

## **Penn Middle School Drama Club Attendance and Tech Week Policy**

Welcome to the Penn Middle School Drama Club! We're excited to have you join us for a fun and creative experience, whether you want to act on stage or help out behind the scenes.

### **Attendance**

All performers are expected to attend rehearsals consistently. Rehearsals are held **Monday and Wednesday evenings, and Saturday mornings**. Please check your schedules before committing.

Excessive absences or skipping rehearsals can result in removal from the show.

If a performer must miss a rehearsal, the absence must be submitted using the absence form on the Penn Middle Drama website.

Actors are responsible for making up anything they miss:

- Music tracks will be posted on the website and must be reviewed and learned independently.
- If choreography is missed, performers must watch the posted video on our website and learn it on their own. If they do not, they will be excluded from that number.
- If blocking for a scene is missed, performers must either coordinate with the directors and arrive early to the next rehearsal to learn it or get the information from a fellow cast member.
- Being present and prepared is part of being in a show.

### **Mandatory Tech Week Information**

Tech Week is the most important part of preparing for our show! It's when we bring together all the elements—lights, sound, props, costumes, and blocking—to make sure everything runs smoothly and safely. This is your chance to practice everything exactly as it will happen during the performances, so everyone knows their cues and feels confident on stage or backstage.

Attendance during Tech Week is mandatory. **Missing any part of Tech Week means you won't be able to participate in the show.** Without full attendance, it's difficult to ensure the safety of everyone involved and the success of the production.

### **Tech Week Dates**

- Saturday, April 18th (morning into early afternoon)
- Monday, April 20th – Thursday, April 23rd (evening rehearsals)

## Show Dates

All four public performances are mandatory and the 1 school show is mandatory. The show dates are April 24,25,26th. There will be two shows on the 25th and a school show, likely the following Monday. Date is to be determined.

This is a team effort, and everyone's presence is crucial to making our production the best it can be. Let's make it amazing!

Please email [pennmiddledrama@gmail.com](mailto:pennmiddledrama@gmail.com) if you cannot make any part of the mandatory dates above, as you must be able to attend all mandatory dates to be in the show as cast OR crew.

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We acknowledge that rehearsals are Monday, Wednesday and Saturdays and excessive absences can result in removal from the show. We understand all absences must be submitted as soon as possible for every absence on our website.

### Acknowledgment of Tech Week and Performance Policy

We understand the importance of Tech Week and the performances to the success and safety of the production. We acknowledge that attendance during Tech Week (April 18th and April 20th–23rd) and all four public performances are mandatory (April 25,26,27) and the in school show is mandatory.

We also understand that missing Tech Week or any performance without approval or an emergency may result in removal from the show. In the case of an emergency, we agree to notify Penn Middle Drama as soon as possible.

By signing below, we confirm that we have read, understood, and agree to follow this policy.

**Cast/Crew Member Name (Print):** \_\_\_\_\_

**Cast/Crew Member Signature:** \_\_\_\_\_

**Parent/Guardian's Name (Print):** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please sign and return this paper to us by the next rehearsal 1/17/26**

