

MARQUEE

theatrical productions

INSPIRE
EXCELLENCE
MOTIVATE
LEARNING
BUILD
CONFIDENCE

2024/2025

ADULT PROGRAM HANDBOOK

The programs offered within our **SENIOR** division welcome ADULTS of any and all levels of skill and experience (no audition necessary). We offer classes in VOCAL CHOIR for now. We hope to grow this new division by applying for financial grants and sponsorship.

Our classes are the perfect introduction to the exciting world of singing, musical theatre style. Participants work in a group setting alongside trained educators to build their confidence, performance skills, and more.

At the end of each term, participants have the opportunity to showcase their skills in a culminating performance for family, friends, and the community.

Marquee Theatrical Productions
73 Industrial Parkway North #2b
Aurora, Ontario L4G 4C4
(905) 713-1040
info@marqueetp.com

What is the Senior Handbook

The Senior Handbook contains important information for Marquee participants. **The participant is required to read and understand all of the information in this handbook.**

The Marquee staff wants every participant to succeed and to have fun. We hope this information will help them to do just that. This handbook has three purposes:

- (1) to inform the participant about our programs;
- (2) to help keep participant on track; and
- (3) to ensure participants adhere to our program expectations.

Participants should turn to it any time they have a question about the program. At first reading this handbook may seem filled with a number of rules and regulations, but, please remember that our intention is to make each participant's time at Marquee **EDUCATIONAL, STRUCTURED, REWARDING, and FUN**. We provide a safe and welcoming environment for learning and discovery; helping to create memories and experiences that are simultaneously hard work and fun. This can only be done with well articulated standards and expectations. The policies in this handbook are agreements — agreements between you and your fellow participants, you and your instructors, you and your work.

Our Philosophy

Our goal is to **inspire excellence, motivate learning, build confidence**, and spark a lifelong appreciation for the arts.

Our Commitment to Inclusion & Accessibility

Marquee Theatrical Productions strives to provide an environment that meets the needs of all people. We believe in the interconnection of physical, mental, social and emotional health and work hard to provide an environment that promotes holistic health and wellness.

As part of Marquee's commitment to accessibility and inclusion, we make intentional choices in our classroom practices to make sure we are a welcoming space for people with special needs, people of any and all ethnicities, economic status, sexual orientations, and gender identities. Our program includes need-based scholarships, all-gender restrooms, the use of proper pronouns, and a faculty happy to work with families to meet participants' individual physical, learning, and social needs.

Conduct Expectations

- Talk in a pleasant and positive manner.
- Foul language, put downs and bullying will not be tolerated.
- Treat all equipment and supplies with proper care and respect.
- Show respect for the instructors, assistants, volunteers and directorial team.
- Aggressive physical games are not allowed while on breaks.
- Aggressive or violent behaviour that is threatening to another participant, staff or others will not be permitted.

Our instructors work hard to ensure that participants understand what conduct is acceptable and what is not. These expectations are introduced at the beginning of the program, and the culture of respect for everyone and everything is fostered from that point forward. Instructors will always use their best judgement to ensure that everyone is having a positive experience in our programs.

Commitment & Class/Performance Expectations

Etiquette: All participants must arrive to classes and rehearsals on time, prepared with memorization/review, and be ready to work. Classes and rehearsals start promptly at the time listed, it is expected that participants arrive 5 - 10 minutes prior to the start of class to put personal belongings away and get settled. All participants must remain focused and alert in class, and notify teachers of anything that may interfere with their ability to work (injury, illness, emotional state, etc...) before class/rehearsal commences. All participants must bring their class materials, a pencil, and water to every class.

Clothing: Proper rehearsal attire is mandatory (yoga pants, shorts, tshirts, tank tops). Clothing that allows you to move freely and comfortably in rehearsal. (No jeans, short shorts, skirts, dresses, pyjamas, or oversized clothing is permitted in

the classroom). To maintain a professional learning environment for both participants and instructors, all shirts must meet the top of the pant waistline (no exposed midriff). Clothing should not have large logos/branding across it for promotional purposes - solid colours are preferred. All participants with long hair must wear it up/back securely, so it doesn't cover faces.

Shoes: Participants are responsible for their own proper footwear (indoor shoes). Administration will notify participants regarding proper performance footwear, which may include jazz shoes, character shoes, tap shoes, or indoor sneakers depending on the program you have enrolled in. Participants must bring a change of (indoor) running shoes to wear during rehearsal, suitable for movement.

Costumes: All major costume pieces will be provided by Marquee Theatrical Productions. Participants may be asked to bring in minor items (for example: white dress shirt, black pants, black shirt, leggings, hosiery, black shoes etc.) a list of which will be provided for each production. Participants are expected to provide an all-black "base" that will be worn under all their costumes: black t-shirt, black leggings or pants, and black shoes, with no logos or markings. Depending on the show however, there can be some exceptions. So wait for the list to come for this program as it's based on role/performance assignments.

Attendance Policy

What we teach at Marquee is cumulative with each class building on to the previous class. Due to time limitations and the scheduling requirements needed to put our productions together, a strict attendance policy is put in place for our programs. As our programming is based on teamwork, your commitment, and dedication to the program is crucial to the success of the class and the growth of the participants. Absences affect the class as a whole, not just the individual. Having all participants present in class is necessary to maintain a positive and productive process.

We have a **three-absence policy** in place at Marquee. Participants may not miss more than 3 pre-approved rehearsals/classes per term (with the exception of emergencies). Following a third absence, it is understood that participants may be removed from specific scenes/songs moving forward, and may result in a reassignment of their role/solo's.

Photo & Video Consent

I authorize the use of photo and video images of for brochures or advertising purposes at the sole discretion of Marquee Theatrical Productions Inc. I understand that, if licensing permits, a professional video recording of the production will include my participation and will be available for purchase. For the protection of copyright choreography and safety/privacy of our participants, I am aware that I am not permitted to videotape or photograph during any performances unless permission is given by the director.

Personal Technology Policy

Recording devices are encouraged for use to record parts that are taught in class. Taking phone calls or texting etc. is disruptive and causes lack of focus so, for this reason, we do not permit this during instructional time. We ask that cell phones, tablets and laptops be put on silent while in the rehearsal room, backstage, and during performances (unless otherwise approved by instructors if informed of an expected or urgent call).

Additional Training

It is highly suggested that all participants consider private voice lessons, dance lessons, acting lessons and/or vocal coachings due to the fast paced nature of the program. Private lessons and/or coachings are available at an additional fee. If you're unsure which would benefit the participant the most, our teachers are happy to provide assistance and suggestions for additional education.

Loss & Injury

I certify that my participation and attendance in musical theatre activity at Marquee Theatrical Productions Inc (hereon referred to as Marquee), on or off site is voluntary, Marquee and its successors and assigns, its officers, directors, employees, volunteers, and representatives (all hereafter collectively referred to as "the Releasees") are not responsible for any injury, loss or damage of any kind sustained by any person while participating in the musical theatre activity. Including injury, loss or damage which might be caused by the negligence of the Releasees.

Payment/Registration

- Each class fee varies (please see registration pages on our website)
- You may pay a non-refundable deposit upfront and the balance is due one week prior to the first class of term **OR** you may choose to pay in full at time of registration.
- The deposit is non-refundable
- A participant is not guaranteed a spot in the program until the full deposit amount is received.
- **You may choose to send payment** electronically or by credit card. You will have these options at checkout on our website.
- The balance is due **one week prior** to the first day of the program unless otherwise arranged in writing with Marquee Theatrical Productions Inc.

Withdrawal Policy

- Written notice is required for all group program withdrawals.
- Participants who leave any program for any reason, will forfeit all monies paid to Marquee Theatrical Productions Inc. The non-refundable deposit is also not transferable.

Refund Policy

1. Withdrawal 7+ days before first day of class:

A refund, minus an administration fee of \$100 will be available. Once fees are paid, there are no refunds due to held spots and no opportunity for a new participant to join the group.

2. No refunds will be issued less than 7 days before the first day of classes. This includes any post-dated payments.

3. No refunds will be issued for tuition fees paid once the program has started. This includes any post-dated payments.

4. Participants who leave any program for any reason, will forfeit all monies paid to Marquee Theatrical Productions Inc. The non-refundable deposit is also not transferable.

Inclimate Weather Policy

- Should a class need to be cancelled due to inclement weather, Marquee is not bound to provide a make-up class, but may choose to add an additional class or time in some way if it works out for all the staff and available rehearsal spaces.

Class Cancellation

MARQUEE reserves the right to cancel any group class or camp due to insufficient enrolment. If this situation applies and the program is cancelled by Marquee, all tuition fees will be fully refunded.