



# Welcome to Children's Educational Theatre!

We're so glad you've chosen CET to be a part of your family's summer! We know you'll have an amazing time, learn a lot, and make some great friends. This guide will help you through those first few days of CET and let you know what to expect during our five-week program.

## COMMUNICATION

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

- Check the CET website [www.cetsalem.org](http://www.cetsalem.org) for frequent updates and information.
- Follow us on Facebook (Children's Educational Theatre) & Instagram @childrenseducational
- Reach out to your assigned Usher if you are a first-year family.
- Call us at (503) 877-9757
- 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!

***Children's Educational Theatre's Mission: To enrich kids' lives through theatre arts.***

**The Website** — [www.cetsalem.org](http://www.cetsalem.org)

CET has invested in developing a fun and helpful website. We will add pictures regularly and provide information about what's happening on campus.

### **Facebook**

Current season updates and information can also be found on our Facebook page. *Please interact responsibly and appropriately on all CET social network sites.*

### **Class Dojo**

You will receive an invite to join CET's class Dojo app. This is a simple and easy way to stay on top of what's happening at CET via text messages. This will replace our use of the Remind app.

\*Your child's safety is our first priority. Alert us if your child has allergies or medical conditions so we can respond appropriately.

## ATTENDANCE

### **Show up!**

CET begins at 9:00am promptly; you can arrive any time after 8:30am.

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.

## **Attendance – We're sticklers.**

If your child is absent, and you don't call/email by 9:30am, 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.
- (3) You have email permission beforehand from Executive Director Robert Salberg.

Look at the calendar [cetsalem.org/calendar](https://cetsalem.org/calendar) and make sure you don't have any conflicts.

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

## **Coming and Going**

Enter the building from the main entrance near the CET arch and where the Building Supervision table is located. 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/email us by 8:30am
- 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 Building Supervision table when you leave.
- You may not wait alone outside for your ride if you're leaving early.

## **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.

# **SCHEDULES & EXPECTATIONS**

## **Class Schedule**

Students attend THREE classes every day, followed by a break and *Special Performance*. Special Performance is an opportunity to showcase the work of faculty, teaching assistants, and students. Sometimes we even have a special guest perform. Families will enjoy the excited chatter on their drive home as children share about that day's featured performance! After Special Performances, all students in the performance track attend rehearsals and all tech students work on production elements needed for each show.

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

Please do invite your friends to one or more of the performances at the end of the season!

## **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 button-down shirt to wear to protect your clothes. CET follows the 24J School District Dress Code.

## **Break time is snack time.**

You can buy low-cost snacks everyday during break or bring snacks from home. Either way is fine with us, just be prepared – pack a snack or send your child with a couple of dollars. Please remember CET is

a no-gum and no-nuts campus (to protect our students with allergies. We do sell water, but please consider bringing a reusable water bottle. **Please label your child's bottle.**

### **Double Days: 9am-3:30pm for all**

Every CET student participates in "Double Days". Please pack a lunch that doesn't require refrigeration. Check the season calendar for the schedule of Double Days.

### **Afternoon Rehearsals**

Middle school and high school students rehearse Tuesday and Thursday afternoons. Afternoon rehearsals run from 1:00pm until 2:30pm. If you have an afternoon rehearsal, bring a sack lunch (you can't leave campus to get food).

### **Improv Night**

This is your chance to participate in an evening similar to the famous TV show "Whose Line is It Anyway?" Family and friends are welcome to attend this event.

### **Fine Arts Night**

Fine Arts Night is held on the last evening of CET. It's a celebratory night and an opportunity for students to showcase their accomplishments throughout the season. Many classes perform what they've learned, and students love watching the end-of-season slideshow. Families join students and staff at this memorable event.

### **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 to stay, we can't let poor attendance or obnoxious behavior continue. Our Executive Director will talk with you or call your parents. You could lose your part. You might not get to participate in CET next year.

## **PARENT INFORMATION**

### **Parent Tips for Audition Day and Beyond**

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 in the following section.

#### 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.

#### 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 audition 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 they 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.

### **Ticket Sales**

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

### **Volunteer Background Check**

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

### **The Role of Family Service Committees**

CET requires every family to provide 15-20 hours on a service committee. The program cannot succeed without your help; it is required. We have jobs to fit everyone's schedules and skills. We do believe that your involvement with CET will deepen your relationship with your child.

### Family Service Committee Policy

Each student enrolled in CET must have a family member or friend, 16 years or older, serving on one of eight committees: Building Supervision, CET Promotion, Costumes, Equipment Moving/Storage, House Managers and Concessions, Makeup/Hair, Photography, Props and Set Construction.

Chairing a committee allows a parent/guardian to fulfill the Family Service hours requirement. Ideally the committee chair has prior experience in that particular committee, but we realize that this isn't always possible. CET policy states that families who do not make a meaningful attempt to fulfill their Family Service hours will be charged for hours at a rate of \$50/hour or their child may not be allowed to participate in CET in future years. If family service hours are going to be prohibitive for your family, please contact the executive director Robert Salberg ([salberg.robert@gmail.com](mailto:salberg.robert@gmail.com)).

## **AUDITION & REHEARSAL TIPS**

### **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.

### **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:**

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

### 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!!

### Rehearsal and performance tips:

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

### Manners ... for the Rehearsals

DO	DON'T
Be on time.	Direct others
Attend all rehearsals.	Chew gum
Bring your script to every rehearsal.	Talk or whisper backstage
Maintain a good attitude.	Say anything negative about another person
Rehearse your lines while waiting.	Complain about your costume
Be flexible and accepting.	Eat food or drink coffee, soda or juice in the auditorium.
Take care of your costume.	Put your feet on the auditorium seats.
Remember that you are part of a team.	Listen to an iPod or other device when you should be listening to your director.
Be a good audience member.	
Take care of yourself, eat right and get rest.	

### 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 Makeup

- 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 button-down 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.

### **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 productions 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**

<b>IS</b>	<b>IS NOT</b>
Integrating Subjects	Desks/Chairs
Creative “Hands-on” Learning	Text Books/Tests
Educational Program	Camp or School
Inclusive	Exclusive
<b>FUN!</b>	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”