



SING  
ACT  
DANCE

2018 2019

# **Advanced Music Theatre Troupe Handbook**

Junior Troupe  
Youth Troupe  
Studio Troupe  
Teen Troupe

Bravo Academy for the Performing Arts  
77 Samor Rd., Toronto ON M6A 1J2  
647-350-SING (7464)  
[www.bravoacademy.ca](http://www.bravoacademy.ca)

# Troupe Handbook 2018 2019

Junior Troupe, Youth Troupe, Studio Troupe, Teen Troupe

## Welcome to the Bravo Academy Troupe Program

If you are reading this, congratulations! You have been accepted into one of our Troupe Programs. Whether it's the Junior, Youth, Studio, or Teen Troupe, you have a wonderful year of music theatre ahead of you. As a participant of these programs, you can expect to work hard, make a lot of new friends, and put on mainstage productions and/or showcases, one at the end of each term. Some of you may have been with us in years past, and some of you may be new. Whatever the case, please don't hesitate to get in touch with our administrative team if you have any questions or concerns throughout the year.

## Auditions

Auditions are held each spring for spots in the full-year music theatre programs. Occasionally, auditions for music theatre troupes will be held in December if spots become available for spring term. Role placement auditions are held in September and January for Youth, Studio, and Teen Troupes, and in November for Junior Troupe. Casting is announced on or before the following class.

## Registration

Upon acceptance into the program Bravo Academy requires a completed registration package which includes:

- 1) A non-Refundable Annual Registration Fee of \$30+HST
- 2) A non-refundable deposit of \$200, AND
- 3) 50% of the full-year tuition
- 4) Provide a valid credit card for the remainder of the year's tuition, billed on November 1, 2018.

First installment fees must be paid by May 31, 2018.

## Troupe Program Withdrawal Policy

Withdrawing from the fall production: A refund, minus the Annual Registration Fee of \$30 and 30% of the initial payment will be available to students who give notice before July 1, 2018. No refunds will be issued after July 1, 2018. Written notice is required for all Troupe program withdrawals.

Withdrawing from the spring production: Students who withdraw before November 1, 2018 will not be charged their second tuition installment. No refunds will be issued after November 1, 2018. Written notice is required for all Troupe program withdrawals

## Costumes

All major costume pieces will be provided by Bravo Academy. Students may be asked to bring in minor items (for example: white dress shirt, black pants, khaki pants, leggings, hosiery, etc.) a list of which will be provided for each production. Students should be 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.

## Footwear

Students are responsible for their own proper footwear. Administration will notify students regarding proper performance footwear, which may include jazz shoes, character shoes, tap shoes, or sneakers. Students must bring a change of (indoor) shoes to wear during rehearsal, suitable for movement.

## Hair and Makeup

As part of the costuming process, participants will be given specific instructions as to how their hair should be styled for each show. Each student should provide their own makeup for sanitary reasons.

## Attendance

It is mandatory that all students arrive dressed and ready to start class on time. Students must attend all classes. If a student will be away or late for a class, it is the student's responsibility to call or email the school prior to the class so that adjustments can be made to the rehearsal schedule. Students will be required to book a coaching with an instructor to learn the material missed in class. All coachings are an additional fee. A student may no longer be in a specific number if they miss a major choreography or staging rehearsal and they are not able to catch up before the following class. If a student is repeatedly late or misses two or more classes in a session, they may not be able to continue with the program and take part in the final performances (at the discretion of the artistic team).

Students will be notified well in advance of all Sunday rehearsals which will occur throughout the school year. All Sunday rehearsals are mandatory.

## Rehearsal

Rehearsal schedules are posted online on the Student's Corner section of our website. The Troupe programs run at an advanced level and in order to maintain a high quality program students are expected to:

- Have lines memorized before each rehearsal
- Have music prepared and memorized for each choreography and staging rehearsal
- Review staging, choreography and/or music before each rehearsal

## Conduct

Participants are expected to attend all classes with enthusiasm, positivity and an eagerness to learn. Respect for fellow students, teachers and Bravo Academy staff is very important. There will be zero tolerance for bullying or inappropriate behaviour. In the event of any serious misconduct, the participant will be removed from the program with no refund of tuition fees.

## Extra Lessons and Coachings

It is highly suggested that all Troupe 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.

## Programs

Bravo Academy for the Performing Arts reserves the right to alter or cancel any programs or activities. Rehearsals and show times are subject to change brochures, displays and in house archives (staff, students, parents).

## Privacy

Bravo Academy for the Performing Arts reserves the right to use photographs/video material of the participants for promotional purposes such as web site. All personal information collected will be used for Bravo Academy's purposes only.

## 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 if informed of an expected or urgent call). Any class instructor maintains the right to collect any item of personal technology and hold it until the end of a class. In all cases, there will be no personal technology backstage under public performance conditions. For all students, failure to adhere to the terms and conditions of the policy will result in disciplinary measures.

## Dress Rehearsals and Shows

Performances are the culmination of our hard work all year, and all tech/dress rehearsals are fundamentally important to the safety of our staff and students. Therefore it is absolutely essential and non-negotiable that students be available for all tech rehearsals and performances. Any conflicts with tech/performance dates that are presented after casting may result in the student's removal from the program; no tuition fees will be refunded.

	Junior Troupe	Youth Troupe	Studio Troupe	Teen Troupe
Sunday Rehearsals:	3-4 each term	4-5 each term	5-6 each term	every Sunday
Fall 2018 Tech:	n/a	Nov 25-30	Dec 4-6	Dec 11-13
Fall 2018 Shows:	Nov 24	Dec 1-2	Dec 7-9	Dec 14-16
Spring 2019 Tech:	Apr 11-13	Apr 16-17, May 7-10	Apr 28-May 2	Apr 19, 23-25
Spring 2019 Shows:	Apr 13-14	May 11-12	May 3-5	April 26-28

*\*Note: All Sunday rehearsals, Tech Week and Performance Dates are Subject to Change*

### Junior Troupe:

- Mondays, 6:00-8:00pm & Sundays 9:30am-12:30pm
- Tuition: \$1300+HST, \$30 Annual Registration Fee

### Youth Troupe:

- Thursdays, 6:00-8:30pm & Sundays 9:30am-1:00pm
- OR
- Saturdays 1:00-3:30pm & Sundays 1:00pm-4:30pm
- Tuition: \$2000+HST, \$30 Annual Registration Fee

### Studio Troupe:

- Wednesdays, 6:30-9:30pm & Sundays 12:30-4:00pm
- Tuition: \$2200+HST, \$30 Annual Registration Fee

### Teen Troupe:

- Tuesdays, 6:30-10:00pm & Sundays 4:30-10:00pm
- Tuition: \$2400+HST, \$30 Annual Registration Fee