Nurturing artistically-minded youth with professional theatre training and performance opportunities, and promoting a spirit of lifelong learning in the performing arts.

STUDENT & PARENT/GUARDIAN HANDBOOK*

2020-2021 Season

1123 Payne St | Louisville, KY 40204
CommonwealthTheatre.org | 502-589-0084

* For students to attend CTC classes, a parent/guardian must complete the Handbook Agreement form indicating that you have read and understand these provisions.
ABOUT THE ORGANIZATION: After a decade of collaboration, Walden Theatre & Blue Apple Players (both independently founded in 1976) merged in January 2015 to create the region’s most comprehensive arts education program under the new umbrella of Commonwealth Theatre Center (CTC). In a typical season, we serve about 55,000 youth and 5,000 adults each year, reaching more than 300 schools & community centers, including over 75% of JCPS Title I schools.

ABOUT THE CONSERVATORY: Now in its 44th season, the nationally renowned Walden Theatre Conservatory challenges youth with fun, intensive, year-round classes in acting and playmaking disciplines, as well as opportunities to learn and practice directing, playwriting, stage management, and design. We respect young people’s enormous ability to learn and achieve, developing generations of collaborative, tolerant, confident, courageous, and creative young people through comprehensive pre-professional theatre classes and a diverse season of plays. Our focus is to develop the whole person – building character, and staging success.

ABOUT OUTREACH PROGRAMS: Blue Apple Outreach’s long tradition of innovation and excellence makes theatre education available for all ages, ranging from dramatic play for early childhood to curriculum-enhancing programs that are proven to boost achievement in science, mathematics, history, and more. Concurrently, our programs use drama as a tool to increase emotional literacy and resiliency skills and build bridges among diverse groups in our community. In 2020, we are reimagining and redesigning our programming to be an engaging arts infusion for digital learning. On new platforms, both synchronous and asynchronous, we’ll continue to strive towards our mission: creating joyful, community-driven learning through accessible, quality arts experiences, and encouraging imaginative pathways to social and academic growth.
# 2020-2021 BOARD OF DIRECTORS

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<th><strong>PRESIDENT</strong></th>
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<th><strong>TREASURER</strong></th>
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<tr>
<td>Brooke Edge</td>
<td>Mark Gomsak</td>
<td>Joe Legel</td>
<td>Patti Clare</td>
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<td><em>Hearts+Minds</em></td>
<td><em>LG&amp;E and KU</em></td>
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<td><strong>Brad Keeton</strong></td>
<td><strong>Kathy Campbell</strong></td>
<td><strong>Jonathan Lowe</strong></td>
<td><strong>Matt Kamer</strong></td>
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<td><em>Stoll Keenon Ogden</em></td>
<td><em>Heyman Talent</em></td>
<td><em>Jefferson Co.</em></td>
<td><em>Bandy Carroll Hellige</em></td>
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<td><strong>Janelle Renee Dunn</strong></td>
<td><strong>Sabra Crockett</strong></td>
<td><strong>Angela McCorkle</strong></td>
<td><strong>Kevin Hyde</strong></td>
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<td><strong>Melanie House-Mansfield</strong></td>
<td><strong>Sarojini Kanotra</strong></td>
<td><strong>Emory Williamson</strong></td>
<td><strong>Elizabeth Zimmerman</strong></td>
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<td><strong>Jennifer Gebhart</strong></td>
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<td><em>Global Payments Systems</em></td>
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Special thanks to the following sponsors:

![Sponsor Logos]

The Kentucky Arts Council, the state arts agency, provides operating support to CTC with state tax dollars and federal funding from the National Endowment for the Arts.
# COMMONWEALTH CONTACT CATALOG

Box Office: 502-589-0084 / mail@commonwealththeatre.org

*Visit website for full staff bios*

## ARTISTIC

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlie Sexton</td>
<td>Artistic Director</td>
<td><a href="mailto:charlie@commonwealththeatre.org">charlie@commonwealththeatre.org</a></td>
<td>301</td>
</tr>
<tr>
<td>Heather Burns</td>
<td>Outreach Director</td>
<td><a href="mailto:heather@commonwealththeatre.org">heather@commonwealththeatre.org</a></td>
<td>315</td>
</tr>
<tr>
<td>Hallie Dizdarevic</td>
<td>Director of Creative Engagement</td>
<td><a href="mailto:hallie@commonwealththeatre.org">hallie@commonwealththeatre.org</a></td>
<td>306</td>
</tr>
<tr>
<td>Jessica De La Rosa</td>
<td>Associate Artistic Director</td>
<td><a href="mailto:jessica@commonwealththeatre.org">jessica@commonwealththeatre.org</a></td>
<td>317</td>
</tr>
<tr>
<td>Meg Caudill</td>
<td>Education Resource Manager</td>
<td><a href="mailto:meg@commonwealththeatre.org">meg@commonwealththeatre.org</a></td>
<td>313</td>
</tr>
<tr>
<td>Jennifer Pennington</td>
<td>Manager of Student and Alumni Engagement</td>
<td><a href="mailto:jen@commonwealththeatre.org">jen@commonwealththeatre.org</a></td>
<td>311</td>
</tr>
<tr>
<td>Mera Kathryn Corlett</td>
<td>Artistic Associate</td>
<td><a href="mailto:mera@commonwealththeatre.org">mera@commonwealththeatre.org</a></td>
<td>316</td>
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<tr>
<td>Keith McGill</td>
<td>Artistic Associate</td>
<td><a href="mailto:keith@commonwealththeatre.org">keith@commonwealththeatre.org</a></td>
<td>310</td>
</tr>
<tr>
<td>Jake Allen Miller</td>
<td>Artistic Associate</td>
<td><a href="mailto:jake@commonwealththeatre.org">jake@commonwealththeatre.org</a></td>
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<tr>
<td>Jacqui Blue</td>
<td>Artistic Associate</td>
<td><a href="mailto:jacqui@commonwealththeatre.org">jacqui@commonwealththeatre.org</a></td>
<td>310</td>
</tr>
<tr>
<td>Gerry Kean</td>
<td>Technical Director</td>
<td><a href="mailto:gerry@commonwealththeatre.org">gerry@commonwealththeatre.org</a></td>
<td>312</td>
</tr>
<tr>
<td>Lindsay Chamberlin</td>
<td>Resident Costume Designer</td>
<td><a href="mailto:lindsay@commonwealththeatre.org">lindsay@commonwealththeatre.org</a></td>
<td>321</td>
</tr>
<tr>
<td>Bradley McKee</td>
<td>Videographer</td>
<td><a href="mailto:bradley@commonwealththeatre.org">bradley@commonwealththeatre.org</a></td>
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## BUSINESS

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<th>Name</th>
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<tr>
<td>Alison Huff</td>
<td>Managing Director</td>
<td><a href="mailto:alison@commonwealththeatre.org">alison@commonwealththeatre.org</a></td>
<td>304</td>
</tr>
<tr>
<td>Allie Summers</td>
<td>Director of Development and Marketing</td>
<td><a href="mailto:allie@commonwealththeatre.org">allie@commonwealththeatre.org</a></td>
<td>307</td>
</tr>
<tr>
<td>Donna Adams</td>
<td>Business Manager</td>
<td><a href="mailto:donna@commonwealththeatre.org">donna@commonwealththeatre.org</a></td>
<td>302</td>
</tr>
<tr>
<td>Aletia Robey</td>
<td>Program Administrator</td>
<td><a href="mailto:aletia@commonwealththeatre.org">aletia@commonwealththeatre.org</a></td>
<td>305</td>
</tr>
<tr>
<td>Isaac Spradlin</td>
<td>Communications Manager</td>
<td><a href="mailto:isaac@commonwealththeatre.org">isaac@commonwealththeatre.org</a></td>
<td>303</td>
</tr>
<tr>
<td>Margaret Phillips</td>
<td>Grants Manager</td>
<td><a href="mailto:margaret@commonwealththeatre.org">margaret@commonwealththeatre.org</a></td>
<td>309</td>
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FREQUENTLY ASKED QUESTIONS

**How do I know what class level to sign up for?**
Students are placed in classes appropriate for their age, experience, and skill level. Those younger than 9 will start in Imagination. Most 9-12 year-olds will spend at least two semesters in Improv before moving to Intermediate classes. Students who are 13 or older and/or have significant previous theatre experience should talk to Artistic Director Charlie Sexton to determine appropriate placement. At the end of each semester, individual students are assessed by instructors/directors and recommended for a class level for the next semester. In general, students should expect to spend at least 2 semesters at each class level – there are variations of advancement even within class levels to keep them learning and progressing.

**If I am not taking classes in Performance, can I still audition for the shows?**
Yes! Conservatory students at the Studio level and above are eligible to audition for our mainstage season of plays. Due to the pandemic, all Fall productions have been suspended, but auditions may be held later in winter for the Spring season.

**What if I only want to take one or two of the classes in a semester?**
We do not prorate tuition for the semester nor do we offer classes à la carte (with the exception of Fall 2020 Playwriting). The Conservatory program promotes a well-rounded education that fosters an appreciation for all aspects of the theatre. Students are encouraged to attend classes as regularly as possible, and we reserve the right to recast showcases and productions if a student is frequently absent from class.

**Why so much Shakespeare?**
Nancy Niles Sexton’s first Walden production was Shakespeare’s’s A MIDSUMMER NIGHT’S DREAM. Nancy’s vision for the Conservatory was grounded in the works of Shakespeare as the foundation for outstanding theatre training. Aside from being immensely entertaining, studying Shakespeare increases vocabulary, expands knowledge of literary and world history, and strengthens appreciation of the human experience. It is our belief that if a young person can conquer Shakespeare, they will have the confidence to attempt anything.

**What if I am not in class with my friends?**
There will be opportunities to participate in productions, special workshops & events, and more with your friends – but, the play’s the thing. The Conservatory is a training program for young theatre professionals, and it is our responsibility to make sure our students are getting the most out of classes and rehearsals.

*Please direct any other general questions you may have to mail@commonwealththeatre.org.*
CONSERVATORY HISTORY

Nancy Niles Sexton founded Walden Theatre in 1976 as a conservatory for young people with a serious interest in theatre studies. Nancy was regarded by her peers as one of the finest theatre instructors in the United States. She was also an accomplished actress, singer, costume designer, and playwright, writing 15 original plays for Walden and performing alongside her students (a practice she called "space-teaching"). In her tenure as Producing Director, she founded the first Shakespeare Festival by and for young people, the Young Playwrights Program, and the Folk Heritage Program. Many of her students have had long and distinguished careers in the theatre. Her mantra of "hard work, hugging, and getting drunk on Shakespeare" is the perfect encapsulation of the spirit of Walden Theatre. Nancy firmly believed that the benefits of theatre education come from the discipline and rigor of artistic training and practice of the craft.

1976 Walden Theatre is founded by Nancy Niles Sexton in an abandoned log cabin in eastern Jefferson County. Shakespeare’s A MIDSUMMER NIGHT’S DREAM is the first production. Blue Apple Players also founded by Paul Lenzi & Geraldine Ann Snyder.

1978 MY DAYS AS A YOUNGLING, an original play by Nancy about her uncle John Jacob Niles, is produced by Walden, performed and broadcast on KET, and published by the Anchorage Press. The play is awarded the first Distinguished Play Award by the Children’s Theatre Association of America.

1981 PACKARD: STORIES OF AN EASTERN KENTUCKY COAL CAMP, an original play by Nancy and her husband Robert, that premiered at Walden Theatre in 1978, tours Germany with students from Catholic University (Washington DC) and also tours the Southwestern U.S. with students from the College of Santa Fe.

1982 Walden Theatre relocates to St. Francis High School; enrollment grows to 100 students. The first Young Playwrights Program is produced as part of the Humana Festival of New American Plays at Actors Theatre of Louisville.

1985 Walden Theatre becomes a member of Louisville’s Fund for the Arts. INSIDE OUT, UPSIDE DOWN, an original play by Walden students Will Oldham, Maggie Mudd, Susie MacDonell & Karen Groene wins a competition sponsored by the National Committee on Arts for the Handicapped, and a staged reading of it is performed at the Kennedy Center (Washington DC).

1987 A documentary about Walden Theatre called “Sharing the Gift” is produced by KET and aired statewide.

1995 Walden Theatre’s first Outreach Program is established to provide area schools with theatre education experiences. Today CTC workshops, residences, and touring productions reach more than 50,000 students/yr.

1997 With the help of the Fund for the Arts, Walden Theatre purchases its current facility on Payne Street.

1999 Nancy retires from Walden Theatre after 23 years of service. The Board of Directors appoints her son Charlie Sexton as the new Artistic Director. Charlie establishes the Young American Shakespeare Festival, the Summer Academy, and other summer enrichment programs.

2001 Blue Apple Players hires its 1st Director of Education and establishes a multi-faceted Outreach program in schools & community centers, including special emphasis on Early Childhood Education, with the creation of StoryTime Literacy Building Workshops.

2003 Enrollment in Walden Theatre’s Conservatory surpasses 200 students per semester.

2012 Charlie and Managing Director Alison Huff launch the Slant Culture Theatre Festival. The Connecting Cultures initiative begins with a residency exploring student identities & attitudes and giving a voice to at-risk students at Shawnee High School & Newcomer Academy.

2013 Arts-immersion trips to Nicaragua and Eastern Kentucky begin with Hand in Hand Ministries.

2014 Walden establishes new learning “tracks” to its Conservatory model, offering students unparalleled education and experience not just with acting, but also playmaking and stagecraft.

2015 Walden Theatre & Blue Apple Players officially merge January 1, 2015

2016 The merged organization is renamed “Commonwealth Theatre Center” while honoring the two legacy brands under the subsets of “Walden Theatre Conservatory” and “Blue Apple Outreach.”

2017 Walden Theatre Conservatory becomes the first youth company in the world (!!!) to complete all 38 plays in Shakespeare’s canon, with 83 different productions over 41 seasons of plays.
CLASS DESCRIPTIONS

Conservatory classes follow a 5-year curriculum plan to ensure students are always challenged with new and different material – especially when progressing within a class level. This plan includes the study of theatrical styles and playwrights every young theatre artist should encounter before college.

Students are assessed on the development of five 21st century skills that correlate with theatre skills: Communication, Collaboration, Creativity, Initiative, Problem-Solving. As students progress through our curriculum, so too will they advance in their understanding and command of these lifelong skills.

CLASS PLACEMENT & AGE DISTRIBUTION

We do not base class placement on age alone. In order to excel at any level, students must have mastered the skills & theatre vocabulary taught in the previous class. For this reason, ages are fluid within class levels. Some younger students with extensive experience may be placed alongside older students at an intermediate level, and older students with no theatre experience will start at the beginning levels. Please contact Charlie Sexton with questions about class placement.

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<tr>
<td>Performance</td>
<td>Master Skills</td>
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BEGINNER LEVEL COURSES

IMAGINATION PLAY (Ages 5&6)
Saturday 9a-10a / VIRTUAL CTC / Session One: Sept 12- Oct 10 / Session Two: Oct 24-Nov 21

Using interactive and engaging virtual learning techniques, our youngest students enjoy this class filled with imaginative opportunities. Students learn the actor’s tools, story creation, and practice creative expression through role-play by acting out stories together with the guidance of our instructors.

CLASS STANDARDS
Communication: Engages in group discussion.
Collaboration: Unreservedly participates in collaborative play.
Creativity: Plays pretend.
Initiative: Participates in new projects and activities.
Problem-solving: Able to work through problems with minimal assistance.

IMAGINATION STORYCRAFT (Ages 7&8)
Saturday 10a-12p / VIRTUAL CTC / Sept 12- Dec 5

Students ages 6-8 work with each other and their instructors to conceive and perform an original play. Fall 2020 semester’s theme is SUPERHEROES. Students are introduced to character creation, story structure, and exploring virtual performance. Using items found around the house, students will be guided on how to design and build the props and costumes for a virtual performance that they’ll share with family at the end of the semester.

CLASS STANDARDS
Communication: Can speak in front of an audience.
Collaboration: Is open to new ideas.
Creativity: Plays well in an imaginary environment.
Initiative: Can complete a project or activity.
Problem-solving: Uses story structure to connect ideas.

IMPROV (Ages 9-12)
Saturday at CTC / Improv A 10a-12p / Improv B 10:15a-12:15p

The actor’s toolkit – voice, body, imagination, and courage – is explored through fun games and exercises that strengthen active listening, teamwork, and concentration skills. Students are placed into groups by age and experience with instructors who encourage creative choices, sharing the stage cooperatively with others, and playing outside of comfort zones. An end of semester showcase gives students an opportunity to improvise on stage in front of a live audience.

CLASS STANDARDS
Communication: Demonstrates an awareness of one’s body in space.
Collaboration: Shares the stage cooperatively with others.
Creativity: Plays outside one’s comfort zone.
Initiative: Unreservedly participates in activities.
Problem-solving: Can make and commit to an artistic choice.
INTERMEDIATE LEVEL COURSES

STUDIO (Ages 10-14)
Wednesdays via Zoom, Fridays at CTC / Studio 1&2  4:30p-6:30p / Studio 3  4:45p-6:45p

Intermediate students discover influential works of the 20th and 21st centuries and the magic of Shakespeare while studying how to bring a playwright’s words to life. Students learn how to perform scripted material, memorize lines, and work with a director by rehearsing scenes with a partner. Fall semester showcases feature scenes by modern playwrights. Spring semester showcases feature a full production of Shakespeare’s A Midsummer Night’s Dream, The Tempest, or Macbeth. At this level, students are eligible to audition for mainstage Conservatory productions.

CLASS STANDARDS
Communication: Speaks clearly in front of an audience.
Collaboration: Respectfully takes direction and stays on task.
Creativity: Reacts to text with original and inspired ideas.
Initiative: Memorizes lines in a timely manner.
Problem-solving: Asks questions to further understanding.

APPRENTICE (Ages 12-14)
Wednesdays at CTC, Fridays via Zoom / Apprentice 1  4:30p-6:30p / Apprentice 2  4:45p-6:45p

The imaginative techniques of America’s greatest acting teachers are studied alongside 10-minute plays from previous Young Playwrights Festivals in the fall. Students tackle multiple roles in an ensemble performance of a popular Shakespearean tragedy (Romeo & Juliet or Hamlet), comedy (Twelfth Night or Much Ado About Nothing), or history (Richard III or Henry V) in the spring. Apprentice students are encouraged to value their contribution to the creative process within a supportive, collaborative environment. Showcases at this level are the last time performance opportunities are built into the structure of the class – beyond the Apprentice level students must audition to perform.

CLASS STANDARDS
Communication: Values and freely expresses one’s opinions.
Creativity: Uses voice and body to create a character.
Initiative: Demonstrates desire to improve artistic skills.
Problem-solving: Reflects critically on one’s learning.
ADVANCED LEVEL COURSES

PLAYMAKING 1 (Ages 14-16)
Tuesdays via Zoom, Thursdays at CTC / Playmaking 1A &1B  4:00p-6:00p

Foundational theatre classes give students an appreciation for all aspects of the art form while preparing them for success at the advanced level and beyond. Scene Study, Theatre Etiquette & Self Care, Voice & Speech, Stage Combat, Shakespearean Technique, and Advanced Improvisation are offered alongside opportunities to perform, write for, and work behind the scenes in our season of plays. Students must take at least one year of classes at this level before being promoted to Playmaking 2.

CLASS STANDARDS
Communication:  Speaks any text with authority.
Collaboration:  Demonstrates an ability to lead and to follow.
Creativity:  Boldly acts on creative ideas.
Initiative:  Regularly attends and participates in class.
Problem-solving:  Actively explores all ideas and possibilities.

PLAYMAKING 2 (Ages 15-18)
Tuesdays via Zoom, Thursdays at CTC /  4:15p-6:15p

Students develop a love of creating plays & sharpen their storytelling skills. Recent classes have included Audition Skills, Stage Dialects, Scene Study, Stagecraft, Directing, and Theatre of the Oppressed. This class encourages students to do more than just act – future directors, writers, and theatre mavericks cultivate skills that foster their creative spirits.

CLASS STANDARDS
Communication:  Commands any performance.
Collaboration:  Exhibits traits of a compassionate leader.
Creativity:  Can articulate and assess their creative process.
Initiative:  Uses all available resources and knowledge.
Problem-solving:  Thinks critically to solve problems innovatively.

PERFORMANCE (Ages 15–18)
Tuesdays at CTC, Thursdays via Zoom / Performance 1&2  4:00p-6:00p / Performance 3  4:15p-6:15p

Advanced students engage in rigorous training to further develop their stage presence. Rotations in voice, movement, improvisation compliment scene study classes that survey a variety of theatrical styles. Frequently rotations are offered in specialty areas. Recent specialty courses included Singing for the Actor, Viewpoints, and Shakespeare in the Natural world. Performance Class students are the primary casting pool for Conservatory productions.

CLASS STANDARD
Communication:  Commands any performance.
Collaboration:  Exhibits traits of a compassionate leader.
Creativity:  Can articulate and assess their creative process.
Initiative:  Uses all available resources and knowledge.
Problem-solving:  Thinks critically to solve problems innovatively.
These classes are included in the tuition for enrolled Conservatory students. Playwriting is offered also as an a la carte option for the Fall of 2020 for students not currently enrolled in Conservatory.

**PLAYWRITING** (Ages 13–18)
Mondays via Zoom / 4:30p-6:30p

Specialized classes in playwriting invite an uncensored creative outlet for the hopes, fears, and dreams of young artists. The scripts developed in this class will be considered for the annual Young Playwrights Festival, which will be produced in the Spring.

**MASTER SKILLS** (Ages 17–18)
Saturday 10:00a-12:00p / September 12 - October 17 via Zoom / October 24 - December 5 at CTC

High school upperclassmen from advanced classes who are preparing for post-secondary auditions become familiar with college level theatre programs across the U.S. and prepare a professional audition package that best represents their talents. Due to social distancing, for Fall 2020, Seniors are eligible to join the class, and Juniors will be admitted via waitlist. Seniors in good standing who attend the prerequisite Master Skills course are invited on our annual Chicago trip to audition for colleges.

Below is a visualized layout of the Fall 2020 virtual / in-person calendar:

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<th>MONDAY</th>
<th>VIRTUAL</th>
<th>IN-PERSON</th>
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<tr>
<td>SATURDAY</td>
<td>Imagination</td>
<td>Improv/Adult Acting</td>
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STUDENT CONNECTIONS

At Walden Theatre Conservatory, we offer many different ways for students to connect with one another and engage in activities that complement their Walden experience. Below are two ways for students to get involved this semester:

**Hard-Core Club**

Hard-Core

/ˈhärdˌkô(ə)r/

noun: hard core
1. the most active, committed, or strict members of a group or movement.
   
   Similar: diehard, staunch, dedicated, committed, steadfast, etc.

Being a part of Commonwealth Theatre Center’s Hard-Core Club has been a badge of honor at Walden Theatre Conservatory for the past 10 years and it’s still going strong. We at CTC felt we needed to recognize and reward those of our students who go above and beyond to make this Conservatory special. Starting at the Studio level, students are eligible to earn points for awesome engagement with CTC. See the Handbook tab on the website to find the point sheet and get your points recorded.

**Inclusion, Diversity & Equity Awareness Society (IDEAS) at CTC**

IDEAS at CTC is a student-led group where members can learn from and engage with diverse communities through theatre. Created out of the need to broaden our ideas about the collective theatre experience, IDEAS will help students reimagine the way we see theatre, from classical to contemporary, using our own individual experiences for markers of success.

In the group’s inaugural year, we plan to read scripts from diverse playwrights, explore different forms of theatre, and host events where we can learn about how theatre can be used as a tool for social change.

For more information about these groups and how you can participate, please reach out to Manager of Student and Alumni Engagement Jennifer Pennington.
CONSERVATORY INSTRUCTORS

CHARLIE SEXTON [Improv, Apprentice, Performance 1 & 2, Adult Acting] has been the company’s Artistic Director since 1999. He specializes in Practical Aesthetics, a technique based on the teachings of Stanislavsky, Meisner, and Epictetus. He is a graduate of the acting program at Southern Methodist University.

HEATHER BURNS [Imagination Storycraft] oversees Blue Apple Outreach programming in schools and community sites. She joined Blue Apple Players in 2006 and started directing summer academies at Walden Theatre in 2009. Heather directs mainstage productions at CTC including *She Kills Monsters*, *Blue Stockings*, *A Wrinkle In Time*, and *Richard III*.

MEG CAUDILL [Imagination Storycraft, Studio, Playmaking 1&2] is the Education Resource Manager for CTC, and has been an artist-educator in the Outreach program since 2012. Meg is a graduate of Morehead State University with a B.A. in elementary education and M.A. in Theatre & Communication.

MERA KATHRYN CORLETT [Imagination] specializes in theatre for young audiences, early childhood/elementary school programming, and musical theatre. She graduated with honors from Hanover College, with degrees in theatre and theological studies.

JESSICA DE LA ROSA [Improv, Studio, Performance 1&2, Adult Acting] Jess is CTC’s Associate Artistic Director. She specializes in Shakespeare, Voice/Speech, and Ensemble Building. Jess holds a BA in Theatre and an MFA in Acting, both from the University of Tennessee Knoxville.

HALLIE DIZDAREVIC [Imagination Play, Performance 2, Playwriting] is CTC’s Director of Creative Engagement, and specializes in scene study, Shakespeare, Voice and Speech, & Meisner Technique. She is an alumna of the Walden Theatre Conservatory and the University of the Arts in Philadelphia.

PAULA O. LOCKHART [Playmaking 2, Performance 1, IDEAS] is an artist-scholar from Saint Marys, GA. She holds an MFA in Performance from University of Louisville and BA in Theatre and Communication from Wesleyan College (Macon, GA). She is passionate about introducing children, especially children of color, to theatre. In the past she has directed at St. Andrews Montessori School and performed with UofL’s Repertory Company. When not on stage, Paula spends her time exploring Louisville, writing, and working out.

KEITH MCGILL [Studio, Playmaking 2, Performance 1&2, Playwriting] is an Artistic Associate with Commonwealth, as well as Stage One, Actors Theatre, and Kentucky Shakespeare Festival. He wrote the script for and originated CTC’s *Nation in Crisis*. Keith is also an actor, director, playwright, and comedian who has appeared on BET, CMT, FOX, and SIRIUS XM.

JENNIFER PENNINGTON [Improv, Apprentice, Playmaking 1, Performance 1, Master Skills, HCC] is the Manager of Student and Alumni Engagement. She has been an actor and educator for over 20 years. She earned an MFA in Theatre from the University of Tennessee’s International Actor Training Academy. She specializes in voice, scene study, and Shakespeare.

JAKE ALLEN MILLER [Improv, Playmaking 1] is an Artistic Associate with CTC. A native of southwestern Indiana, Jake Allen Miller is a theatre technician, stage manager, arts educator and a 2008 graduate of Hanover College. Prior to joining CTC in 2019, Jake lived and worked professionally in Chicago, Illinois most notably as Stage Manager in Residence at The Second City.
A NOTE REGARDING THE 2020 - 2021 SEASON

We are thrilled to be able to open this year’s season with the Young Playwrights Festival in February 2021. In a typical season, tickets go on sale a month before the show opens and students receive complimentary admission. This year will look a little different as we continue to navigate the best practices to offer theatre to our community. Information will go out later this semester detailing how we will go forward with ticketing the performances. Follow our social media and website for the most up-to-date information.

45th SEASON OF PLAYS

Young Playwrights Festival
Written by CTC Conservatory Students
Produced by Keith McGill / Hallie Dizdarevic
February 11-20, 2021

Young Company Presents: (title TBD)
Auditions available for Studio and Apprentice Levels Only
Directed by Meg Caudill
March 4-13, 2021

Spring Tour (title TBD): a new audio immersive play
Written by Denmo Ibrahim and inspired by stories from the Louisville community
Produced by Hallie Dizdarevic and Heather Burns
Spring 2021

May 6-16, 2021

Hamlet
by William Shakespeare
Directed by Charlie Sexton

Much Ado About Nothing
by William Shakespeare
Directed by Jennifer Pennington

Servant of Two Masters
by Carlo Goldoni
Directed by Heather Burns
FALL 2020 IMPORTANT DATES
Please refer to email correspondence and our website for updates/details on specific times, schedule changes, and other information. Note that class cancellations due to weather or other unforeseen circumstances are also posted on our social media accounts.

SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tues 8</td>
<td>First day of T/R Classes</td>
</tr>
<tr>
<td>Wed 9</td>
<td>First day of W/F Classes</td>
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<tr>
<td>Sat 12</td>
<td>First day of Saturday Classes</td>
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<tr>
<td></td>
<td>Imagination Play Session 1 Begins</td>
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<td></td>
<td>Master Skills begins via Zoom</td>
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<tr>
<td>Mon 14</td>
<td>Playwriting begins via Zoom</td>
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<tr>
<td>Mon 21</td>
<td>Playwriting Enrollment Closes</td>
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OCTOBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Fri 9</td>
<td>CTC Fall Fundraiser</td>
</tr>
<tr>
<td>Sat 10</td>
<td>Imagination Play Session 1 Ends</td>
</tr>
<tr>
<td></td>
<td>Adult Acting Saturday Showcase</td>
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<tr>
<td>Mon 12</td>
<td>Adult Acting Monday Showcase</td>
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<tr>
<td>Sat 24</td>
<td>Imagination Play Session 2 Begins</td>
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<tr>
<td></td>
<td>Master Skills moves to CTC Theatre</td>
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NOVEMBER

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Tue 3</td>
<td>Election Day</td>
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<tr>
<td>Sat 21</td>
<td>Imagination Play Session 2 Ends</td>
</tr>
<tr>
<td>Tues 24 - Sat 28</td>
<td>NO CLASSES</td>
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</table>
FALL 2020 IMPORTANT DATES (cont.)

DECEMBER

Thur 3: Last Day of Tue/Thur Classes
Fri 4: Last Day of Wed/Fri Classes
Sat 5: Last Day of Saturday Classes
        Imagination Storycraft Digital Showcase
Mon 7: Playwriting Last Class: Play submissions due
Tues 8: Performance Assessment Meetings w/ Charlie and Jess
Wed 9: Apprentice Showcase
Thur 10: Playmaking Assessment Meetings w/ Charlie and Jess
Fri 11: Studio Showcase
Sat 12: Improv Showcase
POLICIES

ATTENDANCE: No tardiness or unexcused absences. If a class has to be missed, please call the main number (502.589.0084) or let your instructor know via email (see staff catalog for appropriate email address) at least one hour prior to class time. We reserve the right to recast roles in showcases/productions if a student is repeatedly late or misses more than 4 classes per semester.

CODE OF CONDUCT: When in-person at CTC, we expect our students to learn and follow the Actors’ Equity Association Actors’ Etiquette Guidelines. You can find this as well as the Virtual CTC Code of Conduct at the end of this document.

PREPAREDNESS: All students are expected to come to class and rehearsal prepared. This means all materials required for that class (pencils, notebooks, scripts, etc). If attending a virtual session, please arrive at the Zoom waiting room on time and follow all expected online etiquette described in the Virtual Code of Conduct. While in-person at CTC, please make sure students are wearing appropriate clothing that they can move in easily (i.e. sweatpants, yoga pants, loose-fitting clothing) and with modesty. Preparedness includes being off-book at the scheduled time. Students at the Studio level and above will be memorizing material for class work, showcases and productions. A date will be announced when students can no longer hold scripts in class and rehearsals – students and their guardians may be asked to sign an “off-book date agreement” to ensure that material is memorized in a timely manner and learning can progress for the benefit of all students.

DROP OFF/PICK UP: For safety purposes, students must be dropped off & picked up on the north side of Payne Street (facing Baxter Ave) to avoid crossing the busy street. Parking is available on Payne & adjoining streets; there is also a parking lot behind the building available to guests after 5:30pm and on weekends. Feel free to utilize either option as students will enter through the theatre side door for all Fall 2020 Classes.

CTC does not make arrangements or bear responsibility for how students arrive or get picked up from our facility unless notice is received regarding an official class trip. It is your/your child’s responsibility to arrange and supervise transportation, including students riding with other students.

PLEASE MAKE EVERY EFFORT TO BE ON TIME. If pick-up is more than 15 minutes late, a $25 fee will be charged and invoiced; if more than 30 minutes late a $50 fee will be charged and invoiced. Students are permitted three (3) late pick-ups per semester; after the 4th incident, students will not be able to come back to class or rehearsals until the following semester.
POLICIES (cont.)

Also note that doors will close and lock at 10 minutes after class starts for the safety of those in the building. To maintain social distancing and to minimize exposure, guardians are not allowed to wait in the building for their student. Please remain outside maintaining social distance, or in your car until your student is received or released.

Special Note: Due to the current pandemic, students will have their temperature checked before entering the building. Staggered start times classes allow for us to manage the amount of students who enter the building at one time. Please pay special attention to your class’ start time. The doors will not be opened until 15 minutes before the start of class. Students are no longer able to arrive early and loiter in hallways or the lobby. Please make every effort to arrive in the drop off window specific to your class’ start time.

CLASS CANCELLATIONS: CTC usually — but not always — follows the Jefferson County Public Schools schedule, including during inclement weather. Please check for email, social media posts, and/or the News section of our website (www.CommonwealthTheatre.org) for the most up-to-date information about class schedules and cancelations. We will make every effort to have a virtual session if we are unable to meet in person.

COMMUNICATION: Email is the primary means of keeping in touch with families. Please include at least one current, regularly-monitored email address on all enrollment documents (preferably one for each guardian and each student, as available). Info relayed via email will also appear on our website (click News tab at the top; entries are categorized, tagged & searchable). If you’re not receiving emails, please contact allie@commonwealththeatre.org.

ELECTRONICS: Unless you are using the device to attend or participate in the class via Zoom, cell phones, laptops, tablets, etc. should be turned off during class/rehearsal unless expressly allowed by the instructor/director. If you need to contact a student during class time, please call the main office: 502.589.0084.

ALCOHOL/TOBACCO/DRUGS/WEAPONS: Student and staff use is not permitted at CTC. Failure to abide will result in immediate dismissal.

HARASSMENT: Mutual respect and open communication are foundations of our programming. Harassment will not be tolerated among students or staff and may lead to dismissal. Anyone who feels they have been subjected to disrespectful treatment should contact their instructor, Artistic Director Charlie Sexton, and/or Managing Director Alison Huff immediately.
Policies (cont.)

Accommodation/Physical Needs: The first floor of our facility is fully accessible but other floors are not. We do not want that to hinder participation of any kind – please contact us with any special needs and accommodations will be made if possible. If a student has a medical issue that may affect participation, please contact Artistic Director Charlie Sexton in advance. Medication may only be dispensed by staff upon receipt of a signed note and explicit instruction from a guardian. Performing is inherently a physical activity. Directors will do their best to gauge student readiness to perform, students and their guardians are responsible for making sure proper rest, nutrition, and hydration have occurred before arriving.

Tuition & Fees: Rates are set based on level of instruction and hours of engagement as students progress through the Conservatory. Rates were included on the original registration form. Please refer to the website for more information.

Class Tuition Payment Options & Withdrawal Refunds –

(A) One-Payment Option: Deposit of $100.00 is due at time of enrollment. Tuition balance is due the 1st day of class each semester. There is an “early bird” discount for the one-payment option.

(B) Four-Payment Option: Deposit of $100.00 is due at the time of enrollment. Installment payments for the balance are due the 1st of each month. See installment details on the website listed under your course level. Withdrawal refunds are not applicable.

Late Charges – a late charge of $10 will be assessed against past-due tuition invoices. Invoices not paid within seven (7) days of the due date are subject to a late charge. Late charges per semester not to exceed $40.

Withdrawal Policy: COVID-19 may still affect class schedules in the fall and we cannot predict exactly how. If CTC decides not to hold Fall semester classes at all, your $100 deposit WILL be refunded. But if CTC decides to go ahead with fall classes, even if in-person classes are interrupted by an act of god, governor, or the CDC, your deposit will NOT be refunded, as we are confident we can fulfill our promise to students through virtual instruction in place of in-person classes, as needed.

If for any reason you decide to withdraw from class, a written withdrawal notice must be received via email to enroll@commonwealththeatre.org. You will receive a withdrawal confirmation email detailing any refunds due to you and/or any fees due from you.

(see next page)
POLICIES (cont.)

If you make tuition installments, you will not be eligible for a withdrawal refund. Delinquent accounts are not eligible for a withdrawal refund. $100 class deposits are not eligible for withdrawal refund.

If you paid “early bird” tuition in a lump sum at the start of classes and then choose to withdraw before the semester ends, you may be eligible for a partial refund. Refund amounts are prorated by month based on withdrawal date and class level, minus the $100 deposit. The official withdrawal date is the date that we receive written communication of your intent to withdraw.

If a student withdraws before the first class, a refund will be issued minus a $25 administrative fee.

<table>
<thead>
<tr>
<th>Withdrawal Date:</th>
<th>Imagination Storycraft*</th>
<th>Improv</th>
<th>Studio</th>
<th>Apprentice</th>
<th>Playmaking</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before 10/01</td>
<td>$187.50</td>
<td>$258.75</td>
<td>$401.25</td>
<td>$446.25</td>
<td>$506.25</td>
<td>$525.00</td>
</tr>
<tr>
<td>On or before 11/01</td>
<td>$125.00</td>
<td>$172.50</td>
<td>$267.50</td>
<td>$297.50</td>
<td>$337.50</td>
<td>$350.00</td>
</tr>
<tr>
<td>On or before 12/01</td>
<td>$62.50</td>
<td>$86.25</td>
<td>$133.75</td>
<td>$148.75</td>
<td>$168.75</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

*Due to its shortened time frame, there will be no refunds issued for Imagination Play after classes begin.

Discounts: a multi-child discount applies to class tuition if a household has 2 or more students enrolled simultaneously. The student at the highest level will be charged full price, and a 25% discount will be applied to each additional child. The $100 deposit is not subject to this discount.

Rehearsal Fees – Students participating in mainstage productions – whether cast in a performing role or involved as stage manager or other technical position that requires participation throughout the entire rehearsal process – will be charged a $75 fee to help offset a small portion of the additional expense of offering that experience. Participating in productions is a vital part of theatre education, providing opportunities to apply skills

(see next page)
taught in the classroom. It also more than doubles instructional time and involves not just directors but also professional technical staff and designers who further enhance students’ knowledge and understanding of theatre, as well as include costumes, sets, props, scripts, etc. that are part of fully-produced plays. Most of these expenses are covered through fundraising, but we ask families to contribute the small fee to help – and to solidify the commitment of time and effort participation requires.

*Payment Methods* - CTC currently accepts:
- Cash (receipt will be provided)
- Check (including money orders, etc.)
- ACH (auto-withdrawal, must provide a voided check to set up payments)
- Credit cards (Visa, MasterCard, Discover, American Express; *no phone transactions*)
- Intuit Payment Network (online service allowing invoice payment via credit card)

*Need-Based Scholarships:* Financial assistance is available. Applications are available in the Business Office by request.

**ASSESSMENTS:** All Conservatory students are assessed on their progress at the end of each semester by their instructors. Class standards are posted in the lobby and classrooms, and are discussed with the students on the first day of class. Progress reports will be mailed home with registration information for students at the Apprentice level and below. Playmaking and Performance students will be given their progress reports during their end-of-semester meeting. In addition to progress reports, students at the Apprentice level and above will complete self-assessments at the beginning and end of every semester. Please contact Artistic Director Charlie Sexton to discuss the progress of your student at any time.

**CASTING:** Everyone in Imagination, Improv, Studio and Apprentice levels performs in a showcase each semester. Showcase rehearsals occur during regularly scheduled class time. Students at the Studio level and above are also eligible to audition to be cast in our season of plays. Rehearsal schedules for these productions vary and are in addition to class time. Please contact Artistic Director Charlie Sexton for more information.

**FREE TICKETS:** Each Conservatory student receives one free ticket to mainstage productions. We strongly encourage students and families to see as many shows as possible – our season complements classroom work and showcases rising talent.

**VOLUNTEER OPPORTUNITIES/PARENT ENGAGEMENT COMMITTEE:** Volunteering is a great way to support CTC. Note the section in the online enrollment form to specify the kinds of help you can provide, or you can respond to requests sent via email, where links are posted for easy online signup. The Parent Engagement Committee will drive volunteerism throughout the year. Note that we are currently in a moment of transition as we navigate the changes of recent months. If you are interested in joining/learning more about the Committee, email Aletia Robey.
VIRTUAL CODE OF CONDUCT AT CTC

Welcome to Virtual CTC! Please read and follow the following guidelines to best ensure the safety and success of your experience with online classes.

For guardians and students:
During the time of instruction (digital interfacing) staff are not supervising students. Those requiring supervision will still be in your care during the virtual class. Instructors will be able to respond to any emergencies (i.e. calling 911), but will not be responsible for the physical safety of students.

Using Zoom (our choice of online platform)
- Terms of service can be found here: https://zoom.us/terms
- Arrive on time. You will be put in the waiting room until the instructor admits you.
- Wait in the waiting room until your instructor lets you in.
- Rename yourself upon entry with your preferred name.
- Turn on your video, remain on for the class unless otherwise instructed.
- Mute your microphone; your instructor will tell you when to unmute.
- Keep the meeting ID private for your use only. Sharing the link could endanger others.
- Virtual backgrounds must remain appropriate while in use.
- Private chat will be disabled. Issues/questions should go to the group as a whole, or directly to your instructor.
- You will not have the option to share your screen except on an as-needed basis.
- Recording the class or screenshotting the meeting is prohibited.

Expected behavior
- We know that CTC students are the best students! As a part of our community, we expect for students to be met with respect for one another. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications.
- All communications with other students in any forum, course-related email, discussion post, etc., must be polite, courteous and respectful.
- If you are experiencing any form of bullying, immediately contact the instructor, Artistic Director Charlie Sexton, and/or Managing Director Alison Huff.
- Instructors reserve the right to remove you from the class at their discretion. If someone bullies, this action will take place immediately and the appropriate guardian will be notified.

Disciplinary Measures
- With the first disruptive instance, the student will receive a warning.
- Upon second warning, the student may be muted/video stopped.
- If the student’s behavior becomes disruptive to the point where it’s affecting the experience of the class for the group, the student will be removed from the class session for the day.
- If issues persist, the student may be removed from the class entirely, with no refunds issued.

Immediate issues should be brought to the attention of your class instructor. Further issues may be directed to Associate Artistic Director Jessica De La Rosa.
POLICIES/PROCEDURES FOR IN-PERSON CLASSES
(Compliant with Kentucky & CDC guidelines)

Arrival
- Students are to be dropped off and will enter through the backdoor/theatre area (see map on website). Parents are encouraged to stay in vehicles or outside, remaining socially distant but nearby, until check-in is complete and students cleared to participate.
- Students must arrive in masks and remain masked while in facility. If a student loses or arrives without a mask, community masks – washed between uses – may be borrowed.
- Students and staff must keep appropriate social distance in the facility at all times.
- At the door, CTC staff will conduct a symptom check, including:
  - Take temperature and ask if any symptoms are present (self-assessment checklist provided for review). **Any student with a temperature (100.4°+ or exhibiting symptoms will be directed to the isolation area and guardians contacted for immediate pickup.)**
  - Ask if have been exposed to anyone diagnosed or exhibiting symptoms of COVID-19.
- Students who drive themselves or walk will wait in a socially-distanced line for check-in.
- Using one-directional stairwells, students will then go to their pre-assigned classroom and remain socially distant until class begins.
- For everyone’s safety, exterior doors will remain locked during class. Please make every effort to arrive at your scheduled time. In the rare occurrence of unavoidable tardiness, the student or guardian must call the CTC staff administrator on duty to gain entry.

During Class
- To reduce exposure, there will be no mixing of classes or sections and students will remain in their classroom for the duration of class, including breaks.
- Students are encouraged to bring water bottles and may fill at the touchless water fountains.
- Windows will be open for ventilation - students should dress in weather-appropriate layers.
- To reduce exposure and remain masked, food is prohibited. If a student has a medical reason that requires food, please contact staff ahead of time to arrange.
- Bathroom procedures include: one student per class at a time; staggered stall usage; and reminders about proper hygiene and handwashing.
- If students get overwhelmed and need a "mask-break," they will be permitted to step into the hallway for a brief reprieve. If they are not able to return to class with proper mask usage, guardians will be called and students will wait in isolation area until pickup. **(Note: CTC does not advise students with high-risk conditions to participate in in-person classes at this time.)**
- If students develop symptoms of COVID-19 and/or present a fever of 100.4° during class, they will be sent to the isolation area and guardians will be called to pick them up. Other students in the class will be moved to a different classroom and parents will be notified of possible exposure. CTC staff will maintain confidentiality according to applicable federal, state, and local health and safety standards, except in the case of emergency.

Class Dismissal
- Class sections will be released for socially-distant pickup through the same door where they entered (backdoor/theatre) at staggered end times provided in advance.
POLICIES/PROCEDURES FOR IN-PERSON CLASSES (cont.)

● For everyone’s safety, it is imperative that students be picked up on time. If rare tardiness is unavoidable, students will remain in the theatre in socially distanced seats until a guardian arrives. Please note the fees associated with late pickup in the “Policies” section.

Noncompliance
Disciplinary procedures for non-compliance will follow a 3-strike rule. Students will be gently reminded of the rules (e.g. keep mask on). In the event students accrue a third incidence of noncompliance in a class period, or if students refuse to comply (e.g. re-establish proper social distance or put mask on), they will be removed from class, placed in isolation area, and guardians called for pickup. Students asked to leave 3 times during the semester will forfeit their right to attend in-person classes for remainder of the semester. No refunds will be issued.

CTC Precautionary Measures
● A CTC staff administrator will be present during classes to assist during arrival and dismissal, supervise children in isolation, and be point-of-contact should issues arise.
● Isolation area will be ventilated and supervised by a CTC staff administrator.
● Thorough cleaning of every classroom, all common areas, and all high-touch surfaces will be performed before and after every class.
● Most staff are remote working; strict protocols are in place for limited presence in facility.
● Signage of COVID-19 symptoms and prevention measures as well as hand sanitizer are placed throughout the building; touchless navigation of facility is possible and encouraged; single-direction stairwells have been designated to enforce social distancing measures.
● Guests – including parents – will not be permitted in CTC’s facility without an appointment. To make an appointment, contact appropriate staff directly via email. If during class hours, call the main office line to speak to the CTC staff administrator on duty.

Symptoms/Positive Test
● Staff/students with symptoms consistent with COVID-19 (cough, shortness of breath, difficulty breathing, fever, chills, muscle aches, headache, sore throat, diarrhea, change in sense of smell/taste) without an alternative diagnosis should be tested if possible, based on local availability and capacity. The individual’s healthcare provider should be contacted.
● Staff/students with a positive COVID-19 diagnosis or exhibiting symptoms of COVID-19 must complete the Illness/Exposure Report Form located on CTC’s website so proper contact tracing, per local and state guidelines, may be conducted and those exposed may be contacted. CTC staff will maintain confidentiality according to applicable federal, state, and local health and safety standards, except in the case of emergency.
● Staff/students with an alternative diagnosis provided by a health care provider do not require a test for COVID-19 in order to return to CTC. Return will be based upon the guidelines in place for the individual’s diagnosis. However, co-infections can occur and a COVID-19 test would be advisable if there are consistent signs and symptoms.
● As with any illness, staff/students should remain at home if ill or feverish. If no other symptoms arise after at least 24 consecutive hours of being fever-free without the use of fever-reducing medications, the staff/student may return to CTC’s facility.
POLICIES/PROCEDURES FOR IN-PERSON CLASSES (cont.)

- Any ill staff or student with symptoms consistent with COVID-19 who does not have an alternative diagnosis and/or who has had exposure to a known or suspected case, is a probable case – household contacts (and others with exposure to the individual) should be placed in home quarantine and monitored for signs and symptoms for 14 days from the date of last known exposure. If the ill staff/student has no alternative diagnosis, but no known exposure, and testing is not performed, the ill staff/student and household contacts should be kept at home until the illness is clarified.
- Staff/students who have been diagnosed with COVID-19 may return to CTC’s facility with written clearance from the local health department. Or, most may return based on resolving symptoms. For return to CTC, all of the following criteria need to be met per guidance from the CDC and the Kentucky Department for Public Health:
  - At least 10 days have passed since symptoms first appeared; AND,
  - At least 24 hours since last fever without use of fever-reducing medications; AND,
  - Symptoms (e.g. cough, shortness of breath) have improved.
- Staff/students with confirmed COVID-19 but without symptoms must wait to return to CTC’s facility until 10 days have passed since the date of their positive test, assuming they have not subsequently developed symptoms since. If symptoms develop, return to CTC will be based on the criteria above.
- Any staff/student identified as a closely exposed contact should be placed in home quarantine for 14 days from the day of last exposure (day 0) to the positive case and monitored for symptoms. That individual may return to CTC’s facility on day 15 if they remain asymptomatic during the quarantine period and have not had subsequent known exposures. A negative test is not required. If testing is conducted, a negative test during quarantine would NOT shorten the quarantine period and allow the individual to return earlier. However, testing should be considered if the closely exposed contact develops signs or symptoms of COVID-19.
- CTC will report positive cases identified among staff or students to the local health department. The health care providers of individuals testing positive will be responsible for completing any further necessary forms as directed by the local health department.

Visit [CTC’s website](#) for more detail about COVID-19 related practices and procedures. See [Team Kentucky](#) webpage for additional information, including information on testing sites and laboratories performing testing for Kentuckians.

Please see “Handbook” tab on our website (under Conservatory) for additional materials, including:

AEA Actors’ Etiquette Guidelines / Map of CTC Facility / Hardcore Club Point Sheet

For students to attend CTC classes, a parent/guardian must complete the [Handbook Agreement form](#) indicating you have read and understand these provisions.
PUNCTUALITY — You’ve heard about it your whole life and being a professional means there are no excuses for lateness to a rehearsal or performance. There are moments when a real crisis may disrupt you from your appointed arrival time, so PLAN for those moments by arriving well before the designated time. Those extra minutes will allow more time to warm-up, build an ensemble, or get you in the right frame of mind. If lateness is truly unavoidable, you must call your Stage Manager (funny, they’re never late) and let him or her know your expected arrival time.

READ WHAT YOU SIGN — Even though Equity’s major benefits are our negotiated contracts, business representatives, and member services, read everything you are asked to sign, EVEN FROM EQUITY.

REHEARSALS: For many, this is the most exciting time of being in a show. Take time to explore your character (Why do you cross on that line?), fine-tune stage business or justify your choreography. Even if you can’t wait to get in front of an audience, let those Actors who love it, relish it.

CELL PHONES — Turn them off when entering a rehearsal or performance space. There are appropriate times to use them, so hang up!

NOTES: Getting them: Always be gracious, even if you disagree. Say “Thank you” after the director gives you the note, or “May we speak about this later?” if you don’t understand or disagree. The note session is not therapy for your character, but rather a session of quick fixes for MANY elements of the show. Find time for you and the director to solve issues that affect you or your character only.

Giving them: NEVER, (Did you read that?) never give another Actor notes and never allow yourself to receive notes from another Actor. A response could be, “Thanks for your help, but I think it’s best we do this kind of thing through the Stage Manager or Director.” There is no room for flexibility here. Wouldn’t you resent it?

COSTUME FITTINGS are tricky. Let the designer know your concerns but avoid doing his or her job. Too much unwanted advice to a designer, and you could end up in a tube top or out of a job.

GOSSIP — You know it’s wrong. We heard you say it.
QUIET! As you learned in the last rule, sometimes keeping your mouth shut is a good thing. We will expand on that theme — keep the noise down when you are backstage. Avoid all talking and/or whispering, some theatres actually DO have good acoustics. Keep your voice and laughter down even when in the dressing room. Like the song says, “Hush, hush. Keep it down, now. Voices carry.”

TECH REHEARSALS: You know what we're going to say, right? That is the only time the designers get to fine tune their work with you there. So, pay attention. Don’t disrupt their rehearsal and stay close to the stage, because they’re always going to go back a few scenes when they resume.

BACKSTAGE DRAMA — Just because we play dramatic characters on-stage does NOT mean we must portray them off. When you are in a show, the theatre becomes a tiny universe. Remember, it is temporary, and there is a REAL world outside those theatre doors. Don’t be the stereotypical diva or demanding Actor. If love should bloom while in a show, great! Keep it outside! If you have a personal struggle, sorry, but keep it outside. You were hired for your performance abilities; perform.

HALF-HOUR is a misnomer. The Stage Manager may set ANY reasonable arrival time for any Actor in any show. You should welcome your time in the theatre. So get there early; there are many things to do.

PROPS: Two major rules here -- never play with a prop and always check your props before each show (luckily you got there before “half-hour”). Those two rules seem instantly understandable but are rarely followed. Follow them. The first night you discover the climactic letter in your pocket is missing before your entrance, you’ll understand.

ILLNESS — There are sick days built into many contracts; use them when you NEED to.

AD LIBS and changes to the script: As the performances wear on, you may feel that you understand the character better than the playwright. You don't, so quit making up lines.

OPENING NIGHT: Congratulations! Have fun at the party but remember, you have a show tomorrow night.

MARKING a performance. The lone audience member today paid the same ticket price as the full house that loved your performance last night. You have a responsibility to all involved to perform the show as rehearsed and to do your best. If that doesn’t sway you, that lone audience member may be someone important in the business. Now, you’re listening.

MAINTAINING a performance. You can look at a long run either as a chore or the world’s best acting class. You get to ply your craft and test your choices in front of an audience (“Why did I get that laugh last night and not tonight?”). Quit complaining and stay fresh. There are worse things than having a job.

RESPECT — Our final category is perhaps the most obvious and the most abused. We appeal only to the basest of reasons for having respect (Remember, nothing spreads faster than your reputation):

For Staff—they can hire you again.
For Crew—they can hurt you.
For Directors—they can make your life miserable.
For Designers—they can make you look stupid.
For Actors’ Equity Association—they can help you.
For other Actors—they can upstage you.

For Yourself…That means, value your contribution to the show by following the above guidelines and taking care of yourself when rehearsing or performing. Keep healthy throughout the run.

You were chosen over many other Actors for this role, so respect yourself and live up to everyone’s belief in you.