



HOLIDAY ACTORS



HANDBOOK

“ Well, I have a dream too. But it’s about singing and dancing and making people happy. It’s the kind of dream that gets better the more people you share it with. I’ve made a bunch of friends who share the same dream and that kinda makes like a family.”

-Kermit the Frog, the Muppet Movie



2017 Holiday Actors Handbook 5th Edition

1990 First Edition

1993 Second Edition

2001 Third Edition

2010 Fourth Edition

2017 Fifth Edition

This handbook is dedicated to all those who have gone before including those who wrote the very first handbook Katherine McKenzie, Georgina Rendell, Jessica Howard, Deanne Slattery and Brent Williams.

Photographs by Dylan Buzolich and Anne Hegarty

Members Rights and Responsibilities

Holiday Actors is an incorporated body and as such has a Constitution, The Constitution specifies the structure, objectives and the responsibilities of being a member.

Membership of Holiday Actors consists of ordinary and life members.

Any person aged thirteen (13) and over may be admitted to full membership of Holiday Actors and as such is entitled to full voting rights with a limit of one (1) vote per membership. Life membership may be granted to any person rendering such outstanding and/or extraordinary service as to be worthy of this distinction. Any ordinary member may nominate such a person/s to the committee which will then make the recommendation at the Annual General Meeting.

As a fully paid ordinary member of Holiday Actors, a person is entitled to:

- 1) Use Holiday Actors' equipment, property and/or facilities in accordance with the By-laws of Holiday Actors.
- 2) Attend and vote at all Annual and Special General meetings of Holiday Actors.
- 3) Offer him or herself for election as office-bearer or member of the committee.

As an ordinary member of Holiday Actors, a person also has a number of responsibilities. The Code of Conduct and By-laws are open to change from year to year under the direction of the Advisory Committee.

If you would like to see a copy of the Constitution, please ask a committee member



Code of Conduct

The Code of Conduct is basically a set of standards describing the behaviour expected of ALL members of Holiday Actors. There are not many but they are all important so make sure YOU know what they are.

1. Holiday Actors membership must be paid by November 1st each year
2. All members of the cast are expected to be at all scheduled rehearsals. If you are unable to attend, an apology to someone on the directorial team is required at the least the day before rehearsal
3. A member may not miss three consecutive rehearsals without an apology.
4. No smoking, no consumption of alcohol or illegal drugs, or inappropriate behaviour is allowed during any Holiday Actors' activity.
5. Holiday Actors' members are expected to respect other people, their property and personal space.
6. It is recommended that valuables be left at home and anything that is not part of your costume or character is not permitted on stage (watches, rings, etc.). Holiday Actors is not responsible for personal property.
7. All members are encouraged to support fundraising and publicity activities.
8. All members must abide by the rules or standards set out by Directors and Advisory Committee members (including mobile phone bans during rehearsal and backstage).
9. Any Problems can be directed to a Junior Committee member, Advisory Committee member or Director.
10. Any Breaches of the Code of Conduct will be dealt with by the Advisory Committee.



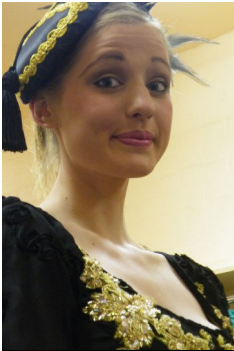
By-Laws for Holiday Actors

By-laws outline how organisations are run like election of office bearing, and reporting mechanisms. The By-laws can be changed by the Advisory Committee but the Constitution may only be changed by a vote from the membership.

1. The elected President may serve a two (2) year maximum term.
2. Cast membership aged 13 years to 20 years. The age is to be taken from the first of January of the year of the current production.
3. Reports for the Annual General Meeting to be in the hands of the Secretary fourteen (14) days prior to the Annual General Meeting. The Production Committee, the Junior Committee, the President and Treasurer are to present reports at the Annual General Meeting.
4. The Committee will not accept responsibility for the personal property of members, during or after rehearsal or performances.
5. In regard to camps or excursions conducted by holiday Actors, members under 18 years shall be under supervision of one adult to 10 members. All adult supervisors must have a current Working With Children check. Relevant documentation must be completed by all members, and all others in attendance.
6. Casting decisions are made by the directors of the current production and ratified by the Committee.
7. Junior Committee President(s) duties include being Junior members Representative(s) on the Advisory Committee with full voting rights, When the President(s) are unable to attend Advisory Meetings, they may appoint a proxy.
8. Junior Committee President(s) shall not hold a position on the Advisory Committee other than being the Junior Committee Representative.
9. No member of the junior Committee can hold a voting position on the Advisory Committee other than the Junior President(s) capacity if the Junior Committee Representative.
10. Any members wishing to use Holiday Actors equipment must approach the appropriate Committee member and abide by the ruling of the Advisory Committee.
11. The Code of Conduct is set out in the Handbook for Holiday Actors must be abided by. Any breaches of the Code of Conduct will be dealt with by the Advisory Committee.



Important



JUNIOR COMMITTEE

Each year the cast votes for the Junior Committee (JC). The JC is made of approximately ten members that take on roles just like the Advisory Committee. It is responsible for the cast party following the final show and organises various activities throughout the year like socials. Although not everyone can be on the Committee, members are always open to suggestions and may co-opt other members to help with certain tasks. It takes a creative and committed mind to be on the JC, but even an interested mind will do. There is a special JC handbook that outlines everything you need to know so if you're interested perhaps you like to look at what's involved in more detail.

THE WEBSITE

All news and information about Holiday Actors can be found on the official website www.holidayactors.com.au. There is a private members page where information for cast members is available. Cast members will be invited to join once a show has been cast. All communication will occur through this portal and NOT through social media.

Cast members are advised not to create private social media groups such as Facebook as comments on these platforms can be easily taken out of context and cause others distress. Any transgressions to this rule will be dealt with by the Committee.

INFORMATION DAY

Prior to auditions, an information day/pre-audition workshop is held. The date and location for these are advertised in the local paper as well as the website. This is an opportunity to learn more about the production, meet the Directorial team and ask any questions. Family members are most welcome to come and learn more about the process. Advisory Committee members are also present if they have any questions about the company. A pre-audition workshop is also held to help you get ready for your audition. You will learn part of a song, a short dance and practice a few lines. If you are unable to attend the auditions usually held a week later you may be able to audition at the end of this day. If you need to do this please contact the con-

Information

AUDITIONS

When HA puts on a musical, play or pantomime, an audition will take place before rehearsals begin to determine who will play which parts.. Auditions are really nothing to get worried about. You will be required to read some lines, sing the song you learned at the workshop and do some dancing. This is really to help the directors decide on what your strengths are. If you miss the workshop, don't worry. You can get a rehearsal pack or sing a song that you feel best shows off your talents. Although everyone gets nervous, don't worry everyone is in the same boat!

REHEARSALS

Rehearsals are generally held on weekends up until school finishes for the year. Saturdays tend to be all cast rehearsals with Sundays focussing on lead actors or small groups. A schedule is posted on the webpage and any changes will be communicated as early as possible. Closer to the show we rehearse with the orchestra and the Advisory Committee organise a family event such as afternoon tea for your family to attend and get a taste of what you have been working on.

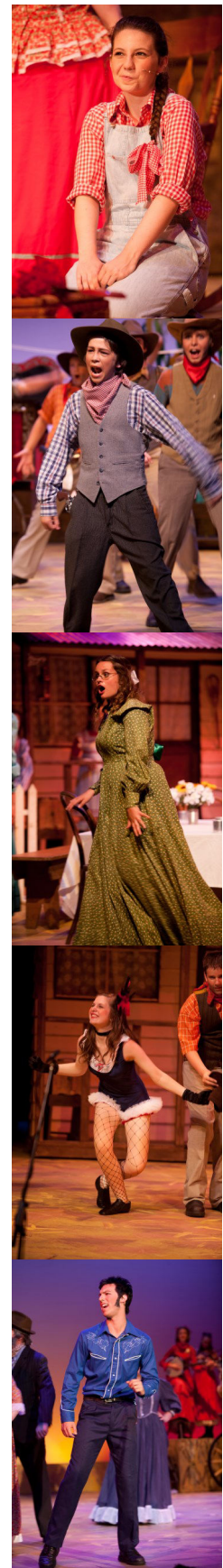
It's very hard to control large number of rowdy teenagers so please keep the noise down and respect instructions of the directorial team to be quiet. It is very tiresome to be constantly telling people to pipe down.

When attending these important rehearsals, you must always be there on the dot. If you cannot attend for whatever GOOD reason, then you MUST apologise. The directorial team will give you appropriate contact numbers to do this and if you can't get hold of them, contact someone on the Advisory Committee. If you constantly miss rehearsals without letting people know, you may find yourself replaced.

Remember you will be working at rehearsals and it is not appropriate to invite family or friend to rehearsals without asking permission from the Directors first.

WORKSHOPS

Singing, character work, make-up, improvising and all the essentials are taught mainly during rehearsals. However sometimes HA will run special workshops to help develop more skills. They are also fun. Even the most polished HA member can stand to learn something new or polish a skill already possessed.



Big Productions

Every year, Holiday Actors stages an annual summer production. This is Holiday Actors most rewarding, financially beneficial, time consuming, prestigious and most satisfying event.

A cast of talented youth (that's us) give an unprecedented rendition of a chosen musical. But the cast are not the only stars of the show. Fellow members use their skills in costume, make-up, set building, front of house and backstage to make it all happen. Many of these people are parents but some are ex-cast members or other people from the community who just love theatre and Holiday Actors too. Appreciate and understand that all the people involved in staging our production do so voluntarily and your co-operation is greatly appreciated (and expected!).

To be part of our fabulous productions you don't have to be a supernatural actor, singer or dancer but you do have to invest a lot of effort. Rehearsals will gradually take over your life! If you don't think you can make the BIG commitment or organise your work schedule, your family and your friends around rehearsals you need to think very seriously about becoming a HA member.

During rehearsals and our big productions, we all work together as a team. We don't form our own little groups, nor develop cliques! Also, while we're on the topic of being nice to one another, we really don't like to see new members standing alone whilst older members stand in groups talking amongst themselves. Make them welcome!

Holiday Actors has built up a great reputation over the many years of its existence. So remember that as a member you represent HA whether you are on stage or not, particularly when you are wearing your show T-shirts.



Theatre Rules

As we near the show we will practise in the theatre where the show will be performed. Most of the time this will be the Lighthouse Theatre. Wherever our show is performed the rules are pretty much the same.

1. No non– members are permitted at rehearsals, in the auditorium, backstage, dressing rooms or green room area.
2. No touching ropes
3. No cast member is permitted in the foyer
4. If you are required to sit in the auditorium, do not sit beyond the first 10 rows.
5. Food and drink are to be consumed in the green room (or other identified area) and NOT in the dressing rooms
6. All rubbish is to be placed in the bins provided
7. Dressing areas are to be left tidy
8. Keep voices low and noise to an absolute minimum. If you cannot hear your calls you are too loud!
9. Mobile phones must be switched off from the 30 minute call until after the show as they interfere with the theatre sound systems.
10. Remember that your behaviour outside the venue is just as important as inside.



Costumes



These are important articles of clothing that develop, sustain and help the audience to recognise your character. Our costume designers and organisers put a lot of time and effort into finding, making and designing these fabulous original masterpieces. The users of them MUST take very special care.

Most costume items will be supplied by HA but you will be required to provide some of it yourself for example shoes, socks, underwear! If you do not have these items we suggest a visit to the Op shop or ask your family.

Prior to the show you will be given a letter outlining what costumes you will be wearing including what you need to provide yourself. This note will also remind you to bring a box, bag or basket to keep your costume items in as they can easily get mixed up and everyone is wearing identical costumes it can be chaos! It will also remind you to wear deodorant.

Stage make-up is harsh on costumes and we ask that you take care not to soil costumes with makeup. If this does occur you may need to wash your costume. Please seek advice from the costume co-ordinator if your costume is fragile or intricate, spot cleaning might do the job. If you do need to wash your costume make sure you do it in plenty of time for the next performance and remember to bring it with you!!! (don't laugh it happens almost every year).

If your costume is creased or needs mending, bring it to the attention of the costume co-ordination of one of the wardrobe assistants. They will direct you to the nearest ironing board or mend the item for you. Please do this as soon as you notice it NOT just before you are due to go on stage.

Leave all watches, chains, rings, earrings and other jewellery that is not part of your costume at home. These items may not be worn on stage and no responsibility will be accepted for their safety.

At the end of the production you will be given instructions on where to leave your costumes. This ensures costumes find their way back to the shed. Sometimes these items have been hired or loaned from other companies and need to be returned. Under no circumstances are you allowed to keep any part of your costume that is provided by HA.



Makeup

Each cast member, including boys, are required to provide their own kit. Do not under any circumstances share make up items. Sharing makeup can result in sharing infections (including Hepatitis). Serious infections can be passed through eye and lip infections (cold sores for example) from using things like eyeliner, mascara and lipstick. All specialist makeup and male makeup will be provided.

Girls:

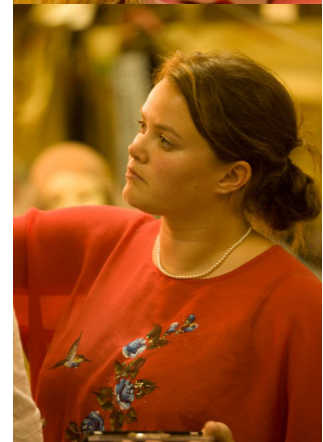
- 1 brown eye shadow
- Foundation
- Eyeliner
- Mascara
- Bright lipstick
- Hairclips, hairspray, bands, gel, brush or comb
- Tissues or makeup wipes
- Face washer, towel
- Makeup remover or cold cream.

Boys:

- Tissues or make up wipes
- Makeup remover or cold cream
- Face washer, towel
- Hair brush, comb

Always allow plenty of time to dress and get made up before a performance. You will be given a time to arrive at the theatre before a dress rehearsal or performance—make sure you get there on time. It really takes a long time for everyone to get ready to perform so don't leave it until the last minute.

Under no circumstances are you allowed to leave the theatre wearing make up or costume.





Props

Most people should know what props are but just in case, props are objects (properties) that are used to highlight parts in a show. It's usually something that is carried such as brooms, cups or guns. Sometimes the line is blurry between a prop or costume piece or part of the set! All of the props are to be used with respect. When not in use the props are kept on a Props Table(s) so that they can be found when needed. After using a prop it should be placed back on the table or given to one of the props people. NEVER remove a prop unless you have been authorised to do so. They are not toys so do not play with them.

Dressing Rooms

Because there are so many people involved in productions and the space in the dressing room is very limited, please bring a box or basket in which to keep all your belongings and don't have your things scattered from one end of the room to the other. Please do not spray hairspray or deodorant within the confines of the dressing rooms, use the corridor. The dressing rooms are STRICTLY segregated so no mingling in the dressing rooms. They are not the place to hang around once you are ready. Please use the Green Room.

Green Room

This is name given to the areas where cast congregate when not required on stage. Enter the theatre for all rehearsals and performances through the Stage Door. There is a list on the table inside the door where you are required to mark when you arrive and leave. This is a very important safety and security item. No one is allowed in the door if there name is not on the list. Do not allow anyone to enter who is not on the list. Get one of the Advisory Committee or Directors if someone wishes to enter who is not on the list. The Green Room has kitchen facilities so cast can prepare snacks, heat meals, keep drinks etc. It is important that cast label their food and take their containers home.

Although you can speak in this area, keep it down. The noise will travel to the stage if it's loud enough or when someone opens the door. There is a speaker that you can hear calls so noise must be kept to a minimum, you don't want to miss your call! The Green Room is also the are where we do vocal and dance warm ups.

On Stage

Here are some things that, in your first show, you are expected to know off hand. This can be pretty daunting so make sure you follow these guidelines.

During the performances the musical Director is normally found in the orchestra pit. If you ever need instructions, cues or help, **DO NOT LOOK AT HIM/HER DIRECTLY** but out of the corner of your eye, with your head still head high and facing the audience. By looking into the pit, your lower your head and then the audience is unable to see your facial expressions.

It is important not to look at your friends or wave and show an embarrassed expression.

When not interacting with other characters on stage, you should look up towards the back of the theatre, where the light and sound people sit in their little room (the 'bio box'). This will enable to keep your face up and visible to the audience.

When acting, we need to forget our own lives and we enter into a whole new world. Anything you do should be because that's what your character would do. Anything you say should be because that's what your character is supposed to say in the script. Once you have developed your character, it's important to keep it all times when you are on the stage. Never drop your character while walking off stage. Wait until you are completely out of the audience's sight, otherwise they will notice it. Keep this in mind wherever you are performing—in the audience during the show or outside on afloat in a parade—**ANYWHERE!**

In the Wings

The wings are the areas side stage where the cast and crew wait until they play their part in the production. They have minimal space and sometimes the audience can see into these areas. Keep this in mind and stand well behind the lines marked on the floor. It is unprofessional if the audience sees you in costume and makeup and acting out of character. This also applies to the wearing of costume and make up outside the performance venue. Under no circumstance are you allowed to leave the venue with costume OR makeup **IT IS A BIG NO NO!**

Only backstage crew and cast that have been called to the stage should be in the wings, all others should be in the Green Room. This not only so you can't be seen by the audience but for your own safety. Backstage can be a dangerous place with sets and backdrops being moved about.

SO STAY BACK!!!



Bumping in and Out

These are theatrical terms for the time used to move the sets and costumes into the theatre and set them up as well as packing up and moving out. Things get bumped about. Cast are not required for bumping in and out but we always need help so if you can let us know (that includes family as well).



Publicity Walks (Pub Crawls)

In the weeks leading up to a HA show, it is a duty of every member to publicise the show. Tell your friends and family and anyone else how great the show is going to be, and that it would be a shame to miss it during its limited season. It's amazing how many people say they missed the show as they didn't realise it was on! The most efficient way for this to occur is for members to complete a 'pub crawl'. This puts a number of pamphlets around the town in shop window notice boards etc. It is co-ordinated by someone from the Advisory Committee and you will be given an area to distribute posters. Wear your show T-shirt and be enthusiastic and upbeat about the show to promote interest. Remember you are representing HA and your behaviour should be respectful even if they seem disinterested or do not wish to display a poster.

