



Bluffton Youth Theatre Official Handbook

The following handbook is to be used throughout the practice period to reference many questions that may come up.

Make sure to read the entire handbook.

Always refer to this handbook first with your question. If the answer to your question is not here, then ask Cynthia Ford (Director) or Jennifer Ford (Stage Manager).

Emailing and Texting

All emails will come from byt.blufftonsc@gmail.com. A text will accompany them (using the Remind app) to make you aware of the email.

Once you have received and read an email in its entirety, please respond, whether by text or email, indicating you have read and received them.

Make sure you always check emails and can easily locate them later for reference.

If you are not receiving texts or emails please text or email immediately

Practice Information

All practices at Programs for Exceptional People - 39 Sheridan Park Circle, Suite 2

For every practice each child must bring a leak proof bottle, filled with only water. On Saturdays, your child may need to bring a snack and lunch as well as their water bottle. This will be indicated on the rehearsal schedule that will be sent out with the cast list. We ask that you keep any sugary foods to a minimum for snacks and lunches.

All of these items must have your child's name on them

Always show up to practice ON TIME. If something comes up, text Jennifer Ford at (843) 422-9660 so that we don't mark the child as late.

Each child is expected to wear comfortable clothes and sneakers (or their jazz/dance shoes preferably) to all practices. Hair must also be secured and out of the child's face.

Dropping Off

When dropping off, always make sure that a parent or guardian checks in the child, with whomever is taking attendance. You will receive a number; this number is absolutely needed to pick up your child.

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Practice Information

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Picking Up

Before any child can leave, you must show the check-out volunteer your number. Hence, you must come into the building to pick up a child. No child will be allowed to go outside to cars unaccompanied by their parent or guardian. If someone other than a specified parent/guardian is picking up your child, they need to know the number you received when dropping off the child.

Please make sure your child is well rested and ready to rehearse. If any concerns arise prior to rehearsal that may affect your child's behavior, please don't hesitate to let us know.

Remember: any parent may attend rehearsals, but they must adhere to our policies and rules.

Health and Wellness Policy

Please do not bring your child to practice if they:
had a fever, cold or cough, had diarrhea, or vomitted
less than 24 hours prior.

Your child must be free of any indication of illness for
24 hours before returning to BYT.

This is to protect everyone!

Electronics Policy

NO electronic devices (cell phones, iPads, computers,
games etc.) are allowed at rehearsals and shows. If a
child uses their device for ANY reason reason during
rehearsal or show, the device will be taken away and
will be given to the parent during pick up.

Dress Rehearsals

Dress rehearsals and shows are all at Hilton Head Preparatory School Main Street Theatre at 3000 Main Street on Hilton Head Island.

Check in and out is the same for dress rehearsals as it is for practices

Please have correct undergarments, shoes, and hair correctly styled before coming to dress rehearsals. Dress rehearsals will be from 5:30pm - 8:30pm.

All parents can stay for dress rehearsals, but they are NOT allowed backstage unless given specific permission.

At the end of each rehearsal, children are responsible for hanging up their costumes and organizing their area, They will only be checked out after this responsibility is noted by a specified adult.

Please do not attempt to take your child until we release them. Doing so will only cause confusion!

Show Time

Check in and out are the same for shows as practice

Please have children show up on time with correct undergarments, shoes, and hair styled.

At the end of each show, children are responsible for hanging up their costumes and organizing their area. They will only be checked out after this responsibility is noted by a specified adult.

Before leaving after every show, each cast member must check with a specified adult backstage, to check their area. They may not leave unless given the okay by a specified adult!

No parents are allowed backstage before, during, or after the show unless given special permission from the director.

Only leak proof water bottles, filled with water, will be allowed backstage. We will provide snack for the intermission of each show.

Cast members are not allowed to leave backstage once theatre doors have opened. Bathroom breaks are only allowed before doors open, the beginning of intermission, and after the show.

Costume Information

Although costumes are provided by Bluffton Youth Theatre, there are a few things that will need to be supplied by each family.

Each cast member must wear specific items under their costumes.

This is due to the fact that there are no private changing areas backstage at the theatre.

The undergarments that each child needs will be emailed to you the week of March 1st. If you do not receive an email by Friday, March 6th, please email BYT indicating so.

Certain shoes will be required for each show. The type and suggestions where to purchase them will be sent out with the above mentioned email.

****We require a \$25 deposit check for costumes that needs to be given with tuition, as a separate check. After the last show, all costumes must be taken home, washed, and returned by one week after the show (or at the Cast Party). If costumes are returned late (without valid reason given to Cynthia Ford) or not in good condition, your check will be cashed. If all is returned by the specific date and in good condition, your check will be voided and shredded.****

Hair and Makeup (for shows)

Before showing up to dress rehearsals and shows, all cast and crew members must have their hair and makeup done.

Hair must always be out of face, whether they are on cast or crew that day. If performing that day, make sure all bangs or strands of hair are secured back with bobby pins, hairspray, and gel.

Crew must have their hair in a ponytail or bun (if they have long hair) and secured to be out of face.

If long enough, hair must be put into a low, tight bun (unless otherwise specified). Loose hairs must be kept down with gel and everything should be kept in place with hairspray.

We do not require stage makeup, but if your child wants to wear some, it can only be blush, mascara, and lipstick/gloss. Do not have your child do a full makeup look and no eyeshadow is allowed.

Characters with special hair or make up specifications will be told when we give information on costumes.

Backstage Rules and Regulations

No parents are allowed backstage, except specified backstage volunteers.

We already have plenty of cast members backstage, and it can get very crowded. We ask that parents refrain from coming backstage to keep things less confusing and also for security and organizational purposes.

No food or drinks, other than leak proof bottles, filled only with water are allowed.

With everything that is going on backstage, it can be very easy to spill a drink or some food. We do not want any food or drink to get on the costumes, so only water is allowed.

Costumes and props must be checked and organized after every show and rehearsal.

To make things run smoothly before every show/rehearsal, each cast member needs to make sure that all of their items are in their respective places. The child is responsible for this, not their parent.

Do not touch anyone else's props or costumes.

Only the person whose character uses the prop is allowed to touch it. We do not need props being passed from hand to hand unless specified in the musical.

Don't touch your microphone.

Many times a cast member feels that their microphone needs to be moved or turned off or on, please do not do anything with it. Talk to the directors if you have any concerns. Only one of our adult helpers or sound technicians may take off or put on mics.

Volunteer Positions

We do ask that each family volunteer in at least one area. There are a variety of volunteer opportunities, please play to your strengths. Keep in mind that some positions are in higher need and some take more time than others.

One parent from each family must stay after the last show to help clean the theatre, strike the set, as well as clean backstage and the concessions area

You will be able to sign up for volunteer positions at parent meetings and online.

Bluffton Youth Theatre Team - Fall 2019

Main BYT Contact - byt.blufftonsc@gmail.com or through Remind.
Email concerns to correct team member and cc:cynthiaford.by@gmail.com

Cynthia Ford (Artistic Director) 585.766.9622

Managerial Team

Kristin Feldkamp (Concession and Cast Party Organizer)
kmf0817@yahoo.com

Silvia Hansell (Parent Liaison and Volunteer Coordinator)
silviahansell@gmail.com

Administrative Team

Havilah Whetstone (Finances)
havilahwhetstone.by@gmail.com

Jennifer Ford (Social Media, Communications, Playbill, and Posters)
jenniferford.by@gmail.com

Production Team

Cynthia Ford (Director)
cynthiaford.by@gmail.com

Cynthia Ford (Props)

Jennifer Ford (Stage Manager)
jenniferford.by@gmail.com

Jennifer Ford (Costumes)

Cynthia and Jennifer Ford (Music)

Sharon Hiscock (Scenery)
dhstaugustine@aol.com

Sponsorships

Besides needing someone to lead the way in getting sponsors for our show, we also need each family to help us get sponsors for Bluffton Youth Theatre.

We ask that each family get just ONE page of sponsors, whether that is a full page ad or a combination of smaller ads.

Here are the prices and sizes for color ads in our playbill:

Full Page Ad: \$250 (8.5" x 5.5")

Half Page Ad: \$175 (4.25" x 5.5")

1/4 Page Ad: \$125 (4.25" x 2.25")

1/8 Page: \$75 (2" x 2.25")

Each family, at the parent meeting, will receive a sponsorship packet that will aid you in getting sponsors. These packets must be returned on March 21st, 2020.

All sponsorship materials need to be sent to byt.blufftonsc@gmail.com by March 21st, 2020. Checks should be mailed or given to the check in/out volunteer.

Most businesses have their own ad or flyer to email for an ad; business cards also work for smaller ads (1/8th).

Parent Meetings

*Programs for Exceptional People (PEP) at 39 Sheridan Park
Circle Suite 2*

Each family must have at least one parent/guardian attend the parent meetings.

These meetings will help each family better understand how the theatre works and give more details about the show, plus they provide a great opportunity to ask our director any questions you may have.

All parent meetings are mandatory. If no parent attends a parent meeting, your child may not be able to participate in the show.

Parent meetings will begin promptly at the time listed. Tardiness may affect your child's opportunity to participate in the program. They will be one hour in length, with 30 minutes afterward for questions.

The dates of the parent meetings are as follows:

Parent Meeting #1

Monday, January 13th (7pm) or Tuesday, January 14th (7pm)

Parent Meeting #2

Friday, March 13th (7pm) or Saturday, March 21st (3pm)

Please bring your calendars and be prepared to sign up for volunteer time.

Preparing for the Part

It is important to remember that we only have a short time to rehearse including dress rehearsals, before we have to perform the show. Since everyone will have their part the week after auditions, they should start learning their part and the musical immediately.

Having everyone know the musical and the songs will guarantee that practices run smoothly allowing us to spend more time perfecting the show.

We can work with students outside of the scheduled rehearsals if they are having difficulties Don't hesitate to ask!

Remember - it is important to know, not just your part, but the entire musical as a whole.

Here are some helpful tips for memorizing lines:

- Read the entire musical through several times
- Memorize your lines in small quantities, don't just try and memorize everything all at once
- Work with someone else, who can read lines that come before and after your lines throughout a scene
 - Repetition is key!
 - Don't give up and keep trying!

Also, remember to listen to the songs every day to know not just when you sing, but also the parts of every other character.

Ticket Information

Tickets are sold through a site called seatyourself.biz. There will be a link on our website, www.blufftonyouththeatre.org.

Tickets will be on sale once the cast list is released.

**Remember to get all your tickets as soon as possible!
We sell a lot of tickets very quickly and you don't want to
miss your child perform!**

**If you have any problems in getting your tickets, email, text
or call Jennifer to help you.**

~byt.blufftonsc@gmail.com~(843)422-9660~