on more monologues or scenes as well. Keep in mind that there is an extra cost and private appointments are necessary. You are welcome to coach these pieces with your own private teacher, however Soloists are required to work with Ms. Cynthia at least once in a private appointment to receive approval to perform it.

WHAT ABOUT PARENTAL COMMITMENT?

We ask that you support your child throughout their tenure by making sure they arrive to rehearsal on time. Parents may be asked to help as volunteers with items such as Fundraising, make-up/ hair, costumes, props, scenery or other elements.

This year I'm looking for the roles:

- Parent Liaison- A parent liaison to help parents get the information and assistance they need to support their student's success in Spotlight
- Props and Storage organization- I'm looking for a parent who loves to keep things organized and can help on a weekly or monthly basis.
- News letter and Social Engagements- a couple parents from each group to help organize social activities and put together a Monthly Newsletter for our troupe.
- Fundraising Team! I'd like to plan an educational trip to NYC and It's time we attend ACCESS BROADWAY NATIONALS NEXT SUMMER!

HOW WILL MY CHILD BENEFIT FROM THEATER TRAINING

Theater can be a terrific medium for keeping children active and healthy. It can build self esteem, improve public speaking skills, and a feeling of acceptance. Theater addresses the skills which benefit children's education and development in five general areas: physical development/ kinesthetic skills, artistic development /drama and theater skills, mental development/thinking skills, personal development/intra-personal skills, and social development/interpersonal skills.

IS SPOTLIGHT KIDS RIGHT FOR MY FAMILY?

If your child loves to sing and dance and act and your family is willing to fully commit to the troupe, then you are all in for a wonderful ride! It's an incredible journey that you and your child will enjoy for a lifetime.

WHAT SUPPLIES WILL MY CHILD NEED?

Script or Binder needs to be at every rehearsal

- 3 ring binder with clear pocket on front cover
- 50 Clear sheet protectors (preferably the non glare kind)
- Dance or sport type pants/shorts/skorts
- Leotard or t-shirt
- Jazz shoes are best for rehearsal, tennis shoes are ok too but not bulky shoes. **No flip flops or sandals**
- Hair should be pulled back, out of face
- Homework or a book to read
- Water and a small snack (no popcorn)



WHAT IS THE FINANCIAL COMMITMENT?

- Monthly Tuition (10 equal payments) Green and Pink Troupe \$150, Rec Troupe \$100
- Registration is \$75 per child
- Costume/Props/royalties etc- fee is \$175 per child (due oct 1st) (rec troupe \$125)
- Access Broadway Competition–
 - Green Troupe \$300 (Due November 1)
 - Pink Troupe \$240 (Due November 1)
 - Rec Troupe \$160 (Due November 1)
 - (solos, duos, trios and any extra routines DUE DECEMBER 1ST)
- Theme Park Performance, Workshop, and ticket to the park– approx. \$200 (Due February 1st)
- Recital Fee- \$150 per performer- (Due April 1st) Includes 2 tickets, dinner for performer, helps cover costs of theater, staff, theater tech, insurance etc.
- **Access Broadway 2024 “DOLLYWOOD” FINALS-July 2 - 7, 2024 (this is optional but it's a great event, we don't go often)**

HIGHLY RECOMMENDED- to simplify payments you can choose a monthly tuition that will include all extra fees (Access Broadway, Theme park, Costumes, Recital fees) into your monthly payments. This will not include extra routines at AB, AB workshop, registration and nationals)

- Green Troupe All-inclusive Tuition- \$235 a month
- Pink Troupe All-inclusive Tuition-\$227 a month
- Rec Troup All-inclusive Tuition- \$167 a month

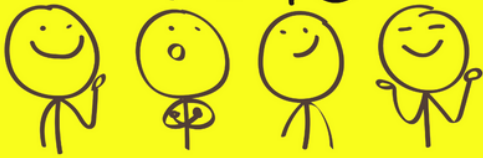
LATE FEE FEE IS \$25

Payments can be made through Zelle or Venmo. Links are in Spaces (or portal on the website)

What Spotlight Theatre Productions Expects From Students

Be on Time! Walk through the door with a smile on your face. Smiles are contagious and we really like to spread them around! Come Prepared! Each rehearsal we will build on what was taught the week before. Having a successful show greatly depends on the building blocks of each rehearsal. The songs, dances and lines must be practiced during the week. We do not have time to re-teach the lessons. If your child misses a class please use our google drive with materials and videos to help catch them up and try to get them together with another student to catch them up. Attitude! Every one of our performers is special, and with an open mind and positive attitude will learn a great deal from Spotlight. People with a positive attitude are fun to be around and work with. Behavioral problems and lack of respect will not be tolerated.

COMMUNICATION



- Communication is important!
Please stay on top of all dates and information.
- The Family Portal on our website (Spaces App is the same thing) will have all info you will need. Links for rehearsal Materials, tuition, event dates etc.
 - GroupMe- is a text messaging app. It will be used for direct communication and for information that I need to get to you quickly. If I send a document through groupme, please click on the blue face, then wait for it to load and press the grey circle. Be patient, sometimes the files are large.



REC TROUPE



PINK TROUPE



GREEN TROUPE

JOIN NOW

**BOTH
GROUPS**

JOIN NOW

**SPACES BY
WIX**



REC TROUPE



PINK TROUPE



GREEN TROUPE

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SPOTLIGHT THEATRE PRODUCTIONS

Theatre Etiquette

I take great pride in always having the kindest, sweetest, best behaved performers when we travel to competitions, performances, theme parks, etc. Spotlight Kids cheer for kids they compete against and support their fellow performers. I think it's important that our parents learn how to be great audience members as well! Thank you for reading and taking time to be a better supporter of the arts. Ms. Cynthia

1. Turn off your Cell Phone and leave your Ipads at home– Somehow the most obvious rule of good theatre etiquette is still the most often disregarded. Turn it off! Please, Turn it off! And putting your cell on vibrate isn't good enough. The people next to you can hear the buzzing sound too.

2. Don't send Text Messages during the show– You may think your being incognito in a darkened theatre, but the light from your cell phone screen (even at the least bright setting) is incredibly distracting to those around you. And why do you still have your phone anyway? Turn it off.

3. No photography or filming– only on rare occasions is it legal to take pictures during a show. And on those rare occasions it is **ALWAYS NO FLASH PHOTOGRAPHY ONLY**. Filming on Cell phones, Ipads, video cameras or the like is prohibited. Pretty much in all theatres. Definitely at all Spotlight events. Just turn it off! You will be asked to leave the performance and at competitions we can be disqualified. Please don't do it. It's not a position I want to be in.

4. Unwrap cough drops and Candies in Advance-If you anticipate any coughing fits during the show, be sure to unwrap your lozenges before the performance starts and have them at hand and ready. The crinkling sound is like nails on a chalkboard. Unwrapping slowly is even worse.

5. Don't be a Disruptive Miss Manners– Sure it's irritating when someone's cell phone goes off, but what's even worse is when the brief breach of etiquette is followed by a series of overreactions from the other audience members. Annoyed "Tsk," "Hmphs," hisses, snarls and shouts of "Turn it off!" along with scandalized glares can be more distracting than the original disruption.

6. Don't talk during the show– A quick whisper to your neighbor, or an audible reaction to what's happening on the stage is fine (this is live theatre and not the morgue), but keep conversation for intermission and after the show. That being said, Laughter at appropriate moments, those meant for laughter are extremely welcomed by performers. Applause are always welcome. Avoid clapping to the music unless the actors have invited you too. Often the audience ends up off beat which makes it harder for the performers.

7. Don't sing along- It's tempting sometimes, we know. But if you want to sing on stage then you'll have to rehearse for hours and hours like the performers on the stage. Save your sweet singing voice for after the show karaoke.

8. Save the screaming for Sports events– Yelling a performers name or chanting a rehearsed cheer should be saved for Sports events. Theatrical stage performances (even at competitions) is all about telling a story. Please respect the work and art being created on the stage.