



Children's Theater Project

Youth Theater Project

A Theater Company for Every Child

Actor Handbook for Students & Families

Welcome to CTP/YTP!

We are so glad you are here! Children's Theater Project (CTP) and Youth Theater Project (YTP) have been serving young performers in the Rockford community for 25+ years. From Kindergartners stepping onstage for the first time to seniors in their final bow, every child belongs here.

Our mission: "To enhance young people's minds through education, application, and exploration of the Performing Arts" – and to give every child a sense of self-identity and purpose.

This handbook outlines what we expect from our performers AND what you can always expect from us. Please read it carefully with a parent or guardian and bring any questions to your first rehearsal.

Which Program Am I In?



Children's Theater Project

Grades K–6

Focus: fundamentals of performance, confidence, and collaborative storytelling

Registration: ctpytp.org → CTP Registration



Youth Theater Project

Grades 7–12

Focus: advanced technique, stage craft, and artistic growth

Registration: ctpytp.org → YTP Registration

Section 1: Zero Tolerance Rules

The following rules have **NO** exceptions. They exist to keep every child — especially our youngest performers — completely safe.

🚫 No Drugs or Alcohol — Ever

No actor may use, possess, or arrive under the influence of alcohol, marijuana, or any illegal substance before, during, or at any CTP/YTP event. This applies to ALL ages. Violation results in immediate removal from the production.

No Harassment or Bullying — Ever

CTP/YTP has zero tolerance for bullying, intimidation, or harassment of any kind. This includes behavior that happens outside of rehearsals or online. Anyone who threatens the safety or comfort of another person will be investigated and may face removal from the production.

Simple rule: If you are not sure everyone is OK with what you are about to say or do – don't do it. When in doubt, ask a director or parent volunteer.

Section 2: Keeping Everyone Safe

CTP/YTP is committed to creating a safe, inclusive, and respectful space for every child. Here is what that looks like in practice:

For Performers

- You always have the right to speak up
- Physical contact in scenes is discussed first
- You can communicate your boundaries always
- There is always a safe person to report to
- Every show has a Conflict Resolution Path

For Parents & Guardians

- A safety plan is in place for every production
- Your child's comfort is always our priority
- Parent volunteers are welcome and encouraged
- Contact us anytime: manager@ctpytp.org
- Tel: 920-412-7151

Every show will have a Conflict Resolution Path (CRP) – a clear, safe process for reporting any concern. This will be explained in full at the first rehearsal. If you ever feel unsafe, bullied, or uncomfortable, tell a director, stage manager, or trusted parent volunteer immediately. **You will always be heard.**

Section 3: Communication

Great shows start with great communication. Here's how we stay connected:



How We Communicate

- Main updates are shared on Slack and email.
- Your most important contact is your Stage Manager/Director.
- Directors may also share their contact info at the first rehearsal.
- If you need to be late or absent (and it is NOT on your conflict sheet), contact us BEFORE rehearsal begins.



At Your First Rehearsal, Please Submit:

- Any open balances
- Signed Background Check Form (adults)
- Costume measurements (form link here)
- Please complete them no later than your first rehearsal.

Section 4: Rehearsal Expectations

Attendance & Punctuality

- Rehearsal starts on time. Rehearsal ends on time. Please be ready to work!
- If you are running late or need to miss, contact us BEFORE rehearsal begins.
- When you were cast, it was with full knowledge of your listed conflicts. Please do not add new ones.
- More than 2 added conflicts after casting may result in removal from scenes or roles.
- If you are sick, STAY HOME. We want you healthy! Just give us a heads up.
- If you miss a rehearsal, get what you missed from the Directing Staff..

Working Hard - Here and at Home

You may not be called to every rehearsal, but when you are here, bring your best energy. Art happens when we show up fully. We also expect actors to practice music, lines, and choreography at home between rehearsals.

Who Can Be at Rehearsal

- Only cast members, crew, and parents of young children (with director approval) may attend rehearsals. (room parents are an exception)
- Any exceptions must be approved by the director in advance.
- During performances, no one except cast and crew is allowed backstage. This is for your safety.

Phone Policy

- No phones out while rehearsing or running scenes.
- No phones on deck (backstage/wings) during performances.

Be Positive and Supportive

The best thing you can do for your cast is cheer them on. Every performer deserves to feel respected, encouraged, and safe to try new things. That's the CTP/YTP way. Be the teammate you'd want to have.

Section 5: Staging, Scripts & Costumes

Rehearsal Preparation

- Explore! Bring your ideas. Bold choices are celebrated here.
- If you miss a staging rehearsal, set up a catch-up time with the Directing Staff
- ALWAYS bring a pencil. Write down blocking, choreography, and music notes in your script. Always write in pencil.



Important: Script Return Policy

Do **NOT** lose your script. A \$20 fee will be charged for any script that needs to be replaced.

What to Wear to Rehearsal

- Wear comfortable clothing that lets you move freely.
- Always wear close-toed shoes to rehearsal. No exceptions.

Section 6: Tech Week

Tech week is one of the most exciting parts of any production – but it can also be long. Here's how to make the most of it:

- Rehearsals may run later than usual. Please be patient with us.
- There will be a lot of waiting. Bring patience, water, and a quiet activity if needed. (no phones)
- Notes may be posted to Slack or given in person after rehearsal. Always bring pencil and paper.



Safety First – Always

If at **ANY** point during tech week or a performance you feel physically unsafe, you have the right – and the responsibility – to stop and speak up. Safety always comes before the show. Always.

Section 7: Show Day

Arrival & Call Time

- Call time is always 2 hours before show

- Be sure you grab your mic belt and let the staff know what mic number you have
- Sound check takes place on stage.
- The House opens at half-hour.

Before The House Opens

- PRESET all costumes and props BEFORE the house opens. This is your job, not the staff..
- After EVERY show, put ALL props and costumes away properly BEFORE you leave.

Backstage Rules

- Listen to backstage crew and pay attention to what is happening on stage so you don't miss any entrances
- You should be backstage, QUIETLY waiting for your cue. Please review your script while you wait.
- No phones on deck during the show
- Only cast and crew are allowed backstage. This protects everyone.

Two Show Days

- If your cast is in back to back shows on Saturday, we will provide a meal

We Believe in Every Single One of You

These expectations exist to protect you, support you, and help make every production extraordinary. You are not just a cast member – you are a vital part of the CTP/YTP family.
Thank you for being here.



Break a leg!



www.ctpytp.org



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