

Welcome to Studio B Performing Arts!



About This Parent Handbook:

This guide is designed to introduce parents and students to the policies and procedures for our classes and workshops. Please take the time to read this information and let us know if you have questions. Please sign the last page and return it to your child's instructor on the first day of class.

MEET THE STAFF:

Robin Hackett.....Artistic Director
DeAnna McDearmont...Managing Director
Tina Orman....Bookkeeper

Studio B:

Mailing Address: 2400 FM 407, Highland Village TX 75077

Office phone: 972-966-2787

Find us on Facebook: Studio B Performing Arts

Twitter: studiobtheater

2011 WINTER/SPRING Instructors/Directors

DeAnna McDearmont: Studio B Managing Director

Contact: studiobtheater@aol.com, phone 972-966-2787

DeAnna is the Managing Director at Studio B and has been involved with Studio B for several years. She has taught the preschool and kindergarten Intro to Acting classes, organizes and directs the annual Hogwarts Festival and has directed several workshops and productions at Studio B including *The Aristocats*, *Alice in Wonderland*, *Willy Wonka Jr.* and *Seussical Jr.* and *Very Peanutty Christmas*. She has two children, Ryan and Kaitlyn, who are both involved with theater at Studio B and at Marcus High School (Ryan). Her husband Scott also enjoys taking the stage in the adult and community productions.

Robin Hackett, Studio B Artistic Director

Contact: robinhackett@yahoo.com, phone 972-966-2787

Robin Hackett is an accomplished singer/songwriter, musician and actress. Ms. Hackett re-located to Texas from New York City and has been with Studio B since 2004. She teaches classes at Studio B including musical theater and teen murder mystery as well as voice, piano, and guitar. She directed *The Miracle Worker*, *A Dickens of a Christmas*, *The Odd Couple*, *The Sound of Music* and *Defying Gravity* for Studio B.

Colleen Reed: Tween Murder Mystery, Theater Acting

Contact: colleenreed@verizon.net

Mrs. Reed has been involved with Studio B as an instructor and director, as well as appearing on stage in productions such as *The Odd Couple*. She directed the adult production *Talking Pictures* at Studio B. She has been teaching theater classes at Studio B for several semesters.

Rebekah Wheeler Intro to Acting 1 & 2, Little Mermaid

Contact: rebekah.r.wheeler@gmail.com

Rebekah Wheeler received BFA in theatre from ACU with concentrations in acting and musical theatre. She also studied at NYU in the CAP21 musical theatre program. She has performed in regional theatre in Pennsylvania, Virginia and Texas. Some of her DFW credits include Minion One in *Star Trip* at the Pocket Sandwich Theatre, The Musician in *The Sandbox* with Wingspan Theatre Co and an appearance on *The Good Guys*. She is excited to begin teaching and directing with Studio B.

Elizabeth Nowell: Triple Threat, Tween Musical Theater

Contact: elizabethdn05@msn.com

Elizabeth Nowell is a recent graduate of Midwestern State University with a degree in Vocal Music Education. She has recently moved to the Dallas area from Wichita Falls and is looking to continue being involved with her passion—theater. She has many years of theater experience and over 8 years of vocal training. Elizabeth has starred in musicals such as *West Side Story* and *The Wizard of Oz* as well as the opera production *Die Fledermaus*. She is excited about sharing her knowledge and furthering her involvement at Studio B.

Melody Jones: Intro to Acting 3

Contact: melody.e.jones@gmail.com

Melody is a graduate of Northwestern State University where she majored in theater with a focus in musical theater performance. She has also studied at the London Academy of Music and Dramatic Arts and the Texas Shakespeare Festival. After receiving her diploma she toured with Missoula Children's Theatre International Tours for a year before moving home to Texas. She is a member of Level Ground Arts theatre troupe in addition to acting with other theaters throughout the metroplex.

Our Mission:

Our mission is to encourage participation and appreciation of theatre, music, and the arts overall. Studio B strives to foster creativity and develop skills in acting, musical theatre, voice, dance, script development, and all around knowledge of the stage and theatre. Studio B prepares students for further studies in this genre and genres associated with it. Through classes, workshops and productions, we endeavor to create an atmosphere of creativity, imagination, collaboration and independent thinking. Through performing arts, the young and old alike can build self esteem and confidence. Most importantly, Studio B unites the community and brings families together.

POLICIES & REGISTRATION INFORMATION

Registration Policies:

You may mail, email or drop off your registration forms and payment at any time. A drop box is available in the lobby. The office hours do vary. If you need to speak to the Managing Director or Artistic Director it is a good idea to call the office at 972-966-2787 before arriving to make sure someone is there. You will receive an email receipt for your payment.

Email registration may be sent to studiobtheater@aol.com. You may mail your payment to: Studio B, 2400 FM 407, Highland Village, TX 75077.

Studio B can accept checks made payable to "Studio B", cash and Visa, Mastercard or Discover. At this time, we do not accept American Express.

Payments are due upon registration. Payment secures your child's spot in the class. Please note that instructors are not allowed to accept payments. Please use the drop box or drop off in the office and include your child's name and class name/code.

A \$25 registration and administration fee is already added in to all tuition amounts.

Studio B offers a 10% sibling or multi-class discount.

Children are not allowed to attend class until account has been paid in full. In some special circumstances, a payment plan may be agreed upon. Email or call DeAnna (studiobtheater@aol.com or 972-966-2787) for more information.

There is a \$30 fee on all returned checks.

Cancellation Policy:

Studio B hires instructors based on student registration and one child may make the difference between a class “making” and being cancelled. Therefore, Studio B does **NOT OFFER refunds** after you have registered and paid for a class. There are no exceptions. If Studio B cancels a class for any reason, you will receive a full refund on your tuition or a credit for another class, whichever you choose.

Financial Scholarships:

Studio B has a limited number of financial scholarships (both partial and full) for classes and workshops. The Scholarship Fund is provided by contributions from local individuals and business support as well as workshop fundraisers. These scholarships are awarded based on need and/or talent and the desire to learn. Students who receive financial scholarships are expected to attend all classes as scheduled. If you are interested in more information, please call the office.

Workshop & Class Sizes:

Studio B strives to maintain a productive learning environment for all classes. Registration for workshops remains open until a class is full. The size of classes will vary according to the age of the students and the type of class. Generally, class sizes are between 8 to 15 students. If a class has below a certain number of students registered, the class may be cancelled or combined with another class.

Class Schedule:

Most classes (except the Murder Mystery classes and Rising Stars) run 12 weeks from Sept. 13-Dec. 13. There will be a class performance on the last day of class. There are no classes Oct. 11 or Nov. 22. The Murder Mystery classes are 24 weeks-Classes runs Sept 18-March 26-No class on Oct. 23, Nov. 27, Dec. 25, Jan. 1. The Murder Mystery classes end in 2 performances each.

Communication:

Studio B's main form of communication is through email. If you are not receiving emails, please check with the office. You will occasionally get updates from the office as well as receive occasional class updates from your instructor. When you register for classes at Studio B, you will be added to our email newsletter list as well. This newsletter will inform you of upcoming events, productions and auditions at Studio B. We regularly update our website at www.studiobtheater.info and our Facebook page.

Behavior:

Behavior issues are usually not a problem at Studio B, however, should problems arise, Studio B adheres to a strict “three strikes” policy. Parents will be notified and ask to sign a behavior incident form on each occasion. After three incidences, your child will be dismissed from class without a refund or credit. This includes disruptive behavior and violence.

Inclement Weather Policy:

Studio B follows LISD with inclement weather procedures. If school is cancelled for bad weather, Studio B closes classes for that day. Every attempt will be made to make up that day. In the event that a class cannot be made up for bad weather, your account will be credited the prorated amount for missed classes due to weather closings.

Absences:

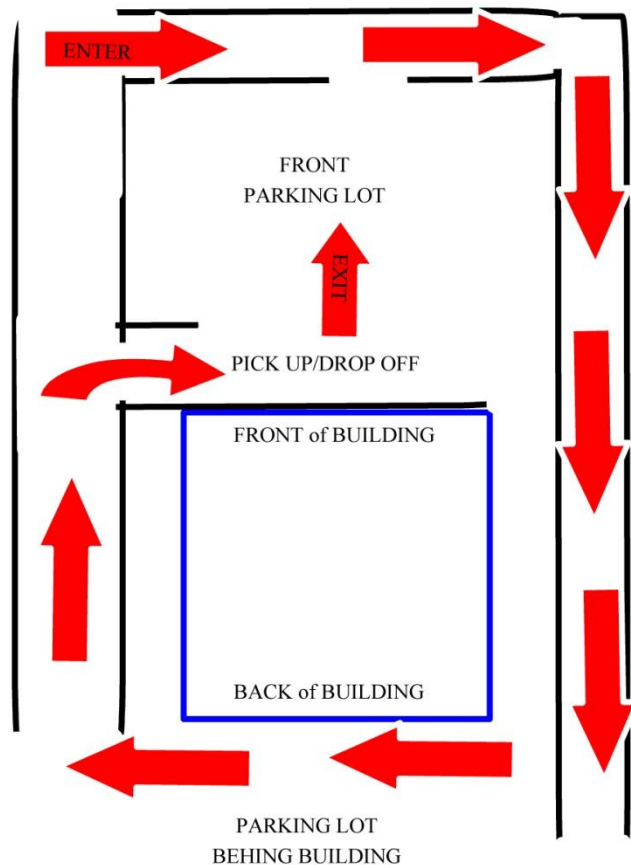
Studio B classes are building workshops, meaning that students will build on their knowledge learned from day to day during the workshop. It is important that your child attend every class, however, if you need to miss, please let the instructor know. **Studio B does not refund or make up classes/workshops missed due to student illnesses, vacations, or other reasons.**

Drop offs/ Pick Up:

NEW:

To ensure the safety of all children and to make the parking lot flow easier, we have started a new pick up/drop off line. If you plan on dropping your child off or pick your child up from the car, the pick up/drop off line will start from BEHIND the building. Please do not block this area, as it makes getting in and out of the parking lot very difficult. If you wish to park and come inside, please remember there is ample parking space behind the building.

See diagram:



THE CENTER DROP OFF & PICK UP MAP

IMPORTANT!

Please make sure your child arrives to class on time. You may drop off your child in the lobby to the instructor five minutes before the start of class and pick up your child from the lobby promptly at the end of class. Our instructors will not be available to watch children that are dropped off earlier than five minutes before the start of class. In some cases, the front door may be unlocked, but no one from Studio B may be in the building if you arrive early. In addition, **Studio B charges \$1 a minute for each minute you are late picking up after the first five minutes.** There are no exceptions. We appreciate your understanding and timeliness.

Teens: If your child is enrolled in a teen class, we will not allow your student to ride in the car with a driving student unless you have given your written permission. This is for the safety of your child.

Dress Code:

Studio B does not have a strict dress code, however keep in mind your child will be moving quite a bit in class. We only ask that your child arrives comfortable and ready to move. It is recommended that your child wear some type of closed toed shoe. Dance shoes or tennis shoes are perfect. Please do not send your child in flip flops or sandals. Dresses and skirts are also discouraged.

Publicity:

At times, Studio B may take pictures of your child's class or performance. By registering for classes, you agree to allow Studio B to use your child's image and/or name for publicity purposes (including ads, press releases, website, etc...). If you would like to opt out, Studio B will need a written and signed note asking us to not use your child's image/name. If you choose to opt out, please keep in mind that it may prevent your child from being included in class/cast photos.

Snacks:

Food and drinks are not allowed in the theater. Snack time is not built into class time. We do have water fountains and vending machines.

Parents & Classes:

In order to create a safe environment for your student's learning and creativity, all **classes/rehearsals are closed except for those enrolled in the class.** Please do not

allow your child's friends to come to class. Those not enrolled in the class will be asked to leave. Some students feel inhibited if parents or others are in attendance. We ask that parents drop their child off or wait in the lobby area.

Expectations:

It is the goal and belief of Studio B that all students can learn and grow through the art creativity drama and performance with an end result of greater self-esteem, improved social skills, confidence and imagination. The curriculum for each class will vary according to the type of class and the age of the students. All classes are aimed at teaching students theater etiquette, stage terminology, stage movement, diction, imagination, and acting techniques. Methods of learning include improv games, storytelling, concentration techniques, sense memory and character development.

Student Class Rules/ Expectations:

During the first day of class, the instructors will go over the following information with your child:

Studio B General Classroom & Production Rules and Etiquette

Be on Time. Be prepared; All students/cast members must arrive no earlier than 5 minutes before class/rehearsal and picked up no later than 5 minutes after class. Students must wait in the lobby to be picked up.

All theater and class rules apply. Instructors/Directors have the right to fill out a behavior form for inappropriate behavior any time during class, workshops, and rehearsals or during performances. Please note that three or more behavioral reports may result in dismissal from class or workshop without refund. This may also affect future child's ability to participate in future Studio B events.

NO FOOD, DRINKS or GUM. Alcohol and smoking are not permitted on Studio B property.

Eat before you come to class/rehearsal.

Absolutely no bare feet or sock feet in the building. No flip-flops, clogs or platform shoes. Shoes should be flexible for movement.

No negative or critical remarks about anyone – including yourself. Any creative ideas you have should be shared with the instructor first.

When the instructor talks, you don't.

Please notify the instructor/director if you are going to be absent or late.

No aggressive verbal or physical behavior.

No Running.

Students must remain after class to clean up the costume room and theater. Please respect the property of Studio B and of others. Do not touch anything that does not belong to you.

Students /Cast members are not allowed in any other rooms of the building besides the lobby, snack room, costume room and theater and The Max. Those rooms are the property of other tenants in the building..

Please fill out the following page and return it to your child's instructor on the first day of class or drop it off to the office prior to starting class.

Studio B Parent Guidelines

Child's Name _____

Parent's Name _____

I agree that I have read and understand all rules, guidelines and policies set forth by Studio B Performing Arts Center. I understand that late pick-ups after classes will incur a \$1 per minute charge after the first five minutes. I also give my permission for Studio B to use my child's name and/or image for publicity purposes unless I opt out by giving written notice to the office.

Parent Signature

Date

The following information applies to the following: The Little Mermaid workshop
PERFORMANCE HANDBOOK:

STUDIO B---PARENT & CAST INFO

SCHEDULE:

Rehearsal dates/times for each production are at the end of this handbook. Please note that we will do everything we can to start on time and get cast members out on time. During "tech" week, or the week before the show opens, rehearsals may go longer. Please be flexible.

REHEARSALS:

All rehearsals are mandatory for each cast member. The director will give a more detailed calendar of what will be covered on each day of the production, but it is subject to change. Missed rehearsals that are unexcused may result in your dismissal from the cast. If there are any rehearsal schedule conflicts, the director will need those in writing on the first day of rehearsal.

PARENT VOLUNTEERS:

If the director needs parent/volunteer help, he or she will email the parents/cast members.

SCRIPTS/MUSIC

In most cases, each cast member will be issued either a book copy or a photocopied script and the music cd with both the music with and without the lyrics. There is a \$10 fee for lost scripts and a \$3 fee for lost cds. Please keep up with these items and bring the scripts along with a highlighter and pencil to every rehearsal.

COSTUMES:

Per audition form, Studio B does not pay for or reimburse for costumes.

All cast members will be given a list of items they will need for their show by the director. Costume pieces may be checked out of the Studio B costume room. Cast members not allowed to take any costumes out of the Studio B costume room without permission.

Thrift stores are great, inexpensive places for finding costume pieces. If you need to rent costume pieces, we recommend Dusty's in Arlington.

ADS & PROGRAMS & FLYERS:

Ad sales are NOT REQUIRED for Little Mermaid. Ads do help defray the expense of programs for the show. Cast members may sell ads to a local business or parents may wish to purchase a "break a leg" ad. Ads cost \$25 for $\frac{1}{4}$ page (business card sized), \$50 for half page and \$100 for full page. "Star" ads are also available for \$10 for Little Mermaid. These will simply include your child's name. See attached ad form sheet for prices and order info. **All ad forms and payments are due by the end of rehearsal as follows for each production:**

The Little Mermaid: February 3

Contact Jen Adame (queenjenhv@me.com) for questions regarding ads. A rough draft of the show program will be on display for you to check for spelling. Also, Jen will make our flyers. Cast members are encouraged to help distribute.

If you are interested in donating concessions, we can always use:

Ozarka, Pure Life, Dasani or Aquafina bottles of water

Soda (Sprite, Diet Coke, Coke)

Assorted full sized-candy bars (Skittles, Starburst & M&Ms are ok too)

TICKET SALES & RESERVATIONS:

Tickets for all shows will go on sale September 15. Everyone attending the show needs a ticket. Ticket prices are as follows:

Little Mermaid: \$10

Studio B has a new ticket reservation policy: All reserved tickets **MUST** be pre-paid. Reserved tickets must be pre-paid prior to the show. Reserved tickets go off sale 48 hours before the show opens or until sold out. After that time, tickets are only available at the door as general admission. There are no refunds/exchanges for any tickets. Please see DeAnna for ticket reservations and sales. Studio B takes checks, cash & credit cards (no American Express).

No free tickets or complimentary tickets are given. We encourage all parents and cast members to purchase tickets and make reservations early. Most of our shows do sell out quickly. A ticket order form is provided with more information. The ticket form is also posted on the Studio B website. Please feel free to forward it to your friends. Encourage your friends and family to buy their tickets early for the best seats.

***Many of our summer shows do sell out—get your tickets early!

Tickets may be purchased the following ways:

- Turning in a ticket form to the office/drop box with payment (available in this packet and on our website)
- Through DeAnna in the office

Or

- Online on our website--a service fee will apply to tickets purchased online. Group tickets may not be purchased with the discount online.

PAYMENTS:

If you are dropping off a payment for ads, tickets, shoes, etc...PLEASE put payment in an envelope and mark it with cast member's name and what you are paying for on the outside. There is a payment box on the wall in the lobby and a box in the office for payments. Please do not hand payments to the director. They will get lost!

REHEARSALS:

Please keep in mind that all rehearsals are closed. We ask that parents, friends and siblings stay outside in the lobby if the theater doors are closed. If they are open, you are welcome to sit in and watch.

PHOTOS/VIDEO:

Studio B has a strict no photography/no videotaping policy. Many of the show licensing contracts prohibit both during performances. Taking pictures (even without a flash) can be distracting from the stage. We kindly ask that you respect this policy. We do have a professional videographer that will tape one performance. Those DVDs will be for sale through him for \$25. Individual pictures will be taken during dress rehearsal and sold \$1 each or \$5/6.

Studio B Performing Arts Ticket Order Form

LITTLE MERMAID

Reserved tickets must be pre-paid prior to the show. Reserved tickets go off sale 48 hours before the show opens on the first weekend. After that time, tickets are only available at the door as general admission. If you would like to purchase tickets, please fill out the following and return to Studio B with a check or credit card information. No orders will be fulfilled without payment. Ticket prices are posted at www.studiobtheater.info.

Please note:

- There are no refunds/exchanges on tickets.
- Reserved tickets are given as first come/first serve. You will be given the best available at the time your order is received.
- You must pick up your tickets at the box office at least 30 minutes prior to show time. **All tickets not picked up 15 minutes before the show will be re-sold as general admission at that time.**
- Everyone requires a ticket to the show, even children ages two and under. Some productions may not be appropriate for young children due to show length and/or content.

Please call 972-966-2787 or email studiobtheater@aol.com for any questions or to get information on group sales. Mail forms along with credit card info (NO AMERICAN EXPRESS, please) or checks made payable to "Studio B" to: Studio B, 2400 FM 407, Highland Village, TX 75077.

Tickets will be available for pick up at the box office on the day of the show. Box office opens 45 minutes before the show starts.

NAME: _____ EMAIL: _____ PHONE: _____

<u>THE LITTLE MERMAID</u>
TICKETS: \$10
_____ FRI. 2-18-11 at 7:30
_____ SAT. 2-19-11 at 7:30
_____ SUN. 2-20-11 at 2:30**
_____ FRI. 2-25-11 at 7:30
_____ SAT. 2-26-11 at 7:30
_____ SUN. 2-27-11 at 2:30
_____ **Character Luncheon before 2/20 show at 1p.m, add \$5 per ticket

TOTAL \$ AMOUNT _____

NOTES (such as isle needed for handicap): _____

For credit card payments only NO AMERICAN EXPRESS:

CREDIT CARD NUMBER: _____

EXPIRATION: _____

NAME ON CARD: _____

*The Very Potter Variety Show Night is a Studio B fundraiser event and will include two shows in one: Harry Potter & the Obnoxious Voice and The Very Potter Variety Show. Studio B is asking for a suggested donation of \$10 per ticket for the Very Potter Variety Show. The Great Feast is an additional \$5 per ticket. Great Feast will include a character meet & greet. This event will take place in The Max before the 10/23 show.

REHEARSAL SCHEDULE CONFLICTS:

All rehearsals are important! We cover a lot during each rehearsal and it is not always possible to go back and re-teach. Make every effort to be at each rehearsal on time.

If you have any conflicts with rehearsals, please write them down and turn them in by the end of the first rehearsal. These will be excused. Please note that if your child is sick, we expect you to keep them home. Also, repeated missed rehearsal may result in cast member being removed from scenes.

Cast Member name: _____

Dates/times of conflict: _____

STUDIO B ITEMS

The following are for sale through the office. Fill out the form and drop it off in the office with payment

LITTLE MERMAID SHIRT, \$15

CAR DECAL, WHITE, \$3

TOTE BAG \$15, black with logo, perfect size for scripts, snacks and other theater essentials



CAR DECALS, \$3—red or white



NAME: _____

EMAIL ADDRESS: _____

ITEM, CHECK ONE

___ Car decal WHITE, \$3

___ Tote bag, \$15

___ Shirt, \$15—indicate size, available in youth small to adult XXXL, also indicate WHICH SHIRT _____

TOTAL _____

If paying by credit card (no American Express)

Name on card _____

Number _____ exp date _____

STUDIO WINTER/SPRING CLASSES

Instructor & Room

Calendar:

The following classes are held on MONDAYS

January 10-April 18: No classes during LISD holidays (Jan. 17, Feb. 21, March 14)

All classes will have a short class performance on the last day of class on April 18 during class time.

Location: GREEN ROOM

4:00-5:00: Intro to Acting 1 ages pre-k-k : Rebekah Wheeler

5:15-6:15: Intro to Acting 2 grades 1-2: Rebekah Wheeler

Location: THE MAX

4:15-5:15: Intro to Acting 3 (First Session), grades 2-3: Melody Jones

5:30-7:00: Triple Threat: Act, Sing & Dance! grades 3-5: Elizabeth Nowell

Location: ROOM 7

5:30-6:30 Intro to Acting 3 (Second Session): Melody Jones

Location: THEATER

4:30-6:00: Theater Acting: Theater: Colleen Reed

7:00-8:30: Tween Musical Theater grades 5-8: Elizabeth Nowell