

# MARQUEE

theatrical productions

INSPIRE  
EXCELLENCE  
MOTIVATE  
LEARNING  
BUILD  
CONFIDENCE

# 2025/2026

## INTENSIVE PROGRAM PARENT & STUDENT HANDBOOK

The programs offered within our **INTENSIVE** division are aimed at young artists (ages 10–18) with a true passion for singing, dancing, and acting. These programs expose students to the kind of fast paced training typically found only at the post-secondary level and start their journey toward becoming a true “triple threat”.

This *Intensive educational division* emphasises process over product, guiding students through techniques that can consistently be applied outside of our program. Students within the **INTENSIVE** division will learn to put aside their fears, believe in themselves, and act (on and off the stage) with passion and integrity. Our goal is to move beyond teaching kids how to sing, act and dance, as we provide the education and mentorship to be authentic, expressive, and confident in the performing arts industry.

Working alongside industry professionals, students who complete a successful audition and receive an invitation into our Intensive programs will work towards; producing a fully staged musical at the end of the full-year (September - May) program, learning the skills needed to audition for the stage, enhance their industry vocabulary, participate in two workshops led by guest teaching artists, and learn the importance of maturity and professionalism through strict policies and discipline.

***We don't want to simply train students—we want to nurture artists.***

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## **What is the Parent & Student Handbook**

The Student Handbook contains important information for Marquee students. **The student and parent/guardian is required to read and understand all of the information in this handbook.**

The Marquee staff wants every student to succeed. We hope this information will help them to do just that.

This handbook has three purposes:

- (1) to inform the student and their parents/guardians about our educational programs;
- (2) to help keep students on track; and
- (3) to ensure students adhere to our classroom expectations.

We encourage students and parents to refer to this handbook whenever you have questions about our program. At first glance, it may seem filled with rules and regulations, but please know that our primary goal is to ensure that each student's experience at Marquee is EDUCATIONAL, STRUCTURED, REWARDING, and FUN. We strive to create a safe environment for learning and discovery, where students can build lasting memories while engaging in meaningful work. Our clearly defined standards and expectations help facilitate this enriching experience. The policies outlined in this handbook represent agreements—between you and your fellow students, you and your teachers, and you and your craft. We are excited to support you on this journey!

## **Our Philosophy**

We strive to teach and promote positive, valuable life skills in the lives of the children in our community through our musical theatre based educational programs. 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 children. 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 students' individual physical, learning, and social needs.

## **Why Our Intensive Programs Wear a Uniform**

As an Intensive, representative team, wearing a uniform is an important part of how we present ourselves—both to the public and to one another. It reflects our team spirit, professionalism, and shared commitment to excellence.

Uniforms help build a sense of unity and ensure that all team members feel equally valued, regardless of background. They also demonstrate respect for the program, instructors, and fellow performers, and help distinguish our team as a focused, disciplined group.

Wearing the uniform consistently shows pride in our work and strengthens our identity as a performing ensemble. Just like in any professional setting, it's not just about how we look—it's about what we stand for: teamwork, commitment, and excellence.

Uniform details are outlined below.

## Behaviour Expectations

- Communicate positively; no foul language or bullying.
- Respect equipment and supplies.
- Show respect for the teachers, assistants, volunteers and directorial team.
- Running and excessive shouting while indoors is not permitted.
- Physical games are not allowed while on breaks.
- Cell phone use is not permitted while in class (unless instructor permits for learning opportunity)
- Aggressive or violent behaviour that is threatening to another child, staff or others will not be permitted.

Our teachers work hard to ensure that students understand what behaviour 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. This behaviour policy is not intended to restrict how each student is dealt with, teachers will always use their best judgement to ensure that everyone is having a positive experience in our programs.

## Commitment & Class/Performance Expectations

**Etiquette:** All students must arrive to classes and rehearsals on time, prepared with memorization/review, and ready to work. Classes and rehearsals start promptly at the time listed - it is expected that all students arrive at least 5 - 10 minutes prior to class (but no more than 15 minutes early) to put away personal belongings (including cell phones) and warm up for class. All students 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 students must bring their script/class materials, a pencil, and water to every class.

**Uniform:** Students are required to wear their own black stretchy pants, black bike shorts, black leggings, or black athletic shorts that allow for easy movement. They are to be worn along with the Marquee uniform t-shirt and jacket that is purchased from the Marquee website upon acceptance into the program. This uniform is **mandatory for all classes without exception**.

**Hair:** A reminder for All students to secure their hair up/back to ensure it does not cover their faces during class.

**Shoes:** Students are responsible for their own proper footwear - black jazz shoes and indoor running shoes should be brought to each rehearsal.

**Costumes:** All major costume pieces will be provided by Marquee Theatrical Productions. Underclothing is not included. Students may be asked to bring in minor items (for example: white dress shirt, black pants, leggings, hosiery, and specific performance footwear.) a list of which will be provided for each production.

## Attendance Policy

A strict attendance policy is put in place for our Intensive Musical Theatre programs, your commitment, and dedication to the program is crucial to the success of the production and the growth of the student. Absences affect the class as a whole, not just the individual. Having all students present in class is necessary to maintain a positive and productive process.

We have a **three-strike** policy in place at Marquee. Students **may not** miss more than 3 pre-approved rehearsals per term (with the exception of emergencies). Once a third absence has taken place, an email will be sent home to document that no more absences will be permitted for the remainder of the term. Absences over 3 may result in recasting a student's role or omission from certain parts of the production.

There will be no discounts, refunds or make up classes for absences by students for any program.

### **Volunteer Requirement**

An important benefit to being a part of our Intensive musical theatre programming (Intermediate & Teen) includes a “reverse table” experience to gain the skills and appreciation for all creative and artistic roles of a production. These roles include but are not limited to: stage management, costuming, prop management, stage crew, sound/lighting, stage make-up and more. All Intensive students must volunteer backstage for Marquee’s youth productions (3 - 4 day commitment). A schedule will be provided in advance to all Intensive students at the start of the term based on availability. These hours can be used towards High School volunteer hours.

### **Additional Training**

It is highly suggested that all Intensive students 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 student the most, our teachers are happy to provide assistance and suggestions for additional education.

### **Photo & Video Consent**

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

### **Personal Technology Policy**

All smart phones, tablets and laptops must be turned off or put on silent while in the rehearsal room, backstage, and during performances (unless otherwise approved by instructors to use as a tool, or if informed of an expected or urgent call). Any teacher maintains the right to collect any item of personal technology and hold it until the end of a class should these procedures not be followed. For all students, failure to adhere to the terms and conditions of the policy will result in disciplinary measures and communication to parents.

### **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**

- A non-refundable **\$50 audition fee** is required to secure your audition time. If a candidate is successfully accepted into the program, the \$50 fee will be applied to the tuition fee. If the candidate is not accepted into the program, a credit will be issued to be used toward any other program or lesson at Marquee in our current season.
- Tuition balance is required for our Intensive Musical Theatre programs once a student has completed the audition process and is accepted into the program.
- Each class fee varies (please see registration pages on our website)
- You will have these options at checkout on our website.

- This program is capped at a certain number based on the requirements of the chosen show. As Marquee reserves each accepted student's spot into the program, and no further auditions will take place once the successful students are accepted, there will be **no refunds issued for tuition fees paid for any reason for intensive programs**. This includes any post-dated payments. Students who leave the intensive program for any reason, will forfeit all monies paid to Marquee Theatrical Productions Inc.

## Auditions

### Schedule

- Auditions are held each spring for spots in the full-year (September - May) Intensive music theatre programs. Refer to our Annual Calendar for a general timeline and visit our website for specific audition dates to be posted.
- Role placement auditions are held in September in the first two classes of the term. Casting is announced on or before the following class.
- Private audition coachings are available for an additional fee should you wish to prepare for your Intensive audition with one of our musical theatre teachers. You can book an audition coaching package by emailing us at [bookings@marqueetp.com](mailto:bookings@marqueetp.com)

### Audition Requirements

*Students who wish to be considered for our Intensive Musical Theatre Programs must prepare:*

2 contrasting musical theatre songs that show range and character - **only 1 verse and 1 chorus please**

- A 1-minute comedic or dramatic monologue
- All prospective students will be required to participate in a group dance call

### Please note:

- Bring a backing track on a device (we have cords for Android and Apple). Know the starting timestamp.
- Include a performance resume and headshot (or a recent photo).
- If you lack experience, explain why you want to join the program.
- All material must be fully memorized.
- Familiarize yourself with the term's chosen show and your audition material.

### Audition Tips:

- Ensure your material is age-appropriate in range and content.
- Practice thoroughly and perform for family or friends.
- Wear comfortable, professional attire that boosts your confidence; consider different outfits for vocal/acting and dance auditions.
- Arrive 10 minutes early to account for delays. Warm up your voice in the car if possible.
- Your audition starts upon entering the building; maintain professionalism while waiting.
- Remember, the panel is rooting for you! Nerves are natural, but we want to see your unique qualities shine.

### **MTP ANNUAL PROGRAM CALENDAR 2025/2026 - Will be posted right here by Mid June.**

Click the link above to view MARQUEE THEATRICAL PRODUCTIONS Annual Program Calendar for the current season. This document lists important dates such as studio closures and holidays, production performance dates, Term start and end dates, and more. *\*\*Please note this schedule is subject to change based on operational needs as they arise.*