



Sponsored by the Havre de Grace Recreation Committee



Troop/Player/LLS/LLP meeting days/times are subject to change

HDG Drama Guild

2011 SUMMER Registration Form

www.hdgDramaTroop.com

Date of Registration _____

Last Name _____

First Name _____

Middle Initial _____

Date of Birth _____

If under 18: AGE AND GRADE AS OF Dec 31, 2011

Male

Female

If under 18, please print parent/guardian name: _____

CONTACT INFORMATION : The following is Parental Information Adult Member Information

Street Address _____

Town _____

Zip _____

Home: _____ CELL: _____ Work: _____

EMAIL ADDRESS _____

Emergency Contact (other than self or parent/guardian) _____

Emergency Contact Phone number _____

SUMMER REGISTRATION

JULY 18-29, 2011 * 9 am to 3:30 pm Monday through Friday * Meadowvale Elementary School

PROGRAM FEE: \$60

There are only 20 slots available. Not all participants will be cast in the production, however everyone will participate in the final production in some form, either as stage crew, tech or as an assistant to the director.

In order to participate in the final production, you must be able to attend ALL days, be on time every day and not leave early. Failure to do so may result in your part being given to another actor and/or no longer being able to participate in the program to completion.

WE DO NOT ISSUE REFUNDS FOR ANY REASON

Office use only

DATE: _____ More then 1 family participant

Deposit(S) :

Costume: \$ _____ SCRIPT: \$ _____ TOTAL: \$ _____

Check** Money Order** Cash

Any physical conditions or allergies the program should be aware of (use back of paper if necessary):

NOTE: By signing this registration form, I understand that I/my child will not be covered by any program insurance, and I agree that I will not hold the team, program, coach, instructor or the Havre de Grace Recreation Committee responsible for injuries received while participating in the above noted program. I understand that there is an inherent risk involved in participating in any program and I certify, with my signature, that I/my child is physically capable of participating in this program. I understand that I will be responsible for costumes, equipment or script(s) issued to me/my child. I understand that I/my child may be photographed or videotaped and that said photo's/video's may be posted to the guild website or Facebook account and/or used for promotional activities of the Drama Guild. I further agree that I/my child have read, fully understand and will follow all rules of the program and the activity center as stated in the registration packet specifically but not exclusively in the Guild Rules and Q & A section. I also understand that registration fees are not refundable for any reason.

PARENT/GUARDIAN SIGNATURE IS REQUIRED FOR PROGRAM PARTICIPANTS UNDER 18 YEARS OF AGE.

Participants Signature (ages 18 and over) _____

Parent/Guardian Signature (under 18) _____



HDG DRAMA GUILD RULES



(Includes participants in the Tot, Youth, Teen, Lewis Lane Players & Lewis Lane Singers)

By signing the registration form, you are hereby agreeing to the conditions of the HDG DRAMA GUILD as stated below:

Note: Parents & Guardians – PLEASE REVIEW THESE RULES WITH YOUR CHILD(REN)

- Any and all registration, script and costume fees* are **non-refundable**.
- Running in the halls is not permitted.
- Food (*including gum and candy*) is not permitted during rehearsals or troop meetings.
- Water is the only drink permitted during rehearsals.
- There are to be no electronics used during class. This includes but is not limited to cell phones, gameboys, Ipods/Ipads/Epads, etc. If a parent must reach their child, they can call the HDG Activity Center at 410-939-6724 up until 4:30 or the directors cell number.
- Members are **not** permitted to be in other areas of the building other than those assigned to the Guild. If anyone is found wandering the halls or creating a disruption, they will be given a warning for the first and second offense. The third offense could result in dismissal from the troop. **REFUNDS ARE NOT GRANTED FOR DISMISSALS FOR ANY REASON.**
- Members must be prepared, prompt and ready to begin whatever project is scheduled for that meeting or rehearsal. This includes having scripts, notebook, pencil/pen etc available and ready for use.
- Parents/Guardians may not interrupt meetings or rehearsals unless it is an emergency. We will have sessions periodically where we will invite parents to visit us. No exceptions please. Our meetings and rehearsals are not open to the public. If a parent/guardian would like to sit in occasionally, please clear it one week prior to the meeting/rehearsal with the director. ***This is for the comfort and safety of all of our members as well as compliance with space considerations so as to not violate fire code (this is per the coordinator for the HDG Parks & Rec).***
- Proper attire must be worn at all times. Bare feet are NOT permitted at anytime in the Activity Center with the exceptions of room 4 (the “green room) and room 5 (the “dance room”).
- Participation and membership in any part of the HDG Drama Guild does NOT guarantee a part in any of our productions. On occasions, members may be asked to participate in a production or activity that is not within their troop level (Tots, Youth, Teen or Adult).
- While we will try and fill our productions with our Guild participants, the Guild reserves the right to go outside of the program to fill roles either on stage, back stage, or staff. In the event that we use outside people, they will be responsible for paying a script and costume fee*, *which is not refundable*. A fee schedule will be setup per production. Participants in ‘*Lewis Lane Singers*’ and the ‘*Lewis Lane Players*’ are solely responsible for their own costume(s) and scripts as outlined by the director or producer.
- Performers in ‘*Lewis Lane Singers*’ are required to pay for and maintain their performance attire. They must also have black dress shoes, black dress pants and a pair of ‘non-faded’ jeans, as well as dark purple (‘Ravens’ purple) button down dress shirt that can accommodate a tie. They must be free of holes & designs and present a professional appearance. Failure to have appropriate attire will result in dismissal from any show and/or the group. Because there is a minimal charge for the program, ***The Lewis Lane Players*** are also responsible for their attire for all productions unless otherwise noted.
- More than 5 absences from troop meetings or 3 absences from rehearsals in any of the Guild programs may result in dismissal from the program and/or the Guild with no refunds of registration, script or costume fee’s. Because we plan our programming around members being present, those that are frequently absent cause a hardship to those that are actively participating. Absences become a waste of time to the other members, the directors and the Guild as a whole. Our staff and long time members take commitment seriously and hope that our other members do as well.
- **Inclement weather:** On weekdays when schools are closed due to inclement weather, all Guild meetings will be canceled. If HarCo Government offices are closed, all HarCo Parks & Recreation facilities will be closed. These facilities will also adhere to announced delayed openings or early closings as determined by Harford County Government. In addition, if a specific P&R facility cannot be opened or remain open safely it may be closed by the local Parks and Recreation staff. Please listen to radio stations WXCY 103.7 FM and WBAL 1090 AM for cancellations. Our webmaster will post to our website our Facebook wall. **You may also call the HDG Drama Guild office at 410-702-5914 for any updates on closures however it may not be updated due to the location of the answering service.**



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HDG DRAMA GUILD



(Includes participants in the Tot, Youth, Teen, Lewis Lane Players & Lewis Lane Singers)

By signing the registration form, you are hereby acknowledging that you understand and agree to the following:

FREQUENTLY ASKED QUESTIONS

Q. Am I responsible for supplying my/my child's costume? (answer applies except where otherwise noted)

A. You will need to supply certain parts of your/your child's costume. Generally this will include shoes, socks, underwear, etc. Whatever you supply - you keep. Whatever the Guild supplies - the Guild will keep. If you want us to supply footwear for a production you will need to understand that we borrow them or buy them from a clothing salvage store such as Good Will. We will not take any responsibility for any issues that might arise from us borrowing costume items. On occasion, we may ask you to supply the entire costume if the part calls for "modern clothing" that you or your child can continue to use after the production as everyday wear. Of course, you are always free to pay for your own costume as long as it meets the approval of the production staff.

Q. What about costuming if I/my child is not a member of the Guild but I/my child is cast in a role?

A. If you/your child are an actor in one of our productions but NOT a member of the HDG Drama Guild then you will be assessed a fee to for your script and to help offset *the cost of and the cleaning of* your costume that may be necessary. This fee is due upon receiving your role in the production and is not refundable. Otherwise, the above information applies as well.

Q. Am I responsible for paying for my own script?

A. This is a slightly complicated question to answer. For scripts that are purchased outright and are not rented, *the Guild will pay the first \$5.00 for the script as part of the registration fee.* Any cost ABOVE the initial \$5.00 the actor must pay at the time they are offered a part in the play. Scripts generally cost \$7-\$20 when bought by the Guild. *The only time that a member of the Guild should have to pay full price for a non-rented script is if it is lost as it will need to be replaced immediately**.* At the time of auditions, you/your child will receive a form stating how much is due for the balance of the script. ***It does take up to two weeks to replace a lost script as we do not and will not order extra's. Failure to bring a script is the same as not showing up prepared. Please see the HDG Guild Rules for any questions regarding being prepared.*

For scripts that are rented by the licensing company: The Guild will pay the rental fee up front, which generally runs between \$25 and \$100 per book for the rental. However, rented scripts MUST be returned in the same condition in which they were rented. It is VERY important to maintain scripts in excellent condition. *Scripts that are rented may **not** be written in with anything other than a pencil.* Afterwards, it is the actors responsibility to erase anything that is written. Damage to the script or failure to erase penciled directions will result in the actor being charged for the full price of the script *per the licensing company.* Please note: the actual cost of a rented script is often times substantially higher than the rental fee. **PLEASE TREAT YOUR SCRIPT WITH RESPECT.**

FYI: If any fees are due, you may pay them in a timely manner by check, money order or cash. Checks and money orders should be made payable to the HDG Recreation Committee. Any returned checks will be assessed fees per the Havre de Grace Recreation Committee procedures.

Q. How do I know if a class or meeting is delayed or canceled?

A. For inclement weather situations, please see the HDG DRAMA GUILD RULES. You may also call 410-702-5914 for emergency updates. We will also try to post a notice on the front page of our web site at www.hdgDramaTroop.com. If it is canceled due to staffing we will use your registration info to try and contact you accordingly.

Q. Does my child need to be potty trained to participate?

A. Yes. There will be no exceptions.

Q. Do I have to stay in the building during my child's meetings and rehearsals?

A. It is actually preferred that you do not stay in the building. However, please make sure that you have your child's director or lead production staff's number in case you have an emergency.