



SPRING '24

STUDENT & PARENT/GUARDIAN HANDBOOK

2023-2024 Season

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

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Commonwealth Theatre Center cultivates confidence, compassion, and courage in students across the Greater Louisville area by challenging them to fully engage with live theatre in safe and inclusive spaces through a unique combination of educational outreach, student-led performances, and excellence in comprehensive theatre training.

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). During the first 5 years after our merger, CTC typically served 55,000 youth and 5,000 adults each year, reaching more than 300 schools & community centers, including over 75% of JCPs Title I schools. Since 2020, we regularly serve 40,000 people per year and continue to grow.

ABOUT THE CONSERVATORY:

Now in its 48th 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 aligned with state and national academic standards. Blue Apple Outreach (BAO) creates emotionally intelligent, student centered engagements via touring productions, workshops, and residencies led by professional artist educators brought directly to schools and community organizations throughout the Kentuckiana region, serving youth who might not otherwise have access to live arts opportunities.

BAO mission: Creating joyful, community-driven learning through accessible, quality arts experiences, and encouraging imaginative pathways to social and academic growth.

2023-2024 BOARD OF DIRECTORS

PRESIDENT

**Elizabeth
Zimmerman, PHD**
Willow Ridge

PAST PRESIDENT

**Angie McCorkle
Buckler**
*Parcel, LLC
Ashley Rountree*

TREASURER

**Jimi
Fitch**
Mutual of Omaha

SECRETARY

Patti Clare
Neel-Schaffer

Kevin Hyde

Capture Higher Ed

Kathy Campbell

*Campbell Talent
Group*

**Dr. Tamekka
Cornelius**

Kentucky Performing Arts

**Anita
Streeter**

*Former Walden MD
Attorney
Community Volunteer*

Tricia Lister

Attorney

Brad Keeton

Stoll Keenon Ogden

Mark Gomsak

LG&E and KU Energy

Special thanks to the following sponsors:

Presented with support from



The Kentucky Arts Council, the state agency, provides operating support to CTC with state tax dollars and federal funding from the the National Endowment for the Arts

COMMONWEALTH CONTACT CATALOG

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

Visit website for full staff bios

ARTISTIC

Charlie Sexton	Artistic Director	charlie@ctclou.org	ext.301
Heather Burns	Outreach Director	heather@ctclou.org	ext.315
Aletia Robey	Operations & Outreach Programs Manager	aletia@ctc.ou.org	ext.305
Meg Caudill	Education Resource Manager	meg@ctclou.org	ext.313
Keith McGill	Artistic Associate	keith@ctclou.org	ext.310
Tessa McShane	Manager of Student Affairs	tessa@ctclou.org	ext.311
Linsay Chamberlin	Production Manager	lindsay@ctclou.org	ext.310
Hannah Greene	Associate Costume Designer and Props Artisan	hannah@ctclou.org	ext.310

BUSINESS

Zach Sone	Administrative Associate	zach@ctclou.org	ext.310
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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.

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 2023 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 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 enroll@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.

A TIMELINE

- 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.

History continued on next page

- 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.

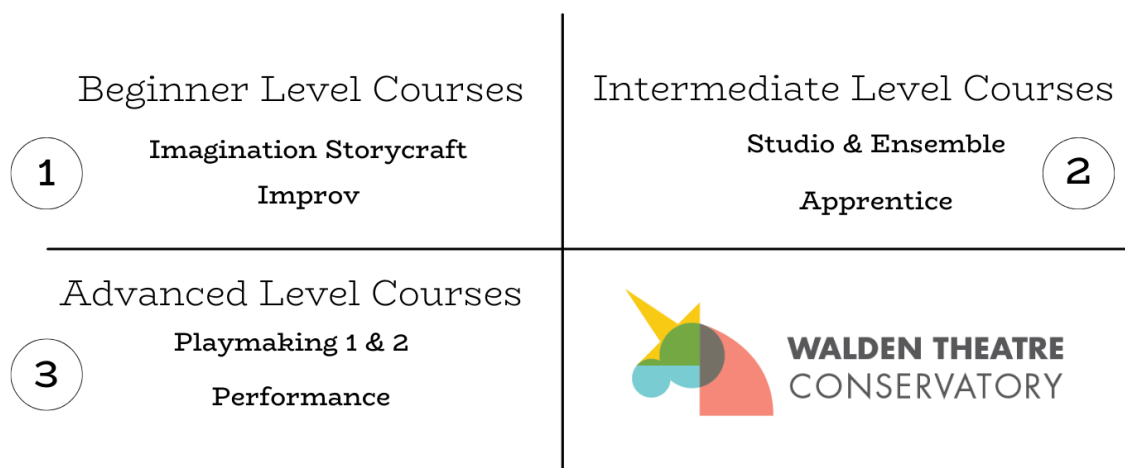
CLASS DESCRIPTIONS

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 a variety of theatrical styles and playwrights that will help set up a young theatre artist for success when entering college or the arts industry.

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.*



BEGINNER LEVEL COURSES

IMAGINATION STORYCRAFT (Ages 6-8)

Saturdays / 9:30-11:30a / January 13 - April 20 / Showcases April 20 - time TBD

Students ages 6-8 work with each other and their instructors to conceive and perform an original play. Spring 2024 semester's theme is *CANDYLAND*. 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)

Saturdays / 10a - 12p / January 13 - April 20 / Showcase April 20 - (Improv 1 @ 11:30a / Improv 2 @ 10:00a)

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

ENSEMBLE (Ages 10-14)

Saturdays 10a - 12p / January 13 - April 20 / Showcase April 20 - 1:00p

****NEW CLASS**** Intermediate students explore acting through ensemble based work. Students learn how to perform scripted material, memorize lines, and fine-tune the fundamentals of acting through group based performance. To register, students must complete one semester of Improv or receive approval from the Artistic Director.

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.

STUDIO (Ages 10-14)

Wednesdays and Fridays 4:30p-6:30p / January 10 - April 17 / Showcase April 17 - 5:30p

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 are grounded in the works of Shakespeare. 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 and Fridays 4:30p-6:30p / January 10 - April 19 / Showcase April 19 - 5:30p

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.

Collaboration: Works constructively in an ensemble.

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 12-16)**

Tuesdays and Thursdays 4:00p-6:00p / January 9 - March 28 / Assessment Meetings TBD

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 12-16)

Tuesdays and Thursdays 4:00p-6:00p / January 9 - March 28 / Assessment Meetings TBD

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 and Thursdays 4:00p-6:00p / January 9 - March 28 / Assessment Meetings TBD

Advanced students engage in rigorous training to further develop their stage presence. Rotations in voice, movement, improvisation complement 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.

SPECIALTY CLASSES

ACTING FOR ADULTS (Ages 18+) *Classes begin in February 2024*

Saturdays 12:30p - 2:30p Taught by Keith McGill

Wednesdays 7:00p - 9:00p Taught by Meg Caudill

Regardless of your experience level, this class will be challenging as you embark or continue your education through improvisational games and scene study. This class will meet any student at any level of experience.

STUDENT CONNECTIONS

At Walden Theatre Conservatory, we offer many different ways for students to connect with one another and engage in activities that compliment their Walden experience. For more information about these groups and how you can participate, please reach out to Associate Artistic Director Jessica De La Rosa.

Hard-Core Club

Hard-Core /'hɑrd,kô(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 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. Email tessa@ctclou.org to access 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 helps students reimagine the way we see theatre, from classical to contemporary, using our own individual experiences for markers of success.

IMPORTANT DATES

48th SEASON OF PLAYS

Little Women

Written by Kate Hamill, adapted from Louisa May Alcott's novel

Directed by Tessa McShane

September 28-Oct 1

Frankenstein

Written by Danielle Mohlman, based on Mary Shelley's novel

Directed by Heather Burns and Meg Caudill

November 10-18

La Bête

Written by David Hirson

Directed by Charlie Sexton

January 19-27

Young Playwrights Festival

Written by CTC Conservatory Students

Produced by Keith McGill

February 16-24

Young American Shakespeare Festival 2024

May 9-19

Twelfth Night

Written by William Shakespeare

Directed by Charlie Sexton

Cymbeline

Written by William Shakespeare

Directed by Meg Caudill



Twelfth Night

by William Shakespeare

Cymbeline

by William Shakespeare

SPRING 2024 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.

JANUARY

Tues 9:	First day of T/TH Classes
Wed 10:	First day of W/F Classes
Sat 13:	First day of Saturday Classes
Fri 19:	La Bête OPEN
Wed 24:	6:30-8:30pm YASF auditions day 1
Sat 27:	La Bête CLOSE
Mon 29:	3:30-6:30pm YASF auditions day 2

FEBRUARY

Sat 3:	Acting for Adults Session 1 begins
Sun 4 - Thu 7:	Unifieds Auditions in Chicago for Seniors
Wed 7:	Acting for Adults Session 2 begins
Fri 16:	<i>Young Playwrights Festival</i> OPEN
Sat 24:	<i>Young Playwrights Festival</i> CLOSE

MARCH

Tues 5:	1st day of YASF rehearsals
Wed 27:	Adult Acting Session 2 Showcase
Thu 28:	Last Day of T/TH Classes

SPRING 2024 IMPORTANT DATES (cont.)**MARCH**

Sat 30: Adult Acting Session 1 Showcase

APRIL

Mon 1 - Sat 6: **SPRING BREAK - NO CLASSES**

Wed 10: Studio TECH

Fri 12: Apprentice TECH

Sat 13: Improv TECH
Imagination Storycraft TECH
Ensemble TECH

Wed 17: Studio Showcase

Fri 19: Apprentice Showcase

Sat 20: Improv Showcase
Imagination Storycraft Showcase
Ensemble Showcase

Tue 30: YASF TECH Begins

MAY

Fri 3 - Sat 4: Oaks/Derby - *NO PROGRAMMING*

Thu 9: YASF OPEN

Sun 19: YASF CLOSE

Tue 21: Senior Send-Off

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: Classes are held at 1123 Payne Street. 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.

Students will enter through the lobby doors, but there is no congregating nor early drop offs at this time.

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 student'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. Guardians: as much as possible, please remain outside maintaining social distance, or in your car until your student is received or released for drop offs and pickups.

Please pay special attention to your class start time. *The doors are not guaranteed to be open* until 15 minutes before the start of class. 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.ctclou.org) for the most up-to-date information about class schedules and cancellations.

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). If you're not receiving emails, please contact mail@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, or Artistic Director Charlie Sexton immediately.

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.

POLICIES (cont.)

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. ***A \$100 non-refundable deposit will be required upon registration.***

Class Tuition Payment Options & Withdrawal Refunds –

A. One-Payment Option: Tuition balance is due September 5th, 2023.

B. Three-Payment Option: Installment payments for the balance are due the 5th of each month starting September 5th, 2023. See installment details on the website listed under your course level. ***NOTE: If you choose the three-payment option, you will not be eligible for a withdrawal refund; you simply will not be billed for installment payments past the date of withdrawal.***

WITHDRAWAL POLICY: while the COVID-19 pandemic officially ended May 11th 2023 it is possible that it may still affect class schedules in the Fall. **If CTC is not able to hold Fall semester classes at all, any payments made prior to and including September 5th WILL be refunded minus the \$100 non-refundable deposit fee.** If CTC is able to start Fall classes, even if in-person classes are interrupted, and CTC is able to offer virtual instruction, your payment will NOT be refunded, as we are confident we can fulfill our promise to students through virtual instruction in place of in-person classes, if needed. If classes are entirely interrupted at any time by an act of god or natural disaster, epidemic or pandemic, acts of government, strikes or other labor disruptions, war, terrorism, public health crisis, or any other event not within the reasonable control of CTC, payments will NOT be refunded.

If for any reason you decide to withdraw from class, a written withdrawal notice must be received via email to enroll@ctclou.org no later than 48 hours prior to the start of class. You will receive a withdrawal confirmation email detailing any refunds due to you and/or any fees due from you.

If you make tuition installments, you will not be eligible for a withdrawal refund; you simply will not be billed for installment payments past the date of withdrawal. Delinquent accounts are not eligible for a withdrawal refund. All refunds are subject to a \$50 administrative fee.

If you choose the One-Time Payment option 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. 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 the \$100 non-refundable deposit fee. Please contact the business office for assistance in refunds applicable on a case by case basis

Tuition prices for 2023/2024 are listed below.

Class	Full Tuition	Three Time Payment Plan
Imagination Storycraft	\$375	\$125
Improv	\$475	\$159
Ensemble	\$575	\$192
Studio	\$725	\$242
Ensemble & Studio	\$950	\$317
Apprentice	\$735	\$245
Playmaking	\$875	\$292
Performance	\$895	\$299
Acting for Adults	\$295	Not Available

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 residing in the same household.

Payment Methods - CTC currently accepts:

- Check
- Credit cards (Visa, MasterCard, Discover, American Express; *no phone transactions*)
- Intuit Payment Network, ApplePay, PayPal, Square

Need-Based Scholarships: Financial assistance is available. Applications are available by request through the enrollment registration.

ASSESSMENTS: All Conservatory students are assessed on their progress at the end of each semester by their instructors. Class standards are posted in the classrooms, and are discussed with the students on the first day of class. Assessments will be emailed to the email address on file with registration information for students at the Apprentice level and below. Playmaking and Performance students will be given their assessments during their end-of-semester meeting. In addition to teacher assessments, 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 has the opportunity to see our productions through an Empty Seat Pass policy. While we won't take reservations for students to see the shows, we invite students to attend the productions and fill in the available "empty seats". 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 the administrative office at mail@ctclou.org

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.
- Instructors reserve the right to remove you from the class at their discretion. Any student who bullies others will immediately be removed from the class 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 Artistic Director Charlie Sexton.***

NOTE on Covid-19

On May 11, 2023, the federal public health emergency for COVID-19 officially ended

(We will continue to stay Compliant with Kentucky & CDC guidelines)

Should Covid-19 become an issue the below policies will be enacted.

These policies will be updated accordingly should the CDC and local health officials implement new guidance. In the event of a policy change, CTC will be in touch directly with enrolled students and their families with said updates.

Arrival

- Students are to be dropped off and will enter through the lobby. Parents are encouraged to stay in vehicles or outside, remaining socially distant but nearby, until check-in is complete and students are cleared to participate.
- As of March 14 CTC will adopt the following mask guidelines:
 - In accordance with the current [guidance from the CDC](#), students and staff will follow the color coded system based on “COVID- 19 Community Levels”
 - COVID-19 Community Levels are a new tool to help communities decide what prevention steps to take based on the latest data. Levels can be low, medium, or high and are determined by looking at hospital beds being used, hospital admissions, and the total number of new COVID-19 cases in an area. Take precautions to protect yourself and others from COVID-19 based on the COVID-19 Community Level in your area.
 - A **RED/HIGH** Level requires the following
 - Wear a [mask](#) indoors in public
 - Stay [up to date](#) with COVID-19 vaccines
 - [Get tested](#) if you have symptoms
 - Additional precautions may be needed for people [at high risk for severe illness](#)
 - A **YELLOW/MEDIUM** Level requires the following
 - If you are [at high risk for severe illness](#), talk to your healthcare provider about whether you need to wear a mask and take other precautions
 - Stay [up to date](#) with COVID-19 vaccines
 - [Get tested](#) if you have symptoms
 - A **GREEN/LOW** Level requires the following
 - Stay [up to date](#) with COVID-19 vaccines
 - [Get tested](#) if you have symptoms
 - IN ALL LEVELS: People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask. Masks are required on [public transportation](#) and may be required in other places by local or state authorities.
 - CTC will post these parameters as well as signage that indicates Jefferson County’s COVID-19 Community level weekly on Mondays. You’ll find this information on our website, socials, and front door.
 - Masks will still be available at the facilities for any student that may choose to wear one at any point of the day.
- Students and staff must keep appropriate social distance in the facility at all times.
- 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 main office line, or email their instructor to gain entry.

During Class

- To reduce exposure, mixing of classes or sections will be limited. Students will largely remain in their classroom for the duration of class.

- 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.
- Generally, food is prohibited during class times. During designated breaks, students will be led outside (weather permitting) to enjoy snacks or other pre-packaged foods brought from home. When outside breaks are not available, students will be monitored appropriately for socially distant snack/break times. Vending machines are now available for student use.
- At times of high community Covid-19 levels and masks are required: 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 the 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 and guardians will be notified of possible exposure. CTC will maintain confidentiality according to applicable federal, state, and local health & safety standards, except in the case of emergency.

Class Dismissal

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

Noncompliance

At times of high community Covid-19 levels and masks are required: 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 an 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 the 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 (call 502.589.0084).
- Thorough cleaning of every classroom will be performed before and after every class. All common areas, and all high-touch surfaces will be cleaned and disinfected regularly in accordance with CDC guidelines.
- Signage of COVID-19 symptoms and prevention measures as well as hand sanitizer are placed throughout the building; touchless navigation of the facility is possible and encouraged; single-direction stairwells have been designated to enforce social distancing measures.

Symptoms/Positive Test

- Staff/students who are vaccinated are not required to quarantine after an exposure to Covid 19, as long as they remain asymptomatic.
- Staff/students who are vaccinated should still follow the following guidelines should they develop symptoms or suspect they have contracted Covid 19.
- 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 COVID-19 diagnosis or exhibiting symptoms of COVID-19 must complete the [Illness/Exposure Report Form](#) on CTC's website so proper contact tracing, per local & state guidelines, may be conducted and those exposed may be contacted. CTC will maintain confidentiality according to applicable federal, state, and local health & 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.
- Staff/students diagnosed with COVID-19 may return to CTC's facility with written clearance from the local health department or upon 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 5 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 5 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 unvaccinated staff/student identified as a closely exposed contact should be placed in home quarantine for 5 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 6 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.

See [Team Kentucky](#) webpage for additional information, including information on testing sites and laboratories performing testing for Kentuckians.

Actors' Equity Guidelines



ACTORS' EQUITY ASSOCIATION

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Actors' Equity Actors' Etiquette

There is a CODE OF CONDUCT by which any Actor worth his or her union membership should abide. Most of these you know — they're just common sense. So when you are lucky enough to work, follow these simple rules.

MEMBER RESPONSIBILITIES:

- ❑ Do not rehearse or perform without a signed Equity contract.
- ❑ Give your best possible performance.
- ❑ Maintain performance as directed or choreographed.
- ❑ Make no unauthorized changes in costume, make-up or hairstyle.
- ❑ Take proper care of all costumes.
- ❑ Appear at curtain calls as directed.
- ❑ Be on time for rehearsals and the scheduled half-hour.
- ❑ Notify the Stage Manager before half-hour if you are ill or unable to reach the theatre in time.
- ❑ Observe the rules as posted on the callboard.
- ❑ Fully cooperate with the Stage Manager.
- ❑ Consult the Deputy and Stage Manager in case of disputes.
- ❑ If disagreements cannot be resolved by the Deputy and/or the Stage Manager, you have recourse to appeal to the staff, Equity executives, the Regional Boards and, ultimately, to the Council.

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.

Equity rules prohibit members from working, with or without pay, for any employer who is not a signatory to an Equity agreement or code, unless Equity has given prior written permission (for example, granted for performances sponsored by a religious institution or to fulfill academic requirements).

Working without benefit of contract is so serious a breach of your professional responsibility that such behavior will subject you to disciplinary action. Such non-union work seriously diminishes Equity's ability to stimulate professional work opportunities, undercuts all other agreements, creates unfair competition, and is ultimately detrimental to the welfare of all the members. Should you have any questions regarding this very important rule, immediately contact Equity staff in the nearest office.

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.

