



RED MOUNTAIN
THEATRE COMPANY

**Red Mountain
Theatre Company
CONSERVATORY MANUAL**
Revised August 2019

Red Mountain Theatre Company
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WHO WE ARE

Red Mountain Theatre Company is a Tony Award-winning nonprofit organization committed to enriching the cultural landscape of Birmingham and beyond through unique, high quality professional theatre and performing arts education. Utilizing a diverse mix of local and national talent, RMTC works to inspire connection both for the building of community and the advancement of the arts.

- **OFFICIAL GROUP NAME & ACRONYM**

RED MOUNTAIN THEATRE COMPANY CONSERVATORY
“RMTC CONSERVATORY”

- **VISION STATEMENT**

To inspire creative expression and exploration, leading to a well-rounded, inclusive, and vibrant community.

- **MISSION STATEMENT**

To create powerful theatre experiences that enrich, educate, and engage audiences – nourishing the human spirit, fostering valuable life skills, and cultivating a deeper sense of community.

- **2019/2020 CONSERVATORY STAFF**

Keith Cromwell, Executive Director
Katie Holmes, Music Supervisor and Conservatory Manager
Bradford Forehand, Education Director
Christy Vest, Assistant Music Director
Jenny Williamson, The Healthy Artist
Neal Hunter Hyde, Education Coordinator

RMTC CONSERVATORY PROGRAM OVERVIEW

For 40 years, Red Mountain Theatre Company has served the greater Birmingham area, bringing arts education to youth and youth to the stage. RMTC offers a broad scope of theatre-based educational opportunities for youth. Whether students are drama novices or on their way to the professional stage, RMTC offers experiences to fit their needs.

Through theatre, students sharpen their ability to create and to collaborate, gaining confidence along the way. These skills serve students throughout their lifetimes – on the stage and beyond.

- **PURPOSE**

Countless studies have shown art education improves children’s cognitive development and academic success. It’s not just about teaching them to sing or dance. It’s about teaching them teamwork, time management, focus, discipline, confidence, and so much more. We are dedicated to providing safe spaces for students to learn and grow through the arts as we create, collaborate, and build confidence.

- **Creation**

By exploring stories, students begin to shape their views and voices in the community.

- **Collaboration**

By working with their peers toward an end goal, students learn the value of cooperation.

- **Confidence**

By participating in performance experiences, students gain self-esteem and the courage of self-expression.

● **PROGRAM**

The Red Mountain Theatre Company Conservatory is designed to educate, train, and polish the performing arts skills of young artists through professional training and performance opportunities. The Conservatory is an auditioned, tuition-based program. Our Conservatory is an elite and dedicated group of musical theatre performers (ages 9-18) who rehearse year-round. Conservatory members are the youth all-stars of Birmingham musical theatre – no other local youth program is as comprehensive for preparation in the performing arts. Members are guaranteed performance opportunities, including productions of our annual Holiday Spectacular and the Conservatory Showcase.

The Conservatory consists of three performance groups:

- Previews (ages 9-12)
- Spotlights (ages 11-15)
- RMTC Performing Ensemble (ages 13-18)

Members of each group must be the appropriate age by September 1st.

We at RMTC are dedicated to creating a new generation of theatre professionals and have high expectations for behavior and commitment from the Conservatory members. As such, we require individual meetings for Conservatory members and their parents with the Executive Director, Education Director, and Conservatory Manager before October each year to discuss goals and expectations. We request that Conservatory members participate in assessments at the beginning and end of each school year. We also expect individuals to set up an exit interview should the Conservatory Member opt not to return for the next season.

The Conservatory Ensembles perform throughout the school year for various clubs and civic organizations in the Birmingham area. We also provide our young performers with the opportunities to collaborate and perform with top-notch professionals.

● **EDUCATIONAL GOALS**

As the leading pre-professional musical theatre training program in Alabama, the RMTC Conservatory has dedicated educational goals for each of its Conservatory ensembles to guide the members' development as young artists. Each Conservatory ensemble focuses on performance skills that are tailored specifically toward developmentally appropriate goals and concepts. Beginning with the Previews and culminating in the Performing Ensemble, the RMTC Conservatory members build upon and improve their performing skills as they advance through our program.

Conservatory members must demonstrate a basic level of proficiency in their audition to be accepted into their ensemble. Following are the objectives and proficiencies aligned with each Conservatory ensemble.

The Previews

The Previews' overarching goal is to understand and demonstrate the fundamentals of musical theatre performance. To that end, they focus on the following elements in rehearsals and performances:

- Growth and understanding of pitch, rhythm, and tempo in music and movement
- Understanding of musical concepts such as dynamics (loud vs. soft)
- Beginning a basic introduction to singing harmony (in 2 parts or more)
- Refinement of broad acting concepts and understanding of stage directions
- Understanding and demonstrating the color of emotion in acting (anger vs. frustration, etc.)
- Learning various aspects of professional production from the performers' perspective (hitting marks onstage, using wireless microphones, learning backstage etiquette)
- Demonstrating the ability to remember and execute 8-12 performance numbers throughout the course of the year (some in tandem with other ensembles and others featuring only Previews)
- Understanding the basic concepts of dance, including demonstrating a single pirouette in dance combinations and executing basic tap steps

The Spotlights

The Spotlights' overall objective is to refine their techniques of musical theatre performance. They truly build upon the fundamentals learned in Previews, focusing in more detail on mastering technique of performance skills. To that end, the Spotlights focus on the following elements in rehearsals and performances:

- Continued growth and understanding of pitch, rhythm, and tempo in music and movement
- Continued growth and understanding of expression in music (dynamics, accents, time signatures)
- Continued work on harmony singing, with music selections including up to four-part harmony
- Working toward attention to and awareness of vocal quality and ensemble sound when singing
- Continued refinement of basic acting concepts
- Understanding and demonstrating the concept of intent behind emotion in acting
- Continued work on production elements (backstage etiquette, setting props and quick changes, mastering stage directions)
- Proficiency in executing various styles of musical theatre dance in choreography, including basics of tap dance, consistent single pirouettes (progressing toward a double pirouette)
- Demonstrating an understanding of dance terminology in musical theatre
- Demonstrating the ability to remember and execute 10-12 performance numbers throughout the course of the year (some in tandem with other ensembles and others featuring only Spotlights)

The Performing Ensemble (RMPE)

The Performing Ensemble's overall goal is to express the artistry of musical theatre storytelling. This type of craftsmanship requires attention to detail and cannot be achieved without mastery of musical theatre techniques. To that end, the Performing Ensemble members focus on the following elements in rehearsals and performances:

- Mastery of pitch, rhythm, and tempo in music and movement
- Continued knowledge and demonstration of expression in music (dynamics, accents, time signatures, music theory elements)
- Continued mastery of harmony singing, with music selections including up to seven-part harmony
- Continued attention to and awareness of vocal quality and ensemble sound when singing, particularly when singing close intervals
- Refining and mastering acting concepts such as emotion, intention behind emotion, etc.
- Building on acting concepts by analyzing the tactics behind intent in acting
- Studying and implementing gestures, inflection, and style while acting and performing choreography
- Continued exploration and mastery of musical theatre dance styles, including Fosse choreography and tap
- Creating and collaborating as an ensemble in all aspects of the rehearsal and performance process
- Continued growth and understanding of production elements while in performance
- Continued work on the technique and language of dance in musical theatre
- Continued work on execution of dance, including the ability to perform a double pirouette, with an aim of mastery in execution
- Incorporating storytelling and artistry in dance, music, and acting
- Attending and participating in the iTheatrics Junior Theatre Festival in Atlanta
- Demonstrating the ability to remember and execute 12-16 performance numbers throughout the course of the year (some in tandem with other ensembles and other featuring only RMPE)

The culmination of the Conservatory's year-long rehearsal process is demonstration of each group's educational elements in performances of the Holiday Spectacular and the Conservatory Showcase, in addition to various RMTC events and appearances.

To achieve these goals, the Conservatory Members follow a dedicated schedule that builds upon skills throughout the year, beginning with retreats in August. Elements of performance are layered in this

curriculum, so consistent attendance in rehearsals will ensure that Conservatory Members attain maximum achievement. Throughout the year, Conservatory Members will work in tandem with RMTC Conservatory Staff, as well as guest instructors, to broaden their knowledge and execution of musical theatre.

- **PARENT ADVISORY COMMITTEE**

The Parent Advisory Committee (PAC) is the liaison between Conservatory parents/guardians and RMTC staff. The PAC provides an outlet for Conservatory members and Conservatory parents/guardians to confidentially voice concerns, ask questions, or gather advice independently from the RMTC staff. The PAC consists of two parents/guardians from each Conservatory Ensemble and one parent/guardian of a graduated Performing Ensemble member. The PAC is selected by the Executive Director and the Conservatory Manager based on nominations, and they report to the VP of Education on the RMTC Board of Directors. PAC members serve the Conservatory from August 1 to July 31. PAC members may serve multiple one-year terms on the committee. The Conservatory Manager is the primary liaison with this group and works in tandem with the PAC president to move the group forward toward accomplishment of tasks.

The PAC is designed as an intermediary for Conservatory parents. If problems arise between Conservatory members, parents are not to engage in discussions with the Conservatory member who is not their child. Parents are NOT at any time allowed to call Conservatory members directly with a problem or complaint. Rather, they should address the PAC representative for their group, who will determine the best course of action in concert with the RMTC staff. If the need arises to help mitigate a parent to parent conflict, contact the PAC or RMTC staff.

2019-2020 PARENT ADVISORY COMMITTEE	
President:	Keelie Segars
Previews Representative:	Jeff Graveline
Previews Representative:	Anne Marie Seibel
Spotlights Representative:	Rachel Cornelius
Spotlights Representative:	Marta Self
Performing Ensemble Representative:	Terri Locklyn
Performing Ensemble Representative:	Mary-Lynn Luke
Alumni Representative:	Mary Yeager

POLICIES

• CODE OF CONDUCT

A strict code of conduct must be adhered to by all persons involved with RMTC, including, but not limited to Board members, Executive Director, Managing Director, office staff, cast members, ensemble members, apprentices, students, teaching artists, technical staff, and all persons employed by RMTC. All persons involved with RMTC are representing RMTC and should strive through their everyday conduct to uphold and further the goals and ideals of the organization. Any conduct which reflects negatively on RMTC shall be grounds for dismissal at the discretion of the Executive Director and/or the Board of Directors.

Conduct or actions that are considered inappropriate include, but are not limited to, the following:

- Use of illegal drugs
- Use of alcohol by underage members
- Offering alcohol to underage members or facilitating access to alcohol by underage members
- Underage use of tobacco products, cigarettes, smokeless tobacco, e-cigarettes, vape devices, or similar products
- Sexual harassment or immoral actions
- Acts that would be harmful or dangerous to others
- Any acts that are contrary to RMTC's purpose or goals
- Actions involving a conflict of interest without prior disclosure and advance approval
- Any acts deemed illegal by the City of Birmingham, the State of Alabama and the United States of America
- Any other acts or behavior that would adversely affect the reputation of RMTC in the community, including inappropriate content on social media, texts, or other modes of electronic communication

• EDUCATION AND CONSERVATORY DRUG- AND ALCOHOL-FREE POLICY

In accordance with the Code of Conduct of the Red Mountain Theatre Company (the "Organization"), it shall be the policy of the Organization to prohibit the use of illegal substances and alcohol by underage participant ("Member") in Education and the Conservatory.

The use of illegal substances, alcohol or any substance (whether legal or illegal) that could impair abilities or create a safety issue is strictly prohibited. Each youth participant (hereinafter referred to as "member") has agreed to follow, and to protect the safety, health, and well-being of the members of the Organization's youth performing groups and educational opportunities.

Recognizing that drug and alcohol abuse are in violation of the Code of Conduct, and pose a direct and significant threat to these goals, the Organization has adopted a policy of prohibiting the use of alcohol or drugs by any member at any rehearsal, educational opportunity, performance, or other activities member engages in with the Organization. The Organization therefore strictly prohibits the illicit use, possession, sale, consumption, purchase, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount. In addition, the Organization strictly prohibits a member from having alcohol or controlled substances in his or her system without medical authorization during any rehearsal, performance, or other activity of member including, without limitation, trips, social functions, or gatherings of members regardless of whether official activities of the group or on the member's own initiative, and whether on property of the Organization or elsewhere (hereinafter referred to as "Event").

All members are required to abide by this policy (hereinafter referred to as the "Policy") as a condition of participation in any Organization Event. Any violation of this policy shall result in immediate termination of membership. Terminated members will not be eligible to re-audition for the Organization's Events until

sitting out for one complete year of participation (beginning June 1 to May 31 of any given year). Termination date is determined by the date of discovery and verification of infraction, not from the date of substance abuse.

All testing shall be conducted pursuant to applicable state and federal drug and alcohol testing regulations and procedures.

With regard to drug and/or alcohol testing, members will be subject to random drug and/or alcohol testing and/or testing upon "reasonable suspicion", as defined below.

Any member shall submit to an immediate test (which shall be administered under the supervision and confidentiality of a medical or other appropriate professional supplied by the Organization) for the use of alcohol and/or drugs when requested to do so by the Executive Director of the Organization. Any request to undergo testing is based upon either random testing or based on the belief that a member is under the influence of or has used drugs or alcohol in violation of the Organization's Policy, drawn from specific objective and factual information and reasonable inferences drawn from the facts, in light of experience. Among other things, the fact and inferences may be based upon, but not limited to, the following:

- Observable phenomena while at an Event, such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse.
- Abnormal conduct or erratic behavior while at an event or a significant deterioration in the individual's performance.
- A report of substance abuse provided by a reliable and credible source.
- Evidence that an individual has tampered with any such substance abuse testing requested under the Policy.
- Evidence that an individual has used, possessed, sold, solicited or transferred drugs or alcohol while at an Event.

Should a member be found in violation of the Code of Conduct, his or her membership from said group will be immediately terminated for the remainder of the program year. Additionally, the member would not be eligible to participate in any production of the organization for the next twelve (12) months from termination date; however, after a period of six (6) months they may be eligible to participate in educational opportunities such as classes or camps, with approval by the Executive Director of the Organization at his or her sole discretion.

Should member come forward and voluntarily confess to drug or alcohol use outside of being questioned on reasonable suspicion, their membership from said group would be immediately terminated for the remainder of the program year. Additionally, the member would not be eligible to participate in any Red Mountain Theatre Company production for the next six months from termination date; however, after a period of three (3) months, they may be eligible to participate in educational opportunities offered by the Organization, such as classes or camps, with approval by the Executive Director of the Organization at his or her sole discretion.

Any member who is removed from participation by either confession to or positive testing of the use of drugs or alcohol will not be eligible to re-audition for the Organization's Events until sitting out for one complete year (beginning June 1 to May 31 of any given year). Termination date is determined by the date of discovery and verification of infraction not from the date of substance abuse. In addition, if a member is the recipient of any scholarship awards administered by RMTC, any further scholarship benefit will be immediately revoked.

Additionally, approval for future auditions would require submission and approval by the Organization's Executive Director and Parent Advisory Committee and would be based upon the following:

- Submission of proof of substantive measure to deal with the issue
- Drug testing (at the parents' expense) administered at the discretion of the Executive Director at or around the time of reapplication
- Agreement that the child would undergo frequent random drug testing upon their return (at the parents' expense)
- Written statement by the member and their parent(s) concerning the impact this has made on them personally and including a plan to safeguard and prevent this from reoccurring

Any member found in violation of the Drug and Alcohol-Free policy for a **second time** will be permanently banned from all RMTC Events.

No Smoking or Vaping

Smoking, vaping and the use of tobacco products including chewing or smokeless tobacco, electronic cigarettes and vaping products is prohibited at all times in all RMTC facilities or while engaged in RMTC-related activities, including in all rehearsal and performance venues. Any Conservatory member who is found using or possessing such products will be subject to discipline, up to and including suspension or dismissal from the program. The distribution or sale of products prohibited under this policy while on RMTC property (including leased venues) or while engaged in RMTC-related activities will result in immediate dismissal from the program.

● **COMMUNICATION POLICY**

RMTC requests a 24-hour response policy for all communication. Conservatory members and parents/guardians are asked to respond to email/phone communication within 24-hours of distribution (e.g. 24-hours from sent email or phone message time stamp). RMTC pledges to adhere to this policy in response to Conservatory member and parent/guardian communication requests.

Email is the primary and standard source of communication. Conservatory members and parents/guardians are responsible for having an active email account. Email accounts must be monitored daily. All Conservatory members and their parents will receive a weekly Hot Note with announcements, schedules, rehearsal information, performance information, and more. Other e-mails for requests will be sent on an as-needed basis.

● **BACKSTAGE PHOTO/VIDEO POLICY**

Cell phones and/or other recording devices, hereafter referred to as "device(s)," will no longer be allowed backstage at the theater during technical rehearsals and performances of the conservatory. Devices brought to the theatre will be collected at the beginning of all technical rehearsals and performances and stored in a lockbox until dismissal. RMTC strongly recommends that all devices be labeled. All devices deposited in the lockbox at RMTC are done at your own risk. RMTC holds no liability for them.

Non-compliance consequences:

- If a member is found to have taken photographs or video backstage, they will be immediately dismissed from the program.
- If a member is found to have a device backstage, they will be dismissed from that day's rehearsal/performance and that of the following day. If the incident occurs during tech, the member would be removed from all material that is rehearsed the days they are dismissed.
- Members who are willingly participating/posing in backstage pictures will be dismissed from that day/evening and the following day. If the incident occurs during tech, members would be removed from all material that is rehearsed the days they are dismissed. The definition of "willingly

participating/posing” will be evaluated by RMTC Staff. Therefore, any member who witnesses an infraction of these rules should come forward immediately.

- If a member is found with their device backstage and/or willingly participating/posing in photographs or videos taken backstage three times during the course of the season, they will be immediately dismissed from the program.

In cases of emergency during technical rehearsals or performances, Conservatory parents may **call the Cabaret Theatre directly at 205-252-0083**. As a secondary option, parents may contact their PAC representative to get a message to RMTC Staff. Members will be permitted to use the Cabaret phone, a staff member’s phone, or access their cell phone in cases of emergency.

• **ABSENCE AND CONFLICT POLICY**

Participation in the RMTC Conservatory Showcase is mandatory. Participation in the RMTC Holiday Spectacular is mandatory unless a performer is participating for a grade in the annual state Trumbauer Competition, which occurs at the same time as the Holiday Spectacular. If a performer chooses to compete, he or she will not be in the Holiday Spectacular, and it will not count as a miss. The performer must let the Executive Director know of their participation in the Trumbauer competition no later than October 1. **Unexcused absences may not be taken during Retreats, Choreography Weekends, Holiday Spectacular, Conservatory Showcase, and in the two-week period before the Holiday Spectacular or the Conservatory Showcase** - i.e. a performer may not decide to go out of town with friends and miss a rehearsal if such falls two weeks before opening night of the Holiday Spectacular or the Showcase. **Only excused absences will be allowed during that time.**

THESE EVENTS ARE CONSIDERED EXCUSED:

- Immediate family wedding, funeral, and/or event approved by Executive Director
- Religious Holidays
- Illness
- Academic Testing (e.g. ACT, SAT)
- Directly grade-required activities for which attendance is mandatory
- University/College auditions, interviews, and visitation

Conservatory members are expected to participate in all outreach/special appearances that have been scheduled and appear on the calendar. Additional opportunities will be scheduled throughout the year and Conservatory members are encouraged to participate. Some outreach performances qualify as service hours, and RMTC will provide appropriate documentation for Conservatory members to be credited for these service hours as needed.

Conservatory members are required to attend all scheduled events, unless a conflict has been submitted to and approved by the Conservatory Manager. Conflicts are to be submitted by using the Conservatory Absence Request Form, which can be found on our website. This form must be emailed to the Conservatory Manager at least 2 days prior to the missed rehearsal. In the event of a last-minute illness or emergency, Conservatory members or their parents have one week from start of illness to submit the form. Examples of the Conservatory Absence Request Form will be shared at Conservatory Orientation. We document all absences, and absences (with the exception of illness) will not be approved without a completed Conservatory Absence Request Form.

Examples of excused vs unexcused absences:

- **Conservatory member will miss Sunday, October 28th due to a school choir concert. This is grade related.** RMTC response: approved and excused
- **Conservatory member will miss Sunday, October 28th because her family is going to the beach.** RMTC response: approved but unexcused

- **Conservatory member will be late to the Saturday, March 2nd rehearsal due to a grade-related school band concert.** RMTC response: approved and excused, since it is grade-related, even though it falls in the 2-week time period before the Conservatory Showcase
- **Conservatory member will miss the Saturday, March 2nd rehearsal due to a school dance that is not grade-related.** RMTC response: this is **not approved** since this is not grade-related and falls in the 2-week time period before the Conservatory Showcase

All conflicts will be considered on an individual basis

Conservatory members have three unexcused absences available to them throughout the year. Multiple absences from RMTC events due to participation in one outside event (i.e. a non-grade related show at school or a theatre other than RMTC) will be considered one unexcused absence per outside event. Late arrival to rehearsal or event will count as a partial unexcused absence – **three late arrivals constitute one unexcused absence.** Continuation in the program will be evaluated by the Executive Director and Conservatory Manager after the third unexcused absence. Should a Conservatory member violate policy and take an unexcused absence during a mandatory time period, the consequences will be assessed by the Conservatory Manager and Executive Director.

If an unexpected conflict arises, such as a last-minute illness on the day of a rehearsal or show, the Conservatory member must **call or text the PAC representative for your group or the officer who is responsible for attendance** to let them know your status. You may also email Katie Holmes, Conservatory Manager, *in addition* to your officers or PAC representative.

If an absence form is submitted and the absence denied by the Conservatory Manager, parents and members may ask for reconsideration on an absence. The request will then be forwarded to the PAC and Executive Director for reconsideration. After deliberation, the Conservatory Manager will communicate the end result to the Conservatory member and/or their parent.

We at RMTC understand that from time to time, extraordinary opportunities may occur during the mandatory time requirement stated in RMTC's schedule. Should you or your child wish to make an application for an absence during a required rehearsal, please communicate with the Conservatory Manager to explore avenues of application for this absence. Please be aware each request will be reviewed carefully by the Executive Director, Conservatory Manager, and the PAC. **Exceptions are made rarely.**

● **ZERO-TOLERANCE ILLNESS POLICY**

RMTC has a zero-tolerance policy for any Conservatory member with an infectious illness. You should not come to a rehearsal or show with a fever, vomiting, diarrhea, or any other infectious illness. You must be fever-free and/or symptom-free for 24 hours before returning to any RMTC event/activity. Your disregard for this policy could spread illness to an entire cast and jeopardize a show.

● **TUITION AND PAYMENT POLICY**

The RMTC Executive Committee determines Conservatory tuition. All Conservatory students must be registered online and pay at least a 15% deposit by September 30th. Financial aid applications are available by request on the RMTC website. All financial aid applications must be completed and returned no later than September 1st. The balance of the Conservatory tuition is due no later than September 30th. Balances may be paid via the link in your registration confirmation email, or by cash/check at the RMTC Administrative Office. **Payments will not be accepted during rehearsals or performances.** Any returned checks will be charged an additional \$20 fee and current bank fees will be charged to the check writer for returned checks. **RMTC has a no-refund policy.**

- **CREDIT AND DEBIT CARDS**

All credit card payments for services (show tickets, workshops, Conservatory) will incur a \$4.00 processing fee. Please note this does not apply to contributions, Dress Circle memberships, Broadway Bash tickets, or auction items.

***** The \$4.00 fee will be applied to the first payment only in the case of payment plans.**

- **PAYMENT PLANS**

Payment plans are available if desired. Payment plans can be requested through the online registration process. If a payment plan is requested, it must be approved and in place no later than September 30th. ***Conservatory Payment plans must begin no later than September 30th and conclude by March 1st. All payment plan installments must be paid in full by March 1st or the Conservatory member will not perform in the Conservatory Showcase. There will be no exceptions.***

- **PRIVACY POLICY**

There will be a directory created for the Conservatory that will contain photos, Conservatory member contact information, parent contact information, and more. This will be distributed after all the Conservatory retreats have been held.

Conservatory members or their parent/guardians must notify the Conservatory Manager via email if they would like to request that their personal contact information **NOT** be listed or distributed.

- **CONSERVATORY MEMBER SHOW ADMISSION POLICY**

Each Conservatory member may attend any RMTC production during that season for free (exceptions may apply) and may attend RMTC performances as many times as they would like, pending available seating. Conservatory members cannot reserve their complimentary seats and may not use this privilege on opening or closing performances. Conservatory members are **NOT** guaranteed seating near family or friends. Conservatory admission may not be booked through the office in advance. The Conservatory member should notify the Box Office Manager at the Will Call desk upon their arrival at the venue that they are in the Conservatory and would like to see the show. The Conservatory member should then wait in an area away from the desk until notified by House Staff that seating is available. The House Manager will seat the Conservatory member based on seating availability in either unsold seating or overflow. In the event of a sold-out house, Conservatory members may not be seated for that performance. All Conservatory members may bring student guests (ages 5-18) to any performance in which the Conservatory member is attending or performing. Conservatory member GUESTS can receive \$5 off of their ticket price by asking for the "Friend of Conservatory" discount at the Box Office. The Box Office opens one hour prior to show time. RMTC is not responsible for supervising Conservatory members attending a show unaccompanied by a parent/guardian.

- **PARENT/GUARDIAN TRANSPORTATION RESPONSIBILITIES**

Conservatory members are responsible for arranging their own transportation to and from all RMTC rehearsals, performances, and special events, with the exception of the RMPE and Spotlight retreats and JTF. The retreat and JTF transportation will be arranged by the Conservatory Manager and the PAC. **Conservatory members and parents/guardians must be prompt when dropping-off/picking-up Conservatory members from rehearsals, performances, and special events. Conservatory members may be dismissed from the program because of frequent late drop-offs/pick-ups.**

- **ALABAMA TEEN DRIVING LAWS**

It is the responsibility of the Conservatory parent/guardian and the teen driver to ensure these statewide driving restrictions are enforced. As of 2015, these are the policies and restrictions as per the Alabama Department of Public Health's website (<http://www.adph.org/teendriving/Default.asp?id=4445>):

- **PARENT VOLUNTEER POLICY**

RMTC Conservatory Staff will request the aid of backstage parent volunteers during the Conservatory Showcase and Holiday Spectacular tech weeks and performances, as well as during each group's retreat. We are very appreciative of you donating your time, and have the following expectations for volunteers:

- All adults associated with Red Mountain Theatre Company who may be left alone with children must undergo regular background checks for the safety of the Conservatory members. This includes all parent volunteers.
- All parent volunteers must arrive at the set time of arrival and expect to stay until the indicated release time.
- Backstage parents **MAY NOT LEAVE THE BACKSTAGE AREA DURING A PERFORMANCE** to watch the show. We rely on your help backstage, and if you vacate your post to observe the show, we will decline to contact you for further volunteer opportunities.
- Parent volunteers should contact the PAC president in the event that a last-minute conflict arises, necessitating a replacement volunteer.

- **INCLEMENT WEATHER POLICY**

In case of inclement weather, RMTC will closely monitor any forecasts predicting severe weather and may adjust rehearsal schedules as necessary. RMTC staff will make decisions based on local school systems and the safety of the participants involved. A parent/guardian may pick his/her child up from rehearsal at any time due to severe weather.

- **SOCIAL NETWORKING POLICY**

RMTC expects that individuals associated with its Conservatory will use social media responsibly and in a way that does not reflect poorly on the organization. Accordingly, RMTC prohibits the following in any context, including social media posts: profanity, breach of individual or group privacy, depictions (including photos or videos) of illegal, sexually explicit, discriminatory or profane activity, profiling, bullying, or stereotyping. If you are unsure, delete material and consult with the Executive Director or Conservatory Manager. Failure to abide by these policies may result in immediate suspension or expulsion from RMTC programs.

Is it OK for a Conservatory member to have accounts on social-networking sites like Facebook, Twitter, Snapchat and Instagram?

Yes! RMTC understands that social networking is a normal part of everyday life and, when used appropriately, can be a useful tool for safely sharing information. However, ***you may not record or take photos backstage AT ANY TIME.***

What are the general guidelines/suggestions for using and/or posting RMTC information on social media accounts?

Posting material about RMTC's internal operations (example: parent committee meetings, individual meetings with RMTC's Executive Director) is prohibited on personal pages. Conservatory members should also be mindful that any personal information they disclose about themselves or other members of the group may be linked to RMTC's name, even if these pages are restricted to viewing only by friends. It's very easy for someone to copy material out of restricted pages and redirect it elsewhere for wider viewing. Remember that virtually nothing is truly private on the internet. Posting information about being

in specific places at specific times is not safe – please don't do it (example: Rehearsals at the Cabaret from 5-10 PM, break at 6 PM for dinner).

That being said, we **DO** want your help sharing information about RMTC's productions with your friends and family! Posting updates and sharing information about productions that you're in and sharing links to our website and Facebook fan page is highly encouraged. But please, keep it positive!

- Example of a good post: *Holiday Spectacular* rehearsals are hard work but super fun. I can't wait for opening night! Make sure you get your tickets early at www.redmountaintheatre.org!
- Example of a bad post: All the songs in this show are stupid ... I really should have gotten that solo instead of her.

Anything specific to Facebook?

You may link to RMTC material and information that has been published on our official Facebook fan page (facebook.com/redmountaintheatre) but please don't post information that we haven't published or publicized yet. Also, please do not create event pages (or fan pages) for RMTC events or the performing groups. You may feel free to join RMTC event pages and post comments, but do not upload unauthorized photos or videos onto any RMTC pages.

You may not stream a live Facebook, Snapchat, or Instagram feed from any RMTC location, including backstage. As a general rule, please do not post any photos or videos until 24 hours after they are taken. ***You may not record or take photos backstage AT ANY TIME.***

It's also a good idea to monitor your profile page to make sure material posted by others doesn't violate RMTC standards; questionable material must be immediately deleted. Also, it is not appropriate for Conservatory members to friend request or post comments on RMTC's Executive Director's Facebook page. That account is strictly for business purposes.

How about Twitter?

RMTC has an official Twitter account (@RedMtnTheatre). Feel free to re-tweet information that has been tweeted by this account, but remember that it is the one and only official Twitter account representing the organization.

Why does RMTC care or think it should have a say in what I put on my social networking feed/page?

As members of the Conservatory and RMTC, we all have a stake in upholding the organization's reputation. The guidelines in this policy do not break any new ground – they are consistent with the Code of Conduct we've always asked Conservatory members to uphold; this policy simply takes into account the new world of social networking.

Do these guidelines apply just to Conservatory members or does it include parents as well?

Though we are primarily concerned with the safety of Conservatory members, please remember that we all represent RMTC and we all must do our best to protect the organization's reputation.

QUESTIONS? Please feel free to email our Marketing Director, Drew Francis, at marketing@redmountaintheatre.org if you have specific questions regarding this policy.

● **COMPLIMENTARY TICKET POLICY FOR TEACHERS**

We encourage Conservatory members to invite their teachers to Preview Night for our annual Holiday Spectacular. This year, it will be held on Thursday December 5th. Conservatory members receive two tickets (TOTAL) for this event. We will communicate the ticket reservation process closer to the event. This ticket will be available at Will Call the day of the performance. This year we will be limiting attendance to the Preview night, so tickets are available only to teachers and other RMTC-invited guests.

REHEARSAL AND PERFORMANCE INFORMATION

• REHEARSAL SCHEDULE

Generally, the Conservatory Ensembles rehearse on Sunday afternoons and some Saturdays. Additional rehearsals will be added for major performances (e.g. Holiday Spectacular and Conservatory Showcase). **ALWAYS** check the weekly newsletter, the **Hot Note**, for updates and rehearsal information.

Sunday regular rehearsal times:

RMPE 1-6PM
Spotlights 1-5:15
Previews 2-6PM (fall) / 3-6PM (spring)

• THE HOT NOTE

The Hot Note is a weekly newsletter sent from the Conservatory Manager to parents and members of each Conservatory Ensemble. While you should always refer to the Conservatory Calendar for rehearsal times, the Hot Note will keep you updated on rehearsal locations, time changes, important Conservatory information, and upcoming performances. It is your responsibility to thoroughly read each Hot Note. Any questions you have after reading can be directed to your PAC representatives or Conservatory Manager.

• CALL TIME

Conservatory call time (also known as report time) is 15 minutes prior to the start of rehearsal and typically one hour prior to a performance or special event.

• REHEARSAL LOCATIONS

We use several locations for rehearsals. Be sure to check the Hot Note weekly for location details and information.

<p>RMTC PRODUCTION OFFICE 3028 7th Avenue South Birmingham, AL 35233 www.redmountaintheatre.org</p>	<p>RMTC CABARET THEATRE 301 19th Street North Birmingham, AL 35203 RMTC Cabaret Phone: 205.252.0083</p>
<p>THE DANCE FOUNDATION (TDF) 1715 27th Court South, Homewood, AL 35209 Dance Foundation Phone: 205.870.0073 www.thedancefoundation.org</p>	<p>BRASFIELD & GORRIE CONFERENCE CENTER (B&G) 3021 7th Avenue South, Birmingham, AL 35233 (across the street from the RMTC Production Office)</p>

• REHEARSAL RESPONSIBILITIES

Conservatory members are responsible for bringing the following material to **EVERY** rehearsal:

- Binder: Music and information must be neatly organized in a three-ring binder (provided at Orientation). This binder must be kept in good condition and may be used in concert performances
- Sharpened pencils
- Water bottle (labeled with name)
- Comfortable, moveable clothes (dance attire or workout attire is perfect)
- Proper shoes (NO FLIP-FLOPS or open-toed footwear of any sort)

- Audition material (a 16- or 32-bar cut of music and a monologue, same as required for Conservatory auditions)
- Cell phones will only be allowed during rehearsal for use as a recording device for music or dance rehearsals and may be only be used for communication with others at the conclusion of rehearsals and performances or on breaks. **Cell phones may be confiscated for failure to comply with these rules.**
- **Personal items left at rehearsals, performances, or special events are not the responsibility of RMTTC Staff. If items are left at The Dance Foundation, check their lost and found. If items are left in RMTTC spaces, they will be held for one week, then donated to charity.**

● **MISSED REHEARSAL RESPONSIBILITIES**

In the event a Conservatory member misses a rehearsal, they are responsible for taking the following actions:

- Arrange **IN ADVANCE** to have another Conservatory member record the missed rehearsal
- Arrange to have another Conservatory member take notes and gather handouts (e.g. sheet music, scripts, agendas, etc.)
- Conservatory members excused from a choreography rehearsal are responsible for arranging a rehearsal replacement (e.g. another Conservatory member) to stand-in, learn, and teach the movement to the excused member prior to the next rehearsal.
- Please note that taking an unexcused absence during a choreography session may prevent the Conservatory member from participating in the future performance of that material. (Also, please note that this says choreography *session*, not *weekend*. Choreography weekends are mandatory.)

● **HYGIENE & APPEARANCE EXPECTATIONS**

- All Conservatory members must be well-groomed and presentable when representing RMTTC (clean clothes, hair styled and out of face, etc.).
- Girls must have hair pulled back during rehearsals, performances, and special events (hair must be out of eyes and face).
- Boys must have hair neat and out of eyes and face (clean lines above eyes, ears, and neck).
- Conservatory members may be asked to cut their hair.
- Unnatural hair color (e.g. blue or pink), facial hair, or unusual body/facial piercings, and visible tattoos are not permitted.
- Colognes and/or perfumes are not permitted in rehearsals, backstage, or onstage during performances, or at special events.
- The use of underarm deodorant and foot deodorant is **strongly** encouraged at **all** rehearsals and performances.
- No watches, jewelry, or distracting accessories should be worn during performances (including special events).
- Conservatory members are expected to shower/bathe on a regular basis, particularly during the run of a show when we are in close quarters backstage.

● **SOLO AUDITIONS AND ASSIGNMENTS**

Conservatory material is selected and cast by the RMTTC artistic staff. Conservatory members will have the opportunity to audition for solos. Solo auditions are scheduled during rehearsals. Conservatory members absent from solo auditions have until the following Wednesday to arrange an audition with the Conservatory Manager. Solos are assigned following the Sunday audition. Most solos are assigned understudies. In some instances, a solo may be assigned at the sole discretion of a guest director or choreographer.

● **COSTUME INFORMATION**

RMTTC's Costume Designer will select Conservatory costumes. RMTTC provides a "basic look" costume and specialty costumes. Conservatory members may be asked to wear his/her Broadway Bootcamp T-shirt or Conservatory shirt with a nice pair of jeans for appearances. Conservatory members are also expected to

provide several costumes, which may be selected for use during shows. Conservatory member costumes must be labeled, clean, and presentable (e.g. wrinkle-free). RMTC Wardrobe staff will not make fit alterations (e.g. hemming) to student-provided costumes. RMTC requests that Conservatory members provide the following:

UNDERGARMENTS/HOSIERY

Conservatory members are responsible for all personal items such as accessories, hosiery, belts, socks, and appropriate undergarments. We ask that all Conservatory Showcase members are prepared with full-coverage, appropriate undergarments for all performances. Females should wear a nude leotard under all costumes, or a camisole-style undershirt and dance shorts. Males should wear a white tee shirt beneath all costumes. If you have questions, please ask your PAC rep, the Conservatory Manager, or the Costume Designer.

FORMAL

Formals must be conservative, particularly in regard to the dresses selected. Unacceptable formal dresses include: black, plunging necklines, backless, or midriff cutouts. Females (particularly RMPE) should be aware that they may be asked to wear a microphone during shows. A microphone adds about two inches to the waist line, so please keep that in mind when selecting formal wear to avoid fit issues during dress rehearsals and performances.

- Preview Girls: knee-length or tea-length cocktail dress – no floor length
- Spotlight Girls: knee-length or tea-length cocktail dress – no floor length
- Performing Ensemble Girls: floor-length evening gown
- All Boys: Black tuxedos and accessories (e.g. bow tie, vest, socks, and shoes) OR approved dark suit with white collared shirt. Males should try this outfit on in September to assess whether or not their tuxedo still fits. If you have outgrown your tuxedo and would like to donate it to RMTC, please contact the Conservatory Manager.

SNAPPY CASUAL

Conservatory members must provide a “Snappy Casual” outfit with appropriate, matching shoes and accessories (e.g. boys: black or khaki pants and a pressed button-down shirt; girls: knee-length skirt or dress pants and a nice shirt.) Examples of appropriate “Snappy Casual” outfits are demonstrated at Orientation.

URBAN FUNK

Conservatory members must provide an appropriate “Urban Funk” outfit with appropriate, matching shoes and accessories. Urban can be described as denim, colorful, gritty, clothing you would find similar to the merchandise at Urban Outfitters, Old Navy, Target, etc. Examples of appropriate “Urban Funk” outfits are demonstrated at Orientation.

ALL-WHITE OUTFIT

Conservatory members must provide an all-white outfit. This can be any white clothing of your choosing, likely to be used in both the Holiday Spectacular and the Conservatory Showcase. This outfit can have an “urban funk” meets “snappy casual” feel. It can be as simple as a white t-shirt and white jeans, but we encourage you to put your own stamp on it. Shoes must be white as well (white Keds are a popular choice) although tan character shoes are acceptable for females. We strongly suggest you shop for this outfit during August and September when summer items are still available. Finding white clothing in the fall and winter can be very difficult.

ALL-BLACK OUTFIT

Conservatory members may be asked to provide an all-black outfit. This outfit can be as simple as black dance pants and a black t-shirt, or a black leotard and a black skirt. This look is most often used for the

Performing Ensemble when performing Fosse-style choreography in numbers, but other groups can be called upon to provide an all-black outfit occasionally. Black shoes are necessary for this costume look. You should not need to purchase any specialty pieces for this outfit; we hope that you can use something you already have at home, such as a black t-shirt and black jeans.

HOLIDAY-INSPIRED PAJAMAS (for Previews only)

Previews should plan to provide a set of holiday-inspired or festive pajamas for the Holiday Spectacular. These pajamas should allow for dancing, and jazz shoes can be worn with them. Themes and colors can have a wide range, however we do ask everyone to avoid black pajamas (Batman-themed, for instance) when possible.

SHOES

Conservatory members are expected to provide their own shoes for performances. We expect the Conservatory members to provide the following types of shoes:

- Preview Girls: Black Mary Jane shoes and tan flat tap shoes
- Spotlight Girls: 2" or 2 ½" tan character shoes and tan tap shoes (may be either character or flat)
- Performing Ensemble Girls: 2" or 2 ½" tan and black character shoes and tan character tap shoes
- All Boys: Black character or dress shoes and black tap shoes

If your child is taking tap classes and is asked to provide a different style of shoes than those listed above, we will work with the shoes you have. There's no need to purchase a second pair of tap shoes. Here are some examples of the shoe styles listed above. These photos are a great frame of reference when looking for shoes.

Tan Character Shoes



Black Character Shoes



Black Mary Jane Shoes



Boys' Black Shoes



Tan Character Tap Shoes



Black Flat Tap shoes



Tan Flat Tap Shoes



Shoes and hosiery may be purchased at the following stores in Birmingham:

Applause Dancewear
1629 Oxmoor Rd
Birmingham, AL 35209
(205) 871-7837

Dancers' Image
4524 Southlake Ln
Hoover, AL 35244
(205)989-9707

Dance-N-Things
7954 Crestwood Blvd.
Irondale, AL 35210
(205) 956-8495

We also have a discount code if you choose to order online from Discount Dance Supply:

You can receive 10% off of your order when you use the RMTC TP number for the first time. For each subsequent purchase, you receive 5% off your order when you reference the RMTC TP number on your order.

RMTC TP NUMBER: TP107139

COSTUME RESPONSIBILITIES

- Conservatory members are responsible for his/her costumes including shoes, socks, belts, hats, etc.
- **Conservatory members without complete costumes will not perform**
- No jewelry is permitted at rehearsals, performances, or special events (unless otherwise designated by Costume Designer)
- Conservatory members are responsible for returning all RMTC-provided costumes at the end of a production, with the exception of males borrowing a tuxedo. Males using an RMTC tuxedo should hold on to their tuxedo until the Conservatory Showcase closes.
- Conservatory members should keep their personal items in a plastic bin during the run of the Holiday Spectacular and Conservatory Showcase. Examples of these bins will be shown at a New Parent Meeting in November, as certain styles are more functional than others.

COSTUME ASSISTANCE

Should a Conservatory member need assistance with procuring a costume, they should email the Conservatory Manager following Orientation in August. Parents must also fill out a Costume Rental Form, which the Conservatory Manager will provide. All costumes must be returned to the Conservatory Manager in good condition during strike of the Conservatory Showcase.

• **QUESTIONS**

From time to time, questions about the RMTC Conservatory will undoubtedly arise. All questions are to be directed first to an advanced member of the Conservatory or the Parent Committee representative before calling or emailing the office and Conservatory Manager. Please also refer to this Conservatory Manual and the Hot Note before asking questions about policies, rehearsals, and performances.

RELEASE FORMS

Conservatory members and Conservatory parents/guardians are asked to understand and sign the following release forms:

- Drug and Alcohol Policy Form
- Transportation Form (permission to ride with licensed drivers)
- Code of Conduct Acknowledgement Form



DRUG- AND ALCOHOL-FREE POLICY CONSENT FORM

RED MOUNTAIN THEATRE COMPANY EDUCATION AND CONSERVATORY DRUG- AND ALCOHOL-FREE POLICY: CONSENT TO SEARCH AND TESTING

I have been given a copy of Red Mountain Theatre Company's (the "Organization") Drug-and Alcohol-Free Policy. I have read and understand that as a condition of being a member my child, will be subject to the provisions of this Policy, and to changes that may be made to this Policy from time to time.

I consent to the Organization requiring a drug and alcohol test of my child, and/or searches of my child and his or her belongings brought to a rehearsal, performance, or other member event (including without limitation any trips, social functions, or gathering of members) under the circumstances described in the Policy, which includes both random testing and testing when there is reasonable suspicion.

I hereby give my consent to the Organization and the testing laboratory to release the test results to the Executive Director of the Organization, as well as to a health care professional designated by the Organization to interpret the results on behalf of such individuals, and to me. I understand the results of the drug test are to be used by such individuals affiliated with the Organization solely for the purpose of determining if my child has violated the Organization's Policy prohibiting drug and alcohol use under the circumstances set forth in the Policy.

I freely give my permission to allow this testing of my child under the circumstances set forth in the Policy. I further state that I am not under any physical, mental, or other duress or coercion of any kind, and that I have not solicited or received any promises as an inducement for this permission.

Furthermore, I do hereby release any doctor, medical personnel, hospital, medical center, clinic, and the Organization and all of its representatives, from any and all liabilities arising from a search or test of my child, and arising from the release or use of information derived from or contained in the search and/or test, or the report of such search and/or test.

I also understand that if my child refuses to immediately submit to or cooperate with a drug and/or alcohol test after my child is requested to do so by the Executive Director of the Organization, under the circumstances set forth in the Policy, then he/she shall be dismissed immediately from membership.

PLEASE KEEP THE ABOVE INFORMATION FOR YOUR RECORDS.



**RED MOUNTAIN THEATRE COMPANY CONSERVATORY
DRUG- AND ALCOHOL-FREE POLICY SIGNATURE FORM**

PLEASE SIGN AND RETURN THIS PAGE.

I have read and understand and agree to cooperate with any drug or alcohol test that my child is requested to take under the Drug and Alcohol-Free Policy of the Organization, and authorize the release of the results to the persons described above in the third paragraph.

Conservatory Member Parent/Guardian Name (print above)
Conservatory Member Parent/Guardian Signature (above)
Date (above)

I have read and understand and agree to cooperate with any drug or alcohol test that I am requested to take under the Drug and Alcohol-Free Policy of the Organization, and authorize the release of the results to my parents, and to the persons described above in the third paragraph. I further agree to a search of my belongings as described in such policy.

Conservatory Member Name (print above)
Conservatory Member Signature (above)
Date (above)



RMTC WAIVER FOR MINOR PASSENGER
PLEASE SIGN AND RETURN THIS PAGE.

I, being the parent or legal guardian of the Conservatory member (the "Child"), who is below the age of nineteen years of age and who is to be a passenger in a vehicle (the "Vehicle") driven by someone other than myself to and from activities and programs sponsored by RMTC (the "Destination") beginning on June 1, 2019 through June 1, 2020, understand that the Child's travel as a passenger is subject to the following terms and conditions:

1. **No Representation of the Condition of the Vehicle.** RMTC makes no representation as to the quality or condition of the Vehicle to be operated by a volunteer.

2. **Gratuitous Transportation by Volunteer.** A volunteer for RMTC gratuitously provides transportation to and from the Destination. Neither I nor the Child has made any payment to RMTC for the use of the Vehicle. I understand the volunteer is not an employee or agent of RMTC.

3. **Nature of Risks.** I understand that traveling to the Destination may involve certain risks, including but not limited to accidents, emergencies, exposure to reckless conduct of other persons, and/or negligence of the operator of the Vehicle. I understand that RMTC disclaims any and all responsibility for any such risks.

4. **Waiver of Liability.** Know that for and in consideration of good and valuable consideration, including the gratuitous transportation, the undersigned hereby releases, acquits, and discharges RMTC, its affiliates, parents, subsidiaries, agents, servants, and employees (collectively, the "Releasees") from any and all claims, actions, demands, causes of action, and liabilities whatsoever, whether existing now, or hereafter created, arising out of or associated with RMTC permitting or allowing the Child to be a passenger in conjunction with travels to and from the Destination. Further, the undersigned hereby agrees to hold Releasees harmless from and against any and all claims, demands, or lawsuits that may arise or be asserted against the Releasees by any person or entity arising from the activities of the Child relating to the transportation made available by RMTC, including, but not limited to, any claims, demands, damages, or lawsuits that may be asserted by any third party against Releasees for injuries, death, or property damage arising out of the Child's utilization of such transportation.

Signature of parent/guardian (if participant under 19)

Date

Name of Conservatory member



RMTC CODE OF CONDUCT ACKNOWLEDGEMENT FORM

PLEASE SIGN AND RETURN THIS PAGE.

I, the Conservatory member, have read the **Conservatory Manual and the RMTC Code of Conduct** and agree to adhere to these guidelines and will refrain from any behavior that could be deemed detrimental to myself and/or to RED MOUNTAIN THEATRE COMPANY.

Print name: _____

Signature: _____

Date: _____