

**PROGRAM BULLETIN - FOR REVIEW**



Welcome to the tenth season of Much Ado About Shakespeare, LLC in Westchester! Thank you so much for joining us. With love and appreciation, we welcome back our returning students and families. To those joining us for the first time, we welcome you to our ever-expanding Shakespearean family. We are honored that you all have chosen to include us in your lives and your education.

**The Plays**

The students will rehearse and perform an edited version of one of Shakespeare's great plays. Much Ado works from the original text, preserving the Elizabethan English, while adapting the script for classroom use. The younger class will follow the traditional **Renaissance Program**, with its play set in Shakespeare's time period. For the older class, it is possible we *may* choose to journey into the **Here and Now Program**, setting the play in a different time period and culture, while still maintaining the script's Elizabethan English. We will finalize our play and program selections as registration gets confirmed and each class develops into an ensemble during the first month. The plays currently under consideration for this season are: Love's Labour's Lost, The Merry Wives of Windsor, The Taming of the Shrew, The Winter's Tale, The Merchant of Venice, The Tempest, Twelfth Night, Cyrano de Bergerac (by Rostand) and A Playdate with Shakespeare (a compilation of scenes being considered only for a younger class).

Please be aware that Shakespeare's plays are often inherently bawdy and irreverent, or dark and tragic. They can, and often do, address romance, religion and even violence. Although we edit the plays for classroom use, we cannot revise the plays to fit all sensibilities. Please make sure you have considered this as you make your commitment to the season.

**FOR REVIEW****The Specialty Classes**

Our journey into the world of Shakespeare and the theater will lead us into exploring such specialties as: Period Dance, Period Song, Speech/Voice, Stage Combat, Improvisation, Acting, Characterization, Theme Exploration, Text Analysis, Exploration of Period History and Stage Make-up. The exact specialties covered in each class will depend greatly upon the needs of the production. Through the Character Diary project, the students will develop their characters and explore the themes of their play. As the season progresses, our training and exploration will be incorporated into our rehearsal process and the final production.

**Class Schedule and Location**

In general, classes will be held on Tuesdays\* from October 23, 2018 – April 3, 2019 at Holy Nativity Episcopal Church, 6700 83<sup>rd</sup> Street, Westchester, CA 90045 as follows:

October	23, 30	
November	6, 13, 20, 27	
December	4, 11, 18	(Class does NOT meet on 12/25)
January	8, 15, 22, 29	
February	5, 12, 19, 26	
March	5, 12, <u>19</u> , 26, <u>28</u> *	(*3/28 is a Thursday; <u>3/19</u> , and <u>3/28</u> are two-hour classes)
April	<u>2</u>	( <u>4/2</u> is a two-hour class)

***IMPORTANT:*** *Our final weeks leading to production include a Thursday class and a few two-hour classes. Please plan on attending all classes in the final weeks and the performance day as they are mandatory.*

The classes will be grouped mainly by age and experience. The specific age split and class times will depend upon the ages and numbers of registered children. Final class assignments will be decided after registration. Class placement is subject to overall registration.

Class 1	10:00 am – 11:30 am	approx. 5-10 yrs old
Class 2	11:30 am – 1:00 pm	approx. 11-17 yrs old

**Performance**

We are intending Performance Day to happen on the day and evening of Wednesday, April 3, 2019 at the venue we found last season, The Pico Playhouse. Arrangements are still being confirmed. Please keep the range of April 3 - 14 available as we may need to adjust the performance day, depending on the availability at the new venue. Technical rehearsals generally run between four and five hours on the same day as your performance. We will update you once the arrangements are set and send out a more specific schedule as we approach Performance Day.

**FOR REVIEW****Pre-Show Scene Program**

We are proud to again be offering the pre-show program for the older class this season. We are thrilled by the incredible commitment and achievement the pre-show students show each year. The Pre-Show Scene Program is a wonderful opportunity for students seeking additional Shakespearean challenges beyond the class production. We will be offering eligible students the chance to rehearse and perform a Pre-Show Scene. Participation is completely optional. In general, eligibility depends upon a) having lines confidently memorized for the class production by the assigned Off-Book Date and b) meeting the preparation requirements of the Pre-Show Scene Program. Pre-Show rules and requirements will be distributed close to the Off-Book Date for memorization of lines.

In order to cover the increasing costs of conducting the Pre-Show Program (staff, administration, classroom rental and performance space rental), the Pre-Show Program will now involve an additional fee of \$ 90.00 per pre-show group. Because each pre-show group is composed of three students, the cost per pre-show student is \$ 30.00. However, the families involved may divide the cost among themselves as they wish. For any charter students, please add a \$5.00 processing fee per charter student. Please submit for \$35.00 per student if you plan to use charter funds.

**Classroom Conduct**

It is always our priority to maintain a positive and supportive learning environment in the classroom and in the theater. Above all, students must be respectful towards staff and each other and supportive of each other in their classwork. A positive and productive learning environment requires respectful, safe and cooperative behavior from all students. In the case of any inappropriate or counterproductive student behavior, the following steps, in order, may be taken by the instructor:

1. A Gentle Reminder of Appropriate Class Behavior
2. A Brief Period Away from the Group
3. Dismissal from Class for the Day and a Family Conference
4. Role Revocation and/or Dismissal from the Program

In the case of unsafe behavior, the instructor may employ a stricter standard. Please see the Rules and Policies regarding safety and appropriate behavior.

**Fees**

The program fees per student are \$438.00 (\$462.00 for charter families\*\*). Fees must be paid according to the following schedule:

With Reg. Forms	75.00 ( <i>non-refundable deposit</i> )
By 10/23/2018 ( <i>first class day</i> )	181.50
By 1/22/2019	181.50

Please make all checks payable to: Much Ado About Shakespeare, LLC. Please see the Rules and Policies regarding registration and payments.

*\*\*Charter School Families: All charter families must pay the \$75.00 per student deposit directly to Much Ado. This will be refunded once the charter has paid Much Ado in full. Charters typically do not pay until about 4-6 weeks after the end of the program's completion. Due to the*

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*significant additional administrative processing Much Ado encounters for charter students, we are now adding a small additional fee of \$24.00 to the program cost for charter students. Please have your EF submit a PO for the full \$462 amount per student. We are approved vendors with most charter schools. For instructions on how to submit your P.O., please contact us directly.*

### **Refund Policy**

Cancellations or withdrawals after the second class can substantially impact the ensemble work in class, the casting process and rehearsals. If you choose to withdraw your child from the program on or before the second class day (October 30, 2018), we will provide you a refund your payment for that child minus a \$75.00 fee. However, after the second class day, ***no refunds will be available***. This refund policy applies regardless of your child's class assignment or casting in the production.

### **Submitting Your Registration**

Please mail your fully-completed Registration Forms with your deposit for each student to our Site Coordinator:

Liza Lang  
2907 Olive Ave.  
Altadena CA 91001

Returning Westchester Students: You may use the one-page Renewal Form instead of the full three-page set of forms, if you wish.

New Students or Students Returning from other Much Ado sites: Please complete the first three forms below. You do not need to complete the Renewal Form as well.

### **We Are Available**

Should you have any questions, please call us at (323) 275-0990 or email us at [muchado@earthlink.net](mailto:muchado@earthlink.net). We will be happy to help you. Our wonderful Site Coordinator is Liza Lang (424) 653-8599 cell; [lizasheehan@hotmail.com](mailto:lizasheehan@hotmail.com).

We are looking forward to a fantastic season with you all!

Thank you,

Stuart  
of Much Ado About Shakespeare, LLC  
"All the world's a stage..."

*Your registration and enrollment are not complete until all of your application and registration forms have been reviewed and accepted by Much Ado and you have received written confirmation from Much Ado. All applications, deposits, reservations, payment, registrations and/or renewals are subject to Much Ado's Rules and Policies. Please see our Rules and Policies on our website at: [www.muchadoaboutshakespeare.com](http://www.muchadoaboutshakespeare.com).*

*Much Ado About Shakespeare, LLC reserves all rights.*

**PLEASE PRINT, FILL OUT AND MAIL IN WITH DEPOSIT**

## *Much Ado About Shakespeare, LLC*

Information Form, Publicity Release, & Waiver and Release

### Information

_____	_____	_____	_____
Student(s) Name(s)	Birthdate(s)	Site	Program
_____	_____	_____	Season
_____	_____	_____	Home Phone
_____	_____	_____	Cell Phone
Address	_____	_____	Parent Email
_____	_____	_____	Student Email

**At the bottom or on an additional page, please list any Interests, Special Skills, and Goals for this year. Is there anything special you would like us to know about you?**

*Your registration and enrollment are not complete until all steps of the registration process have been completed, all of your application and registration forms have been reviewed and accepted by Much Ado and until you have received written confirmation of registration and enrollment from Much Ado. All applications, deposits, reservations, payments, registrations and/or enrollments are subject to Much Ado's Rules and Policies. Please see our Rules and Policies on our website at [muchadoaboutshakespeare.com](http://muchadoaboutshakespeare.com). Much Ado About Shakespeare, LLC reserves all rights.*

### Publicity Release

I hereby grant Much Ado About Shakespeare, LLC and its Staff permission to photograph and video record me and to use those photographs, other photographs in which I may be included, and videos, for advertising and publicity purposes, inclusive of print advertising, educational videos, television, videotaping, or film broadcast in connection with the advertising and promotion of Much Ado About Shakespeare, LLC.

I acknowledge that the photographs and videos described above and all reproductions thereof are the property of Much Ado About Shakespeare, LLC and that I have no rights therein.

I hereby release and discharge Much Ado About Shakespeare, LLC and its Staff from any and all claims and demands arising out of or in connection with the use of such photographs and videos described above, including, but not limited to, claims and demands for compensation, libel, defamation, violation of privacy or publicity rights or infringement of any literary, property or other rights.

**I have read and fully understand the above.**

\_\_\_\_\_  
Signature(s) of Minor(s)

\_\_\_\_\_  
Date

As the parent (or guardian) of the minor(s) who has (have) signed the above release, I have read and fully understand the above, and I agree that I and such minor(s) shall be bound thereby.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

### Waiver and Release

I hereby give my consent for my child(ren) \_\_\_\_\_ to participate in the classes and activities offered by Much Ado About Shakespeare, LLC and hereby absolve and release Much Ado About Shakespeare, LLC and its Staff from any and all liability for any injury or damages that may be incurred by my child(ren) in the Much Ado About Shakespeare, LLC classes and activities.

**I have read and fully understand this waiver and release.**

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name(s) of Participant(s)

**PLEASE PRINT, FILL OUT AND MAIL IN WITH DEPOSIT**

# *Much Ado About Shakespeare, LLC*

Commitment Form and Medical Treatment Authorization

## Student and Parent Commitment Form

Students in the Much Ado About Shakespeare, LLC program and a parent (or guardian) must sign this form stating their commitment to abide by all the program policies, rules and requirements and that they have checked their family’s personal calendar (including the athletic calendar) for conflicts with classes.

**Please state any anticipated schedule conflicts with classes immediately below. Conflicts that arise later, other than serious emergencies, are not acceptable.**

**Conflicts:** \_\_\_\_\_  
\_\_\_\_\_

By signing below, I am indicating that I have read and understand the Program Bulletin, including the schedule and refund policy, and the Rules and Policies. I understand and agree to the policies, rules and requirements contained in the Program Bulletin and the Rules and Policies and will abide by all of them. Further, I have checked my family calendar and noted all anticipated conflicts on this page.

\_\_\_\_\_  
Signature(s) of Student(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

## Medical Treatment Authorization

I do hereby authorize in the event of an accident, injury, or illness of the said below named child(ren) that if I (we) the parent(s)/guardian(s) cannot be contacted, Much Ado About Shakespeare, LLC and its Staff may act as agents for the undersigned to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable, as is to be rendered under the general or special supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act of California.

I understand that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required and is given to give consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician or surgeon in the exercise of his/her best judgment may deem advisable. This authorization is given pursuant to provisions of Section 25 of the California Civil Code of California.

\_\_\_\_\_  
Name(s) of Child(ren)

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

### **Emergency Contact Information**

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Address

**PLEASE PRINT, FILL OUT AND MAIL IN WITH DEPOSIT**

***Much Ado About Shakespeare, LLC***

**Parent Comment Form**

Dear Parents,

In providing the best educational experience for each student, we depend upon your assistance and support. Please use this form to describe any physical, emotional, behavioral or learning conditions concerning your child(ren) which might affect your child(ren)'s ability to participate fully, respectfully, safely and cooperatively within the program.

Also, throughout the program please continue to update us in writing as to any changes in these conditions or development of new conditions.

As stated in the Rules and Policies, because this information is so important, failure to follow these requirements may result in dismissal from the program with no money refunded.

We appreciate your sharing this information with us.

Thank you.

Student Name(s)

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Parent Signature

Date

**ATTENTION: THIS ONE-PAGE RENEWAL FORM IS ONLY FOR STUDENTS**

**PREVIOUSLY REGISTERED AT THIS SAME SITE.** Please print and complete all items below and provide initials and signatures. For your reference, the full set of blank Registration Forms is on pages 5-7.

_____	_____	_____	_____
_____	_____	_____	_____
<b>Student(s) Name(s)</b>	<b>Birthdate(s)</b>	<b>Site</b>	<b>Program</b>
_____	_____	_____	<b>Season</b>
_____	_____	_____	<b>Home Phone</b>
<b>Address</b>	_____	_____	<b>Cell Phone</b>
_____	_____	_____	<b>Parent Email</b>
_____	_____	_____	<b>Student Email</b>

Your registration and enrollment are not complete until all steps of the registration process have been completed, all of your application and registration forms have been reviewed and accepted by Much Ado and until you have received written confirmation of registration and enrollment from Much Ado. All applications, deposits, reservations, payments, registrations, renewals and/or enrollments are subject to Much Ado's Rules and Policies. Please see our Rules and Policies on our website at [muchadoaboutshakespeare.com](http://muchadoaboutshakespeare.com). Much Ado About Shakespeare, LLC reserves all rights.

A. Please state any anticipated schedule conflicts with classes immediately below. Conflicts that arise later, other than serious emergencies, are not acceptable.

\_\_\_\_\_

B. Please update information regarding any physical, emotional, behavioral or learning conditions which might affect your child(ren)'s ability to participate fully, respectfully, safely and cooperatively within the program. If there are no such conditions, please write "no such conditions."

\_\_\_\_\_

C. Please update your emergency medical contact information.

Parent/Guardian \_\_\_\_\_ Phone Contact \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

D. I, the undersigned, have previously filled out and executed the Registration Forms for Much Ado About Shakespeare, LLC for the classes held in the year \_\_\_\_\_.

I hereby agree that all the terms and conditions of those forms shall fully apply to the current or upcoming session of classes being held in the year \_\_\_\_\_ and shall be deemed to be in full effect for the entire duration of the Program and Season noted above for all the students listed above.

E. Referring to those previously executed Registration Forms, I specifically reaffirm, renew and extend the:

**Publicity Release**

\_\_\_\_\_

\_\_\_\_\_

Parent (please initial)

Student (please initial)

**Waiver and Release**

\_\_\_\_\_

Parent (please initial)

**Student and Parent Commitment Form**

\_\_\_\_\_

Parent (please initial)

\_\_\_\_\_

Student (please initial)

**Parent Comment Form**

\_\_\_\_\_

Parent (please initial)

**Medical Treatment Authorization**

\_\_\_\_\_

Parent (please initial)

I have read, understand and agree to all of the above.

\_\_\_\_\_

**Signature of Parent** (full signature)

\_\_\_\_\_

**Date**

**FOR REVIEW**

# *Much Ado About Shakespeare, LLC*

## *Rules and Policies*

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*These Rules and Policies are subject to change and may vary according to specific site and/or program.*

*These Rules and Policies apply to all program activities, including but not limited to, classroom activities, technical rehearsals and performances. These Rules and Policies apply to all areas of the facility in use, including but not limited to, the classroom and performance areas.*

*All references to parents herein include legal guardians as well.*

- This is not a PRODUCT-focused program. The emphasis is on the PROCESS. The process we use to accomplish our goals, the relationships we build with the others in the ensemble and our attitudes towards the work and each other are of equal, if not more, importance than the final presentation.
- Each student is expected to work toward a performance/presentation and must be available to participate in the performances, and associated dress rehearsals. Participation in dress rehearsals and performance is required. Please do not enroll and expect a part if you will not be available for the dress rehearsals and performances.
- Roles will be assigned by Much Ado About Shakespeare, LLC staff in their sole discretion. These decisions are final.
- When a student is assigned a role, he/she is responsible for memorizing his/her lines by the stated offbook dates. At Much Ado's sole discretion, if the student is not meeting this obligation, his/her lines are subject to reduction and/or reassignment to another student.
- Above all, each actor/student must be respectful towards staff and each other and support each other in their classwork. A positive and productive learning environment requires respectful, safe and cooperative behavior from all students. In the case of any inappropriate or counterproductive student behavior, the following steps, in order, may be taken by the instructor:
  1. A Gentle Reminder of Appropriate Class Behavior
  2. A Brief Period Away from the Group
  3. Dismissal from Class for the Day and a Family Conference
  4. Role Revocation and/or Dismissal from the Program

Particularly in the case of behavior that jeopardizes the safety of anyone associated with the program, the instructor may employ a stricter standard, which may include immediate suspension from the program or dismissal from the program and being permanently barred from the program in the future. Much Ado reserves the right to take whatever action it deems appropriate at any time to deal with inappropriate and unacceptable behavior or actions, or any behavior or actions that violate these rules and policies.

- The attire worn in class must be safe, comfortable and easy to move in, with shoes that do not slip or roll. Safe footwear is required. Shoes must be closed-toe and must fasten securely. No bare feet, flip-flops, loose or backless shoes, or shoes with wheels are allowed. If a student is inappropriately dressed, he/she will be asked to sit out for the class. Repeated violations of this policy may result in further disciplinary action by Much Ado.
- Students must arrive on time to each class. Habitual tardiness will result in a family conference. Continued tardiness may result in dismissal from the program with no money refunded.

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- If a student misses more than two classes without giving advance notice and getting Much Ado's approval, he/she is subject to dismissal from the program with no money refunded.
- The facilities at which we hold Much Ado classes generally have offices and other ongoing activities. Because of this, excessive noise and/or boisterous behavior are not appropriate or allowed in the classroom and surrounding areas. Students should limit themselves to the classroom and nearby restroom areas. All students who have been signed-in must at all times be attended by a Much Ado staff person or a supervising parent and this shall continue until the student is signed-out. Students must be respectful of all others using the facility and all property at the facility. No food or drinks are allowed in the classroom except water.
- We make every effort to cut or rework material from the original scripts in order to keep the plays classroom-appropriate. However, please understand that Shakespeare's plays are at times inherently bawdy, somewhat vulgar, violent and passionate. They can, and often do, address romance, religion and even violence. Further, improvisation and acting exercises are by their very nature free-form and spontaneous. A certain amount of risk-taking and adventure is inherent in the creative process. Therefore, parents and students should understand that not every exercise or scene will suit each individual's sensibility. Just as in Shakespearean scenes, exercises and improvised or written scenes may include references to romance, religion and even violence. Much Ado About Shakespeare, LLC will not adapt the plays or other classroom activities to meet individual family expectations. Please make sure you have considered this fully before you make your commitment to the season.
- Communication is essential. At registration, using the Parent Comment Form, parents must inform Much Ado in writing of any physical, emotional, behavioral or learning conditions concerning their child(ren) which might affect their child(ren)'s ability to behave respectfully, safely and cooperatively within the program. In addition, parents must keep Much Ado updated in writing as to any changes in these conditions or development of new conditions. Failure to follow these requirements may result in dismissal from the program with no money refunded.
- Much Ado depends upon the cooperation and teamwork of the program's parents. A healthy student ensemble must have the support of a healthy parent ensemble. By registering, parents agree to work with each other and the staff with respect, honesty, cooperation, safety and teamwork. Parental behavior that does not adhere to these principles may result in dismissal from the program with no money refunded.
- Parents (or guardians) must pay all required fees by the payment due dates stated in the Program Bulletin or, if applicable, in any approved payment plan or Scholarship Fund Application, regardless of whether their child completes the program. Failure to pay by the payment due dates without prior written approval from Much Ado About Shakespeare, LLC will result in dismissal from the program with no money refunded. Dismissal from the program for any reason does not alter or negate the parents' (or guardians') obligation to pay all fees.
- Parents (or guardians) are solely responsible for the safe drop-off and pick-up of their child(ren) to and from the class or performance facility. Further, parents are solely responsible for getting their child(ren) to and from the designated sign-in/sign-out area in a timely and safe manner. Parents are solely responsible for signing their child in and out using the Much Ado class sign-in sheet maintained by the site coordinator each class day. In the event of parents needing to make alternative arrangements for drop-off or pick-up, parents must contact their site coordinator in advance and specify these new arrangements. Such alternative arrangements are the sole responsibility of the parents. Much Ado does not assume any liability in such cases.

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- Much Ado About Shakespeare, LLC has a strict zero-tolerance policy towards bullying. This includes physical, verbal and emotional bullying in the classroom or on-site. Much Ado will not tolerate situations in which students feel intimidated or threatened in any way. By registering, the parents and students agree not to engage in any bullying behavior whatsoever. Such behavior will be addressed by Much Ado and may result in being dismissed from the program with no money refunded.
- While Much Ado is not able to monitor and regulate behavior or actions that may occur outside of its program activities, Much Ado requests actors/students and their family members and friends to avoid conduct and behavior that could have a negative impact on the program. For example, gossip and rumors regarding program participants and their families, online communications and postings regarding the program and its participants and their families, in-person confrontations, or other such conduct that has the potential of having a negative impact on the program and its participants should be avoided. Much Ado expects each participant and family members to conduct themselves professionally and to be respectful towards all participants, their families and friends and all staff and other individuals involved in the program.
- Much Ado About Shakespeare, LLC reserves the right to act in its sole judgment and discretion in responding to any issues of safety or potential threats to the program's integrity and/or professional environment. Such actions may include, but are not limited to, family conferences and/or the dismissal from the program with no money refunded.
- An applicant's or student's registration and enrollment is not complete until all steps in the registration process have been completed, all application and registration forms have been reviewed and accepted by Much Ado and until the applicant or student has received written confirmation of registration and enrollment from Much Ado. Further, Much Ado About Shakespeare, LLC reserves the right to refuse the application, deposit, payment, reservation, registration and/or enrollment of any applicant or student.
- Refund rules and policies vary according to site and type of program. Please contact the site coordinator for the refund policy appropriate to your site and program. Please email Much Ado at [muchado@earthlink.net](mailto:muchado@earthlink.net) for your site coordinator's contact information.
- Much Ado reserves the right to modify and supplement these rules and policies in its sole and absolute discretion at any time. Participants and their families should refer to the Much Ado website for the most current version of the rules and procedures that apply to all participants and their families, and by registering in this program, participants and their families agree to be bound by any modifications and supplements that Much Ado makes to these rules and policies at any time.
- Much Ado cannot predict each and every circumstance that may arise during the course of its programs. Much Ado strives to provide the best possible atmosphere for its participants, including a safe, respectful and professional learning environment. Should issues come up that are not addressed by these rules and policies, Much Ado reserves the right to address such issues in its absolute and sole discretion to insure the best interests of its program and participants in the program. If any participant or his/her family members have any questions about any aspect of the program, such inquiries should be directed to Much Ado About Shakespeare, LLC.