



2017
STUDENT/PARENT HANDBOOK

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Children's Educational Theatre
710 Howard Street SE
Salem, Oregon 97302

503.399.3398
www.cetsalem.org



Welcome to CET 2017!

We're so glad you've chosen CET to be a part of your family's summer. We developed this guide to help you through those first few days of CET and to let you know what to expect during the five weeks of our program.

Both parents and students make the CET experience complete. We have divided this guide into two parts – one for the student and one for the parent/guardian.

Once the program gets under way, you may have questions that this guide doesn't answer. You can:

- Check the CET website, www.cetsalem.org for frequent updates
- Follow us on Twitter & Facebook
- Call us at 503.399.3398
- Visit our office on the CET campus during program hours

We're here to help and want you to get every bit of fun and learning from your time with us!

Bring up the lights!

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Executive Director

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710 Howard St. SE, Salem, OR 97302

2017 Children’s Educational Theatre Guidebook

Table of Contents

The CET Mission.....	3
2017 CET Staff & Faculty.....	3
2017 CET Board.....	4
Student Guide to CET.....	5
Guide for the CET Parent.....	10
The CET Way.....	13
2017 Class Schedule.....	14
2017 Performance Schedule.....	15

The CET Mission

Our mission is to enrich kids' lives through theatre arts.

To do this we:

- Provide a quality theatre education program for youth
- Provide a fun and safe environment for self-discovery and development
- Instill an appreciation of the arts
- Build a community of acceptance

2017 CET Staff and Faculty

Robert Salberg, Executive Director

Jodi Trammell, Office Manager

Hannah Boyack	Tech Assistant
Wendy Boyack	Teacher/Tech Director
Sara Chaison	Teacher/Director
Jon Chinburg	Teacher/Director
Hannah Fawcett	Teacher/Director
Kary Flocker	Costume Designer
Laura Flocker	Costume Director/Designer
Roxy Garrison	Costume Designer
Julianna Gibbons	Teacher/Director
Michelle Goodness	Teacher/Director
Kat Graney	Teacher/Assistant Director
Sara Greenleaf	Teacher & Accompanist
Aurora Hendrix	Teacher/Musical Choreographer
Lucas Hill	Teacher/Director
Jennifer Kercher	Teacher/Director
Jessica Kincaid	Makeup Instructor
Katie Lindbeck	Makeup Instructor
Michael McIntosh	Sound Teacher/Tech Assistant
Elisabeth Maiano	Teacher/Tech Assistant
Paul Malone	Stage Combat Instructor
Dani Potter	Teacher

Mary Ann Potter	Costume Designer
Marian Scadden	Teacher/Director
Cherie Ulmer	Teacher/Director
Jade Allen	Teaching Assistant
Clare Burnett	Teaching Assistant
Noah Camuso	Teaching Assistant
Joy Day	Teaching Assistant
Kevin Foster	Teaching Assistant
Oliver Goodness	Teaching Assistant
Jay Grant	Teaching Assistant
Eva Hixson	Teaching Assistant
Thomas Little	Teaching Assistant
Harry Logan	Teaching Assistant
Chance McCloud	Teaching Assistant
Josh Morris	Teaching Assistant
Parker Morris	Teaching Assistant
Max Morter	Teaching Assistant
Sophie Paul	Teaching Assistant
Aaron Satyanarayana	Teaching Assistant
Olivia Sweeney	Teaching Assistant
Lauren Taber	Teaching Assistant
Macey Trussell	Teaching Assistant
Ryan Zani	Teaching Assistant

CET board

Officers

Chair: Lisa Martin-Baker

Secretary: Jen Haas

Treasurer: Katie Woolsey

Chair Elect: Jim Paul

Members

Jenna Dieker, Mary Graney, Kim Hanson, Darrell Hoerauf, Laura Jacobs Anderson, Kirsten Manning, Patrick Moser, Teuta Norman, Brenda Varty Bly, Brigid Zani

Student guide to CET

Thank you for choosing CET for your summer fun. We know you'll have a great time, learn a lot, and make some great friends. We do have a few rules and expectations for you.

Show up!

Classes begin at 9:00 AM promptly; you can arrive any time after 8:30 AM.

We take attendance seriously. Your teachers, director, and the other students need you here, on time, every day. Theatre isn't like a team sport where the director can easily substitute another person to play your part.

Some tips

Look at the calendar cetsalem.org/calendar-events/ and make sure you don't have any conflicts before you sign up for CET.

If you play sports, talk to your coach about your schedule during CET – CET has to come first! The rest of your cast is counting on you.

You are allowed to miss up to three days of CET, but with these rules: (1) It must be for a pre-scheduled family vacation only, (2) It can't occur during the last two weeks of CET – you're needed for rehearsals then, and (3) You have email permission beforehand from Executive Director Robert Salberg.

Mind your manners!

Don't chew gum on campus, ever.

Don't use offensive language (you know what we mean).

Don't call names.

Don't hit, kick or slushy anyone.

Don't mess with other people's stuff. In particular, be nice to the school building.

Respect your teachers, directors, teaching assistants and classmates.

Follow directions from teaching staff and adult volunteers. No back talk.

The consequences are real

While we want you stay, we can't let poor attendance or obnoxious behavior continue.

Our Executive Director Robert Salberg will have to talk with you or call your parents.

You could lose your part. You might not get to participate in CET next year.

Coming and going

Enter the building from the Howard Street Charter School parking lot or main entrance where Building Supervision table is.

Your safety is our first priority. We need to know where you are. Please help us keep track of you.

- If you are late, check in at the Building Supervision table.
- If you are sick, ask your parent/guardian to call us at 503-399-3398 by 8:30 AM
- If you need to leave early, bring a note from your parent/guardian to the Building Supervision table at the beginning of the day. Check out at the Supervision table when you leave.
- You may not wait alone outside for your ride if you're leaving early.

Please don't invite your friends to visit during class or rehearsals

Please do invite your friends to one or more of the performances or plays at the end of the season. They are also welcome to attend the daily "Special Performance" at 12:10 PM.

CET is a closed campus

You may not leave campus unless you are sick. If you need to leave due to illness, check out with the Building Supervision table. No going out for lunch.

What to wear

Wear appropriate, comfortable clothes, and shoes that allow you to move (no flip flops!). If you're taking a class that involves paint or glue, bring an old front-button shirt to wear to protect your clothes.

CET follows the 24J School District Dress Code. Tank top straps must be two inches wide and no bare midriffs. Shorts must have an inseam of 5 inches or more.

Break time is snack time

You can buy snacks on Mondays at 11:00 AM and at 10:45 AM on all other days. You can also bring snacks from home. Please remember CET is a no-gum and no-nuts (to protect our students with allergies) campus.

Double days: Monday, July 10 & Wednesday, July 12 (9am-3:30pm for all)

Every CET student participates in "double days". Please pack a lunch that doesn't require refrigeration.

Afternoon rehearsals

Level 2-4 (the Park Play, Traveling Show, and the Musical) rehearse Tuesday and Thursday afternoons. Afternoon rehearsals run from 1:00 until 2:30 PM. If you have an afternoon rehearsal, bring a sack lunch. (Remember: you can't leave campus to get food.)

Preparing for your audition

Casting a play – matching people to parts – is one of the most difficult tasks for a director. It is also one of the most important. At CET, auditions are a bit crazy, because we make our casting decisions in a single day – no time for callbacks.

We may ask you to sing a simple song, perform a simple dance step, improvise a scene, or read from a script. It's unlikely that we will ask you to come to auditions with a prepared piece.

Parent tips for audition day and after

Help your child prepare for audition day with plenty of rest, a good breakfast, and words of encouragement. Help them read and understand the audition tips.

Some things you can do to help:

Manage expectations

Talk about the auditions and possible outcomes. Remind your child that many talented kids attend CET and only a few will get large parts. By making kids aware of the hurdles they face going in, they'll gain a better perspective if things don't work out the way they want.

Have fun

At CET, we do everything we can to make auditions comfortable for you. We use a variety of audition techniques to give all students a chance to show what they can do. We want you to feel good about what you were able to show us.

Be prepared to:

- Make 100 percent effort
- Take a “creative risk”
- Show us your unique talents and abilities
- Stand out from the crowd (Hint: do not wear your CET t-shirt)
- Support others during auditions

At the audition

Your audition begins at the door. Directors often watch how you behave during the audition as a clue to your working style. Be a pro.

Even though each director is casting a different show with its own unique needs, there are some qualities that all directors look for:

- Physical and vocal abilities that match the demands of a character
- Willingness to take direction and try something different - high energy
- Someone who can work cooperatively with others
- Ability to exaggerate or “project” your voice (for outdoor stage or a large auditorium)
- Genuine dedication and commitment

- BREAK A LEG!!

Offer encouragement, but keep it real

A lot of strong performers participate in CET. While each person has individual gifts and skills, it's up to the director to pick the person who will work best for each part. Resist the urge to compare your child's abilities to those of other students. Tell your children you're proud of the work they've done to prepare for the tryout and that you think they have as good a chance as anyone else, but stop short of telling them they're the best.

Allow venting

If your children aren't happy with a casting decision, let them be mad. They need your compassion right now. Support their feelings without criticizing the decision.

Help your child reach out

Kids often retreat after a disappointment -- particularly a public one. If a friend got the lead, suggest he call the friend with a message of congratulations. Friendships are the best part of CET, and they aren't related to the role your child plays.

Don't intervene on the child's behalf

CET won't change a casting decision because a child is disappointed. Encourage your child to ask how he or she could do better next time. Help them learn from this experience. It may be hard for your child to appreciate that every part is important to the production. Even the best audition may fall short of a lead if the director was looking for something else.

Rehearsal and performance tips

- Warm up before you perform.
- Learn your lines as soon as possible.
- Put aside time every day to practice.
- Speak loudly and clearly.
- Memorize the scene order.
- If you forget your lines, improvise – stay in character.
- Address any concerns with the director before or after rehearsal (not during).

More manners ... for the rehearsal

DO

Be on time.

Attend all rehearsals.

Bring your script to every rehearsal.

Maintain a good attitude.

Rehearse your lines while waiting.
Be flexible and accepting.
Take care of your costume.
Remember that you are part of a team.
Be a good audience member.
Take care of yourself, eat right and get rest.

DON'T

Direct others
Chew gum
Talk or whisper back stage
Say anything negative about another person
Complain about your costume
Eat food or drink coffee, soda or juice in the auditorium.
Put your feet on the auditorium seats.
Listen to an iPod or other device when you should be listening to your director.

More manners (and rules) ... for the dressing room

- Show respect for one another's space.
- NO FOOD OR DRINK in the backstage/dressing area – we don't want food on the costumes.
- NO MAKEUP is to be used in the dressing room – we don't want makeup on the costumes.
- NO HAIR SPRAY.
- Don't bring money, jewelry, or anything valuable to the dressing room.
- Don't wear personal jewelry (watches, rings, earrings, necklaces, etc.) unless your director tells you to.
- Don't paint your nails with colored nail polish unless your director tells you it's OK.

About make-up

- Apply makeup in assigned areas only.
- Arrive with your hair ready when you come to the makeup call unless your director specifies otherwise.
- Wear an old front button shirt to protect your clothing when you apply makeup. Pulling a t-shirt over your head may smear your makeup, ruin your hair, and waste time.

Caring for your costume

- Hang up your clothes! Store your socks and shoes neatly under your costume.
- Be responsible for all parts of your costume. Hang your costume properly so it does not require pressing before each performance, and verify that ALL parts are there and ready for the next show.

Everybody cleans up!

When your production closes, we “strike” (sort, pack, clean). Everyone helps to clean up all parts of the theatre. Take all parts of your costume to the assigned “strike” area and remove all your personal clothing and other (brushes, bobby pins, combs, etc.) items from the dressing room area. Ask your director how else you can help with strike.

Guide for the CET parent

Your child’s safety is our first priority. Please alert us if your child has allergies or medical conditions, so we can respond appropriately.

Attendance – We’re sticklers

If your child is absent and you don’t call us at 503.399.3398 by 9:30 AM, we will call you to make sure your child is safe. If you don’t answer, we will call your secondary contact and your emergency contacts until we reach someone.

You can miss up to three days of CET, but with these rules: (1) It must be for a pre-scheduled family vacation only, (2) It can’t occur during the last two weeks of CET – students are needed for rehearsals then, and (3) You have email permission beforehand from Executive Director Robert Salberg. We realize that families sometimes have pre-scheduled vacations ... but we strongly encourage you to schedule those for after CET if at all possible. Robert, the appropriate teacher/director, and the CET board chair will consider and make decisions regarding absences. We appreciate early notice on this.

Snacks

Ask any first-year parent what they wish they’d known, the answer would surely be: “I wish I’d known about snacks!” Students can buy low-cost snacks or bring some from home. Either way is fine with us, just be prepared – pack a snack or send your child with a couple of dollars.

Water

We do sell bottled water, but how much better to send your child with a reusable water bottle??? Plus, it’s cheaper. **Don’t forget to label your child’s bottle.**

The website – www.cetsalem.org

CET has invested in developing a fun and helpful website. We will add pictures regularly and provide up-to-the-minute information about what’s happening on campus. It’s your responsibility to check the website daily during the five-week program!

Facebook

Current season updates and information can also be found on our Facebook page and in

the CET Collective group... ask to join! **Please interact responsibly and appropriately on all CET social network sites.**

“Special Performance” during the week

We invite you to arrive early, park your car, and come to the auditorium to witness Special Performance. We try to have these daily from 12:10 to 12:30 PM. CET showcases the work of faculty, teaching assistants, and students. Sometimes we even have a special guest perform.

You’ll enjoy the excited chatter on your way home as your child expresses an appreciation for theatre arts.

Double days: Monday, July 10 & Wednesday, July 12 (9am-3:30pm for all)

Every CET student participates in “double days”. Please pack a lunch that doesn’t require refrigeration.

Bring Your Parent To CET Day – Monday, July 17, 9am to 12:30pm

So our students can focus on their work, we do not open our daily classes and rehearsals to parents or others. We have created Bring Your Parent To CET Day to provide a window into the CET experience. All parents are invited to come to CET on Monday, July 17, 2017. Sorry, no siblings or friends. Check in at the Building Supervision table for your child’s schedule and join your child for some fun.

Improv Night – Wednesday, July 19

This is your chance to participate in an evening similar to the famous TV show “Whose Line is It Anyway?” This event supports our scholarship fund, and although we don’t charge admission, we encourage your donations that help provide the CET experience for kids in need.

Ticket sales

Tickets go on sale the third week of CET. Check the website for more information.

Fine Arts Night auction

We welcome your contributions to the CET Fine Arts Night auction. The sooner the better so we can advertise all the great stuff.

The Role of Parent Committees

CET requires every parent to work on a committee. The program cannot succeed without your help. We have jobs to fit everyone’s schedule and skills. Notice we don’t use the word “volunteer” – your help is required. We do believe that your involvement with CET will deepen your relationship with your child.

Here is a refresher on our policy.

PARENT COMMITTEE POLICY

Each student enrolled in CET must have a parent/guardian serving on a committee. Chairing a committee will allow a parent to fulfill their commitment for two or more children. Ideally the committee chair has prior experience in that particular committee but we realize that this isn't always possible. Please contact us after registering if you're interested in chairing a committee for your volunteer hours.

VOLUNTEER BACKGROUND CHECK

Each person volunteering at CET will need a current SKSD background check or fill out our CET background check form which is available on our website prior to volunteering.

CET committees

A detailed description of the committees is available on the CET website and at Orientation.

Sponsorship and Donor Appreciation (SD) – This committee will seek businesses for advertising in the playbill and sponsoring plays (April-June), and will work on fundraising efforts throughout the year.

Backstage Parents (BA) – Supervises backstage areas for dress rehearsals and performances.

Building Supervision (BU) – Monitors the building during program hours and tracks attendance.

CET Promotion and Art Fair (AR) – This committee distributes signs, posters and other promotional materials to designated areas around town during the CET season. They will help staff booths at special promotional events such as Awesome 3000 and Sunday Streets. The committee does the bulk of its work at the Salem Art Fair.

Costumes (CO) – Helps costume director and designers with creation of costumes.

Equipment Moving/Storage (EQ) – Helps move and set up equipment and sets.

Fine Arts Night (FA) – This committee reports directly to the board member who runs the event. They assist in setting up and tearing down at Fine Arts Night.

House Managers and Concessions (HO) – This committee is in charge of ticket sales and pre-show crowd control.

Make-up (MA) – Helps with make-up and hairstyling for dress rehearsals and performances.

Photography (PH) – This committee will take photographs of productions, classes and events for memorabilia such as posters, photo books and CDs.

Props and Set Construction (PC) – This committee helps to create or acquire all the sets and props for CET productions.

Finally... What’s all this about the “CET way?”

The “CET way” is a long-time tradition and the foundation of our success. When our faculty and teaching assistants practice the CET way it helps students feel accepted, take creative risks, and develop self esteem.

The CET way is often referred to in classes and production because it embodies what CET is all about, and it’s what makes this program successful.

We hope the chart below will help your family develop an appreciation and understanding of the “CET way.”

THE CET WAY	
IS	IS NOT
Integrating Subjects	Desks/Chairs
Creative “Hands-on” Learning	Text Books/Tests
Educational Program	Camp or School
Inclusive	Exclusive
FUN!	Boring
Safe Place/Supportive	Cliquey
Teachers and Artists	Routine Teaching
Open Minded	Closed Minded
Flexible	”Stuck”
Communication on Students’ Level	Disconnected
Positive Role Models	On Your Own
Ensemble/Team	“I”

2017 Class Schedule

Mon/Wed/Fri	Class 1	9:00 – 9:40
	Class 2	9:42 – 10:25
	Class 3	10:30 – 11:10
	Break	11:10 – 11:20
	Rehearsal	11:20 – 12:10
	Special Performance	12:15 – 12:30

Tues/Thurs	Class 1	9:00 – 9:40
	Class 2	9:42 – 10:25
	Class 3	10:30 – 11:10
	Break	11:10 – 11:20
	Rehearsal	11:20 – 12:10
	Special Performance	12:15 – 12:30
	Lunch	12:30 – 1:00
	Afternoon Rehearsal (Lev 2-4)	1:00 – 2:30

Double days: Monday, July 10 & Wednesday, July 12 (9am-3:30pm for all)

Bring lunch!

(55 minute classes, 2.5 hour rehearsal)	Class 1	9:00 – 9:55
	Class 2	10:00 – 10:55
	Break	10:55 – 11:10
	Class 3	11:10 – 12:05
	Special Performance	12:10 – 12:30
	Lunch	12:30 – 1:00
	Rehearsal	1:00 – 2:15
	Break	2:15 – 2:30
	Rehearsal	2:30 – 3:30

2017 Performance Schedule

Songwriter's Showcase & Improv Night

South Salem High School Rose Auditorium

Wednesday July 19

6:00 PM

Salem Art Fair and Festival: The Park Play

Salem Art Fair, Bush Park

Friday, July 21/Saturday, July 22/Sunday, July 23

12:00PM

Level 7 Show: High School Performance

Thursday July 20 @ SSHS Courtyard

6:30PM

Friday, July 21 @ SSHS Courtyard

2:00PM

Saturday, July 22 @ SSHS Courtyard

2:00PM

Library Show:

Salem Public Library

Tuesday, July 25

2:00 PM

Wednesday, July 26

7:00 PM

Thursday, July 27

2:00 PM

Traveling Show:

Tuesday, July 25 @ Capitol Manor

6:30PM

Wednesday, July 26 @ Boys and Girls Club

2:00PM

Thursday, July 27 @ SKEF Site

2:00PM

Mid-Summer Festival Plays

South Salem High School Courtyard

Monday, July 24/Tuesday, July 25

6:30 PM

Musical

South Salem High School Rose Auditorium

Wednesday, July 26/Thursday, July 27/Friday, July 28

7:00 PM

Fine Arts Gala

CET students will perform on stage as part of Fine Arts Gala at the Elsinore Theatre in downtown Salem. This event is part-performance and part-fundraiser and is open to parents, families, friends and children of all ages.

South Salem High School Rose Auditorium

Saturday, July 29

Silent Auction

5:30 PM

Performance

7:00 PM

