



Teenage Drama Workshop Student and Parent Handbook 2019

 A poster for 'Disney Freaky Friday: The Musical'. The background features a vibrant, hypnotic pattern of green and pink lines radiating from the center. At the top, the Disney logo is above the title 'FREAKY FRIDAY THE MUSICAL' in a stylized, outlined font. Below the title is an illustration of an hourglass filled with various icons representing music, technology, and everyday objects. At the bottom, there are three columns of text detailing performance times and ticket information.

Disney
FREAKY FRIDAY
THE MUSICAL

CAMPUS THEATRE
JULY 11, 12, 13
AT 7:00PM

RELAXED PERFORMANCE
JULY 13
AT 2:00PM

CAMP SHOWS
JULY 17, 18, 19
AT 11:00AM

TADW TEENAGE DRAMA WORKSHOP

Tickets: Associated Students Ticket Office
(818) 677-2488
Ticketmaster.com
csun.edu/theatre

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COLLEGE OF ARTS, MEDIA, AND COMMUNICATION

 A poster for 'Jason and the Argonauts'. The background is a solid blue. The title 'JASON AND THE ARGONAUTS' is written in large, bold, orange-outlined letters. Below the title is an illustration of Jason, a warrior in a red and white tunic, holding a long spear. To the right of the illustration, the subtitle 'A Warriors Quest for the Golden Fleece' is written in a smaller, teal font. Below this, there are three columns of text detailing performance times and ticket information.

JASON AND THE ARGONAUTS
A Warriors Quest for the Golden Fleece

Little Theatre

July 5, 11-13 @7:00 p.m.
July 13 @2:00 p.m.

Relaxed performance
July 6 @2:00 p.m.

Camp Shows
July 10, 17, 18 @11:00 a.m.

TADW TEENAGE DRAMA WORKSHOP

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WELCOME TO TADW

Hello and welcome to the 62nd Annual Teenage Drama Workshop sponsored by the Department of Theatre and the Mike Curb College of Arts, Media, and Communication at California State University, Northridge. We are happy to have you with us for another exciting summer at TADW.

TADW is designed to give you an opportunity to engage in the creative and collaborative activities of theatre, which will benefit you personally, academically, and in your community life. Some of you come with many years of dramatic experience, others with none, but together we will explore the varied aspects of drama to make this a dynamic and celebratory summer.

Take advantage of the many activities and opportunities offered to you this summer; however, please remember that we are operating as a team, and the failure of any one individual to meet his or her obligations hurts the efforts of the entire group. Class work should be your first priority, and attendance is mandatory for participating in the plays. The productions are a reflection of your growth as an artist. If nothing else is accomplished this summer, we hope you will prove that you are a young adult that can assume responsibility, make worthwhile decisions, and honor your commitments.

We hope that you will form many friendships this summer and that all of us will have a creative, productive, and enjoyable summer.

Sincerely,

The TADW Faculty and Staff

HISTORY OF TADW

The California State University, Northridge, Teenage Drama Workshop is the oldest university-sponsored summer program in the United States which concentrates on the development of theatre skills in both the classroom and performance. It is open to any 6-12 grade student interested in the art of the Theatre. The production program presents public performances so that the participant has the opportunity to apply the skills he develops in the classroom to live audiences.

The Workshop was created in 1957 through the efforts of the actress Marsha Hunt, Mrs. Marvin Owens of the San Fernando Valley Youth Foundation, and Dr. William E. Schlosser of the University. Before the first session was completed, the response of the students and public assured the future of the project. The conscientious support of Dr. Delmar T. Oviatt, Dean in charge of the new campus, and then Dr. Ralph Prator, when he became the first President of the San Fernando Valley State College, firmly established the Workshop.

Operating first in a tent on Zelzah Street parking lot, the Workshop was subsequently held in a service building converted into a theatre and an exhibition hall in the Devonshire Downs, before finally making its home in the Nordhoff Hall building.

When the final curtain is lowered on this, the 62nd Annual Workshop, over 5,000 young people will have studied, worked and played in the program; and well over 1,500 performances will have been given for hundreds of thousands of young people and adults. The continued support of this project by the University and the community guarantee that the young people of the San Fernando Valley will have an opportunity to see and to participate in live Theatre-activity which we hope will provide entertainment, a basic understanding and an appreciation for one of man's oldest art forms.

IMPORTANT CONTACT INFORMATION

Notification of Absences

Stephan Neiman sndirector21@gmail.com (818) 677-4884

TADW Offices tadw@csun.edu (818) 677-3086

Questions, Problems, and Concerns

Eric White tadw@csun.edu (818) 677-5765

TADW Offices tadw@csun.edu (818) 677-3086

Follow us on social media for pictures and updates throughout the summer!

TADW Website www.csun.edu/tadw

Facebook www.facebook.com/teenagedramaworkshop

Instagram www.instagram.com/teenagedramaworkshop

A TADW Newsletter is emailed every Friday, so please make sure we have an up to date email address. If you find that you are not receiving emails and you have given us a viable address, please check your “junk” mail folder.

FACULTY AND STAFF

Summer 2019

Dr. Dan Hosken, Dean, Mike Curb College of Arts, Media and Communication, California State University, Northridge.

Professor Anamarie Dwyer, Chair, Department of Theatre, California State University, Northridge.

Administrative Staff

Garry Lennon	Executive Director
Eric M. White	Program Director
Alicia Lawrence	Account Manager
Stephan Neiman	Program Assistant
TBA	Technical Director

Instructional Faculty

Anthony Aguilar	Playwriting
Ricki Gole	Voice 1 & 3
Chris Halsted	Acting 1 and 3
Sarah Kline	Acting 2
Lindsey Lorenz	Dance 1 and 2
Arielle Phan	Voice 2/Musical Theatre
Candy Sherwin	Dance 3/Musical Theatre
Ronnie Sperling	Improv

Production Staff

Jennifer Harvey	Director (Jason)
Candy Sherwin	Choreographer & Assistant Director (Jason)
Andrea Corona	Scenic Design (Jason)

TBA	Costume Design (Jason)
Nick McCord	Lighting Design (Jason)
Natasha Nix	Stage Manager (Jason)
Tashia Facey	ASM (Jason)
Kelli Tayes	ASM (Jason)
Ronnie Sperling	Director (FF)
Christopher Halsted	Musical Director (FF)
Lindsey Lorenz	Choreographer (FF)
JessieAnna Wilton	Scenic Design (FF)
Suzanne Wakefield	Costume Design (FF)
Coleen Apostol	Lighting Design (FF)
Jake Arpaia	Stage Manager (FF)
Elyse Durand	ASM (FF)
Ascucena Jimenez	ASM (FF)
Costume Shop Staff	
Isabelle Rodriguez	Costume Shop Supervisor
Stephanie Castro	Assistant/Cutter/Stitcher
Shiku Thuo	Assistant/Cutter/Stitcher
Patricia Tripp	Assistant/Cutter/Stitcher
Scene Shop Staff	
TBA	AME/Carpenter
Andreyra Martinez	Props/Carpenter
Jacob Guardado	Carpenter/Props/Painter
Juan Ramirez	AME/Sound Engineer/Carpenter
Joshua Alvarado	Tech TA/Carpenter

Support Staff

Dyanne DiRosario	Counselor
Atticus Couger-Costain	Intern
James Johnston	Intern
Tom Johnston	Intern
Sarah Sperling	Intern

THE WORKSHOP PROGRAM

The curriculum is designed to provide each student with the opportunity to develop basic theatre skills. Theatre concepts and techniques are studied in the acting, voice and movement classes and applied in the musical theatre, playwriting, improvisation, and tech/design classes. All workshop classes adhere to the California Visual and Performing Arts Content Standards. Application of the student's learning is seen in the public performances of the Workshop.

ACTING

Level 1 acting students will study the fundamentals of acting -- how the actor uses his/her mind, body, voice, emotions, and senses on stage. Advanced work in acting with emphasis upon more complicated roles is required of Level 2 students. Level 3 focuses on the oldest workshop students with a more intensive approach including the Stanislavski technique.

DANCE

In dance classes, students will learn about proper body alignment to help them in the quality of their movement. Special focus will be placed on proper warmup methods to strengthen muscles and avoid injury. Students will learn dance technique in various areas such as ballet, traditional jazz, lyrical, musical theatre, Latin jazz, swing, and hip hop.

VOICE

Emphasis will be placed on fundamentals of breathing, singing and vocal production. Students will also explore basic stage voice and speech.

ELECTIVES

This year elective classes will focus on musical theatre, playwriting, improvisation, puppetry, and tech/design. Students enrolled in these courses will enjoy an in-depth experience in that particular area of interest.

THE PRODUCTION PROGRAM

The principles and practices studied in the classroom will be applied in production assignments. Students in the performance track will be cast in roles that involve singing, dancing, and acting while students in our tech program will assist with construction, painting, lighting, sound, and stage management under the supervision of faculty.

ACTING IN PRODUCTIONS

Every student in the performance track will audition for roles in the two productions presented during the Workshop session. Roles will be assigned by the director on the basis of the actor's suitability for the role and how a part will benefit the student. Rehearsals usually take place from 1:15 until 4:15pm, Monday through Friday. However, there are some Saturday morning rehearsals and many evenings when students will be required to stay until 6pm for technical and dress rehearsals. Students must attend all rehearsals. Acting in a production of this caliber is a privilege and requires attendance in all classes. Students with too many absences may be dismissed from productions.

Generally, there is a call-time of 2 hours before a show. This means, actors need to be at the theatre 2 hours before a show starts to get into costumes and makeup.

On days when there are 11am shows, students are still required to be at TADW at 8:15am for morning classes.

CLOSING/ STRIKING A PRODUCTION

After the last performance of a production the set and lighting need to be taken down, costumes and props must be put away, and the theatre space needs to be cleaned. This is called "Strike". All TADW performers in the production are required to help strike the show. Students are required to dress safely and appropriately: no open toe shoes, no loose or dangly clothing/jewelry, and please wear clothes they don't mind getting dirty. **STRIKE IS MANDATORY FOR ALL STUDENTS.**

CASTING

Casts for both Freaky Friday & Jason and the Argonauts will be determined after callbacks on June 1st.

Casting notifications will be posted live both online and in person on the callboard at Nordhoff Hall.

THE TECH/DESIGN PROGRAM

The Teenage Drama Workshop technical theater and design program consists of extensive courses and practice in scenic construction and design, theatrical lighting design and implementation, sound engineering and design, and general theater management practice. The program examines the primary properties a technician would encounter on a daily basis both behind the scenes and on stage. The students of the tech/design program here at TADW work alongside professionals and students alike, learning through hands-on experiences that provide students with universally valuable skills. Students will be divided and assigned to one of the two main stage shows over the summer and will work in their preferred technical field for the run of each particular show. With technical faculty and staff supervision, the students are trained for their assigned positions and will run the technical aspects of the show. By the end of the summer, technical and design students will be efficiently trained in the basic practices of technical theater and will have had ample experiences that will provide them with a strong foundation to support further ambitions in the field of technical theatre.

Classes are from 8:15am - 12:30pm each weekday morning. After lunch, tech/design student schedules will be determined by the production calendar for each individual show. These calendars are distributed by the stage managers, and rehearsal times are at the discretion of the directors.

GENERAL INFORMATION

TRANSPORTATION AND PARKING

Transportation to and from campus is your responsibility. Public transportation is available. Additionally, a carpool list will be distributed to help you make arrangements for students to arrive and leave safely and on time.

Parking on campus in the student lots requires a permit **at all times**. We recommend parking in Lot B1 as the closest to our building. Parking permits are now available at the blue ticket machines or through the MobileNow app. Simply download the app and sign-up with your contact, vehicle, and payment information. Then, simply enter the location number **2786** and select the amount of time 30 minutes for \$1, 2 hours for \$4, 4 hours for \$6, and full day for \$8. Weekly permits are also available through the MobileNow app for \$11 per week. After you have downloaded the MobileNow app and signed up, click “Permits” and then “Purchase a new Permit”. Select “CSUN - General Parking” and “CSUN - 7 Day Permit”

*Parking permits are only valid in student parking lots and spaces.

**Please note that the MobileNow system is being implemented at CSUN for the first time this summer and may have some glitches. Please notify us if you have any issues so that we can work to fix them and improve the experience for everyone.

CAMPUS CONDUCT

Teenage Drama Workshop takes place in Nordhoff Hall on the southwest corner of CSUN. The Department office is Nordhoff Hall 110 (NH 110). Remember that TADW runs during an active university session, so we must all be respectful and mindful of those working and studying around us. We are all representatives of TADW and must behave accordingly. Please refrain from congregating and rehearsing in corridors near business offices and keep sound down in buildings. Please be cautious around any construction areas, and respect all posted signs.

WORKING CLOTHES

It will be hot in the Valley, and we suggest that you dress coolly and comfortably, but appropriately for a classroom situation. Anyone participating in a tech/design classes must wear closed-toed shoes. Special clothes for movement classes may be required by the instructor.

INVITATIONAL

Invitational is a show only for current and previous TADW members. The Invitational is a TADW tradition held the night before a production opens to the public. This is an opportunity for TADW alumni and current TADW members to see the show free of charge to support the cast before opening night. It is also a chance for current TADW members to meet TADW Alumni. We request that parents do not attend this evening.

IMPROV NIGHT

At our improv showcase, typically occurring at the end of the second week of the workshop, students in the Improvisation elective put on an entertaining demonstration of their improv skills. The performance is free, and family and friends are encouraged to attend.

MUNCH & CRUNCH

On the last Sunday of TADW, all TADW participants and their families are invited to our culminating celebration known as Munch & Crunch. This event allows students to demonstrate what they have learned in classes. Following the performances, lunch is served and we eat out on the lawn before certificates and scholarships are awarded. It is a great way to end our summer at TADW.

SAFETY PRECAUTIONS AND RULES

During your six weeks in the Teenage Drama Workshop, you will probably be involved in both classes and production activities which share common spaces—our theatres. The constant building and striking of scenery within a “classroom” present safety concerns of which you should be aware.

Please read these over carefully—remember, safety is everyone’s responsibility.

1. Pay special attention to the condition of the floor: nails, sawdust, building material scraps may need to be cleared.
2. Please be aware of your surroundings while in theatre spaces and do not touch or climb on any scenic elements until you have been approved to do so.
3. Be aware of the perimeters of the stage area with emphasis paid to the apron (the edge of the stage near the audience).
4. The fly rail (or counterweight system) is off limits to anyone other than authorized personnel. Do not touch any of the ropes attached to the fly rail without permission.
5. Be aware of the black and red curtains in the theatre, and do not touch, move, or pull on these curtains unnecessarily as they are very expensive to replace. Ask a staff member to assist you if you think a curtain needs to be moved.
6. No bare feet. Appropriate footwear must be worn at all times.
7. No smoking, eating or drinking in the theatres or classrooms. Water in a sealable container is the only exception.
 - a. CSUN is a smoke-free campus, any students caught smoking may be suspended from the program without refund.
8. Chewing gum is not allowed in class or in the theatre as it is a distraction and a nuisance to clean up.
9. During classes and rehearsals, cell phones are unnecessary, distracting, and disrespectful. Please silence them and put them away.
10. Warm up before participating in any classes or rehearsals involving movement.

THE ROLE OF PARENTS/GUARDIANS

Parents and guardians play a vital role in TADW. Your participation and support are very important to a smooth summer.

PARENT MEETINGS

Parent Meetings are held most Friday afternoons (schedule subject to change). These meetings allow parents to meet with staff members, get answers to questions and find out how to stay involved.

TICKET SELLING

We rely on everyone's help to fill up the theatre. Please reach out to any and all friends and family to let know how they can buy tickets. Tickets may be ordered on-line by going to the TADW website at www.csun.edu/tadw or by calling the TICKET OFFICE (818) 677-2488, or at the Associated Students Ticket Office on campus. We have posters and flyers that can be displayed in local stores or handed out to friends and family.

USHERING

We need parent volunteers to help us usher all TADW shows. Ushers arrive 30 minutes before the show begins and take tickets & pass out programs. A sign-up sheet for ushers is available at the Parent Meetings. All ushers see the show for free if there are still seats available. A TADW staff member serves as house manager and can answer any questions.

FUND RAISING (RE-WORD)

TADW is always looking for individuals, families, and businesses who would like to make a tax-deductible contribution and sponsor under-privileged youth organizations by buying tickets for them to see our shows. Please contact Garry Lennon to make a donation or to sponsor a group of your choice.

TADW CLASS SCHEDULE

This daily schedule will change on or about July 10th. Please check your email and read the newsletters for updates.

Level	8:15 - 9:15	9:20 - 10:15	10:30 - 11:25	11:30 - 12:30
1	Voice	Dance	Acting	Elective
2	Dance	Acting	Voice	Elective
3	Acting	Voice	Dance	Elective

Lunch - 12:30 - 1:15

Rehearsal - 1:15 - 4:15

*Rehearsals for Freaky Friday & Jason and the Argonauts will take place after lunch Monday through Friday 1:15pm-4:15pm.

**There will be a few Saturday rehearsals from 10am-2pm. You will be notified of these rehearsals ahead of time. Once each show has been cast, production calendars will be sent out.

***Once we get into the tech process for each show, we will extend rehearsals until 6:00pm as we will need the extra time to integrate lighting, sound cues, costumes, etc.

TADW CLASS AND PERFORMANCE CALENDAR

Please check your email and read the newsletters for updates and changes to this schedule.

Saturday June 1 – Auditions & Callbacks

Week 1

MONDAY, JUNE 10

8:15am	Student arrival
8:15am-8:40am	Assembly (Little Theatre)
8:40am-9:00am	Facilities Tour
9:00am-9:45am	Period 1 Class Meeting, Level 1, 2, 3
9:50am-10:45am	Period 2 Class Meeting, Level 1, 2, 3
10:50am-11:45am	Period 3 Class Meeting, Level 1, 2, 3
11:45am-12:30pm	Elective Class Meeting
12:30pm-1:15pm	Lunch
1:15pm-4:15pm	Rehearsals/Cast Meetings
4:15pm	Dismissal

TUESDAY, JUNE 11 - SATURDAY, JUNE 15

8:15-12:30pm	Classes (All Students)
12:30-1:15pm	Lunch
1:15-4:15pm	Rehearsals

Saturday June 15 **TBA**

Week 2

MONDAY, JUNE 17 - SATURDAY, JUNE 22

8:15-12:30pm	Classes (All Students)
12:30-1:15pm	Lunch
1:15-4:15pm	Rehearsals

Friday June 21 **Improv Show** **7:00pm**

Saturday June 24 **TBA**

Week 3**MONDAY, JUNE 24 - SATURDAY, JUNE 29**

8:15-12:30pm	Classes (All Students)	
12:30-1:15pm	Lunch	
Tuesday June 25	Jason Tech #1	1:15pm-6:00pm
	FF Rehearsal	1:15pm-4:15pm
Wednesday June 26	Jason Tech #2	1:15pm-6:00pm
	FF Rehearsal.	1:15pm-4:15pm
Thursday June 27	Jason Tech #3	1:15pm-6:00pm
	FF Rehearsal.	1:15pm-4:15pm
Friday June 28	Jason Tech #4	1:15pm-6:00pm
	FF Tech #1	1:15pm-6:00pm
Saturday, June 29	Jason Dress #1	10:00am-2:00pm
	FF Tech #2	10:00am-2:00pm

Week 4**MONDAY, JULY 1 - SATURDAY, JULY 6**

8:15-12:30pm	Classes (All Students)	
12:30-1:15pm	Lunch	
Monday, July 1	Jason Dress #2	1:15pm-6:00pm
	FF Tech #3	1:15pm-6:00pm
Tuesday, July 2	Jason Dress #3	1:15pm-6:00pm
	FF Tech #4	1:15pm-6:00pm
Wednesday, July 3	Jason Final Dress	1:15-4:15pm
	FF Dress #1	1:15-6:00pm
	Jason Preview	7:00pm
Thursday, July 4	NO TADW	

Friday, July 5	FF Dress #2 Jason-Opening	1:15pm-6:00pm 7:00pm
Saturday, July 6	FF Dress #3 Jason-Show #2	1:15pm-6:00pm 2:00pm (Relaxed Performance)

Week 5**MONDAY, JULY 8 - SATURDAY, JULY 13**

Monday, July 8	Classes Lunch	8:15am-12:30pm 12:30pm-1:15pm
	FF Dress #4	1:15pm-6:00pm
Tuesday, July 9	Classes Lunch	8:15am-12:30pm 12:30pm-1:15pm
	Jason Rehearsal FF Dress #5	1:15pm-4:15pm 1:15pm-6:00pm
Wednesday, July 10	Jason-Show #3 FF-Preview	11:00am 7:00pm
Thursday, July 11	Jason-Show #4 FF-Opening	7:00pm 7:00pm
Friday, July 12	Jason-Show #5 FF-Show #2	7:00pm 7:00pm
Saturday, July 13	Jason-Show #6 FF-Show #3	2:00pm 2:00pm (Relaxed Performance)
	Dinner	4:00pm
	Jason-Show #7 FF-Show #4	7:00pm 7:00pm

Week 6**MONDAY, JULY 15 - Sunday, July 21**

Monday, July 15	Classes	8:15am-12:30pm	
	Lunch	12:30pm-1:15pm	
	Rehearsal	TBA	
Tuesday, July 16	Classes	8:15am-12:30pm	
	Lunch	12:30pm-1:15pm	
	Rehearsal	TBA	
Wednesday, July 17	Classes	8:15am-9:15am	Period 1
	Jason-Show #8	11:00am	(Camp Show)
	FF-Show #5	11:00am	(Camp Show)
	10 Min Plays	7:00pm	
Thursday, July 18	Classes	8:15am-9:15am	Period 2
	Jason-Show #9	11:00am	(Camp Show)
	FF-Show #6	11:00am	(Camp Show)
	Musical Th. Reh.	1:15pm-4:15pm	
Friday, July 19	Classes	8:15am-9:15am	Period 3
	Jason Strike	9:15am-12:30pm	(Jason Cast)
	FF-Show #7	11:00am	(Camp Show)
	Musical Th. Show	7:00pm	
Saturday, July 20	All Strike	10:00am-2:00pm	(All Students)
Sunday, July 21	Munch 'n Crunch	10:00am	

****ALL REHEARSAL TIMES ARE SUBJECT TO CHANGE****

TADW SCHOLARSHIPS

THE BURROUGHS FAMILY SCHOLARSHIP IN MEMORY OF ANN BURROUGHS

The Burroughs Family Scholarship in Memory of Ann Burroughs is named for the late Ann Burroughs, who was a long-time administrative analyst in the CSUN Department of Theatre and a great friend to the Workshop. The scholarship is funded by the Burroughs family and provides two \$500 scholarships for students with financial need.

SAM LOEB “SPIRIT OF TADW” SCHOLARSHIP

Named for the late Sam Loeb, a TADW student who lost his battle with cancer, this full scholarship is given annually to the student who best exemplifies the spirit of the Teenage Drama Workshop, namely leadership, friendship, artistry and commitment. Loeb family members and friends provide the funding for this annual award.

MARYELLEN CLEMONS MEMORIAL SCHOLARSHIP

This scholarship is named for the longtime and legendary TADW director and instructor Maryellen Clemons, a professor emeritus from CSUN’s Department of Theatre who also served as acting chair of the department. The Maryellen Clemons Award is given to the “ideal” TADW student. The award is presented at the end of the summer and includes a half-scholarship for the following year.

NANCY CARTWRIGHT SCHOLARSHIP

Well-known as the voice of Bart Simpson, Nancy is also a generous and longtime supporter of the Teenage Drama Workshop. Her donations not only fund scholarships for students, but also provide tickets to TADW shows for at-risk children from the Devonshire PALs (Police Activities League).

TADW PARTICIPANT CODE OF CONDUCT

Our goal is for everyone involved in TADW to have a rich and rewarding experience. TADW becomes a community during the summer. For that reason, everyone needs to respect one another and the feelings of the people we interact with.

Please discuss these expectations with your TADW member.

TADW CODE OF CONDUCT:

1. TADW members are expected to arrive on time for classes and rehearsals.
2. TADW members are expected to report absences as soon as possible. Anyone who misses too many classes or rehearsals is in jeopardy of not participating in a production.
3. TADW members are expected to follow the directions and cooperate with teachers, administrators and most importantly the directors of the show they are involved with.
4. TADW members are expected to be respectful to others at all times.
 - a. No inappropriate language.
 - b. No spreading rumors or gossip about others.
 - c. No stealing of any kind.
5. TADW members will remain on the CSUN campus unless signed parental permission is on file.

Anyone not able to follow these expectations will be asked to leave the program. If this happens there will not be a refund of registration or other fees.

A separate attachment of this Code of Conduct will be included with the handbook as well as on page 25. Please print, sign, and return it to TADW at auditions or by the first day of classes.

TADW ATTENDANCE POLICY

A key to producing good theater is regular class and rehearsal attendance. To that end, the following policies will govern attendance for TADW productions and classes.

Permission to miss classes and rehearsals for vacations and summer school is ONLY given in the rarest of circumstances, and usually results in limited participation in the productions.

Class Attendance Policy:

1. Attendance will be taken at the beginning of each class.
2. Two tardies equal one absence.
3. Students who are absent or tardy from more than two class sessions will be asked to meet with the class teacher and Managing Director.
4. Too many absences or tardies will affect the final class grade.
5. Withdrawing from the TADW classes before the end of the program, will result in NO CREDIT.

Rehearsal Attendance Policy:

1. Attendance will be taken at the beginning of each day's rehearsal.
2. Students who are absent from two rehearsals (excused or unexcused) will be asked to attend a review with the Show Director, Production Manager and/or staff members. The director and staff members will determine what course of action to take, up to and including the dismissal of the student from the production.
3. Two tardies count as one absence.
4. Withdrawing from a TADW production before the end of the program may jeopardize enrollment in subsequent summers.

Policy Definitions

Absence - Missing a class or rehearsal for any reason, whether excused or unexcused. For the sake of the policy, no distinction is made between excused or unexcused absences.

Tardy - Arriving late to any segment of class or rehearsal, including roll call and warm up.

Withdrawal - Leaving a class or production before the end of the summer. This includes Strike and Munch & Crunch.

REFUND POLICY

All refund requests should be emailed to alicia.lawrence@csun.edu.

The registration fee of \$150.00 is non-refundable.

Refunds are made according to the schedule below.

Time of Request	Refund
Prior to Auditions	100%
After First Audition	75%
After Casting	50%
After Start of TADW	No Refunds

TADW administration reserves the right to grant exceptions to the stated policy in situations, but not limited to illness and death in the immediate family.

No refunds are given if a student is asked to leave the program for a violation of the Code of Conduct.



TADW Participant Code of Conduct

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1. TADW members are expected to arrive on time for classes and rehearsals.
2. TADW members are expected to report absences as soon as possible. Anyone who misses too many classes or rehearsals is in jeopardy of not participating in a production.
3. TADW members are expected to follow the directions and cooperate with teachers, administrators and most importantly the directors of the show they are involved with.
4. TADW members are expected to be respectful to others at all times.
 - a. No inappropriate language.
 - b. No spreading rumors or gossip about others.
 - c. No stealing of any kind.
5. TADW members will remain on the CSUN campus unless signed parental permission is on file.

Anyone not able to follow these expectations will be asked to leave the program. If this happens there will not be a refund of registration or other fees.

 We have read and discussed the TADW Code of Conduct and agree to follow the expectations.

 Parent Name

 Parent Signature & Date

 TADW Participant Name

 TADW Participant Signature & Date