

MARQUEE

theatrical productions

INSPIRE
EXCELLENCE
MOTIVATE
LEARNING
BUILD
CONFIDENCE

2026/2027

INTENSIVE PROGRAM PARENT & STUDENT HANDBOOK

Our **Intensive Division** is designed for dedicated young artists (ages 10–18) with a passion for **singing, dancing, and acting**. Through a fast-paced, high-level training environment—similar to what is found in post-secondary programs—students begin developing the skills and discipline needed to become true **triple threats**.

This program emphasizes **process over product**, equipping students with techniques and habits that extend beyond the studio. Performers are encouraged to **push past their comfort zones, build confidence, and approach their work with passion, integrity, and professionalism**—both on and off the stage.

Students accepted through audition will train alongside **industry professionals** while working toward a **fully staged musical production** at the end of the season (September–May). Along the way, they will develop audition skills, expand their industry knowledge, participate in **guest artist workshops**, and gain a deeper understanding of the commitment, maturity, and discipline required to succeed in the performing arts.

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 both students and parents to refer to this handbook whenever questions arise. While it may initially appear detailed, these guidelines are in place to ensure every student's experience at Marquee is **educational, structured, rewarding, and fun**. Our goal is to create a **safe, supportive environment** where students can explore, take risks, and grow, building both skills and lasting memories through meaningful work. The standards and expectations outlined here are designed to support that experience and help every student succeed. These policies are more than rules, they are **shared commitments**: to one another, to your teachers, and to your own growth as an artist. We're excited to support you on this journey and look forward to all that you will accomplish.

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

At Marquee Theatrical Productions, we are committed to creating an environment where **every student feels seen, supported, and valued**. We recognize the connection between **physical, mental, social, and emotional well-being**, and strive to foster a space that supports the whole artist. We actively work to ensure our programs are **inclusive, accessible, and welcoming** to individuals of all **abilities, backgrounds, identities, and lived experiences**. This includes (but is not limited to) students of all races, ethnicities, cultures, socioeconomic backgrounds, gender identities and expressions, and sexual orientations, as well as students with diverse learning, physical, and developmental needs.

Our commitment is reflected in our practices, including:

- **Inclusive and respectful classroom environments**, including the use of chosen names and pronouns
- **All-gender facilities**
- **Need-based financial support and scholarships**
- A willingness to **collaborate with families** to support individual learning, access, and participation needs.

We understand that inclusion is an ongoing process of learning, listening, and growth. Our faculty is dedicated to creating a space where students can **express themselves authentically, take creative risks, and feel a true sense of belonging**. We are proud to support each student not only as a performer, but as an individual.

Why Our Intensive Programs Wear a Uniform

As members of our Intensive Division, students are part of a **pre-professional training environment**, and wearing a uniform is an important part of how we show up—for ourselves and for each other. It **reflects** our **shared commitment to focus, discipline, and excellence**.

Uniforms help **create a sense of unity and belonging**, removing distractions and allowing all students to feel equally valued and part of the ensemble. They also **encourage a mindset of readiness and respect**, for the work, the space, and the collaborative process.

Students are also **expected to arrive in rehearsal-ready attire** that supports full participation in all aspects of training. Clothing should be comfortable, movement-friendly, and non-restrictive, allowing students to sing, dance, act, and explore creative movement with ease and confidence. This also enables instructors to clearly see alignment, movement quality, and overall presentation, which is essential for both training and performance preparation.

Consistently wearing the uniform supports a smooth and productive rehearsal environment, while **reinforcing habits that mirror professional industry standards**. It allows students to transition into rehearsal with intention, prepared to fully engage, take direction, and grow. Ultimately, the uniform is not just about appearance—it **represents our commitment to teamwork, accountability, and pride in our craft**.

Uniform details are outlined below.

Intensive Program Behaviour Expectations

- **Commit to growth:** Be open to trying new things, **step outside your comfort zone**, and fully apply yourself to all activities.
- **Listen actively: Talking out of turn is not permitted.** Students are expected to listen when others are speaking and working, and contribute at appropriate times.
- **Be present and engaged:** Students are expected to give **100% of their focus and energy** to the work in class.
- **Show respect:** Demonstrate respect for teachers, assistants, volunteers, the creative team, fellow students, and the space.
- **Be responsible:** Take care of all equipment, costumes, props, set pieces, scripts, and supplies.
- **Maintain a safe environment:** Running, excessive shouting, and physical games indoors (including during breaks) are not permitted.
- **Stay focused:** Cell phone use is not permitted during class unless explicitly approved by an instructor for a learning purpose.
- **Communicate respectfully:** Use positive language at all times—no foul language or bullying.
- **Ensure safety and well-being:** Aggressive or threatening behaviour toward others will not be tolerated.

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: How students wear their hair is an extension of the uniform policy. All students should secure their hair up/have it tied back to ensure it does not cover their faces or become a distraction during any portion of the class.

Shoes: An extension of the uniform policy. Students are responsible for their own proper footwear - black jazz shoes and indoor running shoes should be brought to each class/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 omittance from certain parts of the production.

There will be no discounts, refunds or make up classes for absences by students for any program. Intensive students who miss more than 3 classes may be subject to requiring additional private lessons to catch up on the work they missed. These private lessons would be at an additional cost to the student.

Mandatory Dress Rehearsal Attendance

This is a **non-negotiable requirement**. Attendance at your cast's **Dress Rehearsal is mandatory**. Students who do not attend their scheduled dress rehearsal **will not be permitted to perform** in school shows and/or public performances.

This policy is in place to ensure the **safety of all students**. Each production introduces unique elements—including **backstage traffic, costume changes, lighting, props, set movement, and technical cues**—that must be practiced in the theatre environment with their cast. Even if a student is familiar with the venue, participation in the dress rehearsal is essential to safely and successfully integrate all aspects of the performance.

Volunteer Expectations (Ages 13+)

As part of our Intensive Division, students aged 13+ are required to complete a **minimum of 10 volunteer hours** during the 2026/2027 season (**September 15 – June 30**). This requirement is designed to give students a **"behind-the-scenes" or reverse-table experience**, allowing them to step into the roles that

support a production offstage. By contributing as part of the **backstage crew, classroom support team, or event staff**, students gain a deeper understanding of the full scope of what it takes to bring a production to life. Volunteer opportunities may include:

- Backstage support for performances and productions
- Assisting in classes or with younger programs
- Supporting events or front-of-house/administrative tasks

These hours not only build **responsibility, teamwork, and leadership skills**, but may also count toward **mandatory high school community service requirements**, where applicable. Students are expected to approach their volunteer commitments with the same level of **professionalism, accountability, and respect** they bring to their training.

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.

Inclement 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.

Payment/Registration, Tuition & Intensive Refund Policy

- 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 Core programming 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) and there may be instalment options available. You will be presented with 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 withdrawal from 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. **If you are unable to attend or participate in any of the first three classes of the season, please inform your Creative Team in advance and share the reason.**
- 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.

Audition Requirements

Audition requirements for our **Intensive Musical Theatre Programs** may vary slightly each season and may also differ between **Intermediate and Teen program levels**. Specific details will be communicated upon registration for an audition through Amilia.

As a general guideline, auditions will typically include:

- A **solo vocal selection** (maximum 1 minute)
- A **solo acting piece (monologue)** (maximum 1 minute)
- A **group dance audition component**

These elements are designed to assess each student's potential in **singing, acting, and movement**.

Audition Preparation:

- Bring a backing track on a device (we have cords for Android and Apple). Know the starting timestamp to stay under 1 minute, and ensure you know when to start singing.
- 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 2026/2027

The updated **Annual Program Calendar** will be available on your **Class Resources Page**, with access provided in your **Welcome Email** at the start of the season/term.

All important program dates—including **class schedules and show week details**—can always be found on your Class Resources Page. We also provide an **Annual Program Google Calendar**, as well as individual Google Calendars for each class. Families are encouraged to **check the Class Resources regularly** and add these calendars to their personal devices to stay up to date.

Please note that **key dates (including holidays and show weeks)** are also available on the program's **registration page in our Online Store** prior to enrollment.

- *Please note: Show Week dates/times are subject to change based on operational and production needs as they may arise.*