

BTP



2018 COMPANY HANDBOOK

This is the **BTP Company Handbook**. It should be read thoroughly by you and your parents or legal guardian if you are a minor. Please examine this Handbook closely so that you will be thoroughly prepared for your three weeks at Broadway Theatre Project.

Obviously, not all can be captured within this document yet the **2018 Company** will have a starting point at which to begin.

**AFTER READING THIS DOCUMENT, IF YOU HAVE QUESTIONS, PLEASE CALL:
888-874-1764 OR EMAIL GIULIA FALABELLA WHO IS THE ADMINISTRATIVE
ASSISTANT TO ME IN THE ARTIST DIRECTOR ARE.:
GIULIAFALABELLA322@GMAIL.COM.**

Arrival

Apprentices should plan on arriving in Tampa between 1:00p.m. and 4:00p.m. on July 8, 2018. Check-in at **TownePlace Suites Tampa North/I-75**, a Marriott Property, is at 3:00p.m.

The address for TownePlace Suites Tampa North/I-75 is:

**6800 Woodstork Road
Tampa, Florida 33637**

Phone: (813) 975-9777

Airport transportation will be provided for students flying into Tampa. **Shuttle service will run between 1:00p.m. and 5:00p.m.** Upon arrival at **Tampa International Airport**, students will find the airport easily navigable with shops, eating places, a bookstore, and comfortable chairs everywhere. When it is time to catch the shuttle, students need only take the escalator associated with their airline to baggage claim where they will see the BTP representatives waiting in the baggage claim areas. Students should look for people wearing BTP shirts or carrying BTP signs and these representatives will be looking for them as well. The students, along with their baggage, will then be directed to shuttle pick up areas. BTP will be following flight arrivals and if a flight is delayed, the pick-up time will be adjusted accordingly.

Apprentices who arrive in Tampa before 1:00p.m should wait at baggage claim for the first shuttle pick up as the time approaches. Broadway Theatre Project shuttles will stop running at 5:00p.m. Students arriving after 5:00 p.m. should arrange their own transportation to the hotel. If flights that are due to arrive before 5:00p.m. are delayed and arrive later, exceptions will be made and BTP will provide transportation to the hotel.

BTP is not able to provide early check in on the morning of **July 8th**. Students choosing to fly into town early must make their own accommodations. If students do fly in on **July 7th** they might choose to stay at the airport hotel and then meet our shuttles the next day. Please note this on your **ARRIVAL INFORMATION FORM** if you do plan to arrive early. This form should contain all information regarding your travel to Tampa such as the exact time you are due to arrive, for example. Please note that BTP is **NOT** responsible for these students until they are officially on the shuttle on the way to the hotel on **July 8th**.

There are no rules about parents arriving in Tampa with their students. If parents decide to do so they will need to provide their own transportation. They are welcome to stay in order to get the student organized in his/her room and for the meet and greet. Parents are discouraged from visiting the Project classes between the first day and the first day of the Festival.

Students who choose to drive themselves to the hotel must turn their car keys in to Joe Fenlon, BTP'S Executive Director and the Director of Resident Life, immediately upon check in. He will have sole possession of the keys for the duration of the Project. No students are allowed to drive during the Project. This rule applies to the assistants also, unless a request is made by an administrator.

Violation of this rule could result in the dismissal of an **apprentice from BTP**.

Please complete the **ARRIVAL INFORMATION FORM** and return it to GiuliaFalabella@gmail.com. The **ARRIVAL INFORMATION FORM must be returned by June 17, 2018**.

Registration

When you arrive at the hotel you should look for **Broadway Theatre Project** signs. You will check in, receive your room assignment and be given other pertinent information. The hotel will require you to give a **credit card for room incidentals**. You may then go to your hotel room to unpack, read the information you received at check in, become acquainted with your surroundings and meet your roommates and other apprentices.

Apprentice Meet and Greet and Orientation

At 5:30 p.m. apprentices will gather with the people who are in charge of making certain that all of the different parts of the school run well; administrators, faculty members and assistants. There will be a very short meet and greet for the students and then all will be dismissed for dinner.

After dinner, the students will meet with the resident life faculty and others important to their program. This session will cover classes, class compartment, rules and regulations, performance, and other pertinent information.

Apprentices must bring something to write with and something to write on to the meeting.

Parents are welcome to attend the meetings if they so desire.

Housing

As mentioned earlier, students will be housed at **TownePlace Suites Tampa North/I-75**. This hotel is located a few minutes from the University of South Florida campus. The hotel is very generous in arranging transportation to pick up apprentices or to take them to classes. The hotel shuttles will pick up the apprentices each morning after breakfast and drive them to USF. In the evening the same bus will return the apprentices to the hotel. **BTP has a firm policy of not allowing a student to spend the night away from the hotel without written permission from a parent/guardian and the approval of the Program Director.** Only family members or close members of the family **will be allowed to visit and all visits must be cleared by the Program Director in advance.**

Students **do not** need to bring towels or sheets as there will be changes of linens and towels during the three weeks by the hotel.

Either three students will reside in two bedroom suites or two students will reside in studio suites. In the two bedroom suites, there are two bedrooms with queen sized beds, a living room with a sofa-bed, one bathroom and a kitchen. The studio suite has a queen-size bed, a living room, a sofa-bed, a bathroom and a kitchen. In all rooms, the students are asked to rotate beds after one week so that no one feels that they are on the sofa-bed in the living room their entire stay. We have found, to our amazement, that many of those who start in that room do not wish to leave that room as the bed is comfortable and the room is very large with every amenity available that one can imagine. Either way, we have had no complaints.

Internet Use

Wireless Internet service is available in each guest room in the hotel at no cost. If students choose to bring laptop computers, they do so at their own risk. Students will also have occasional Internet access on the USF campus during breaks.

Housing for Families

Families requiring room reservations while in Tampa should consider TownePlace Suites Tampa North/I-75 or the Residence Inn, also by Marriott and on the same property. There will be some rooms held for BTP guests at a slightly discounted rate.

Room Assignments and Protocol

The assignment of apprentice rooms is done with great care. All adults with this Project are very aware of the age differences existing within this fertile learning atmosphere. Parents should be assured that the ratio of BTP adults to students is excellent. As an example: If we decide to divide by age, then

what we call Pre-Professional students, or those who have graduated from college or who are over 18 or 19 and are on their way to a professional career, are grouped together. Within that group, the males are separated from the females. The Pre-College students, or those who start at approximately age 15 and are still in high school are separated from the Pre-Professional students. Within that group, the males are separated from the females. **It should be clear to all that the students are closely monitored 24 hours per day.**

Parents are welcome to visit their students when they would like to outside of class/rehearsal times provided they inform the Program Director so that he or she can let Joe Fenlon, the Director of Resident Life, know that a student will have visitors.

Friends of apprentices **WILL NOT** be allowed to visit the rooms as we have found that they bring in an outside element that can remove the intense concentration required of students of this caliber who are attempting to accomplish more than a year's worth of material with the best in the industry. They are most welcome, however, to come to the Festival the last two and a half days of the Project. We hope that they will attend those days so that they can see the process that an apprentice must go through to complete the 3- week program successfully.

It is important to mention that BTP faculty members are also housed at the TownePlace Suites Tampa North/I-75. The faculty are not housed, unless they are chaperones, near the students. This is a situation that has been carefully developed. One rule of this Project is that once the apprentices go back to their living quarters at the end of the day, they should become kids again, or adults who are not attempting to network with those in the business. This business of show is much about networking and it is frequently about being "on." When it is time to rest, we want them to be "off." It is important to maintain one's true identity.

The following will be discussed in a very thorough manner at the Project, but in general:

Misconduct of any type will not be tolerated in the hotel and may result in the dismissal of the student from the Project.

Assignment of Roommates

This section will delve into the subject of roommates a bit more deeply. Roommates will be assigned prior to the first day of the Project. Students will be given the names of their roommates at check in. Roommate and room number assignments are not finalized until shortly before the Project begins and are subject to change any time prior to check in.

Roommate requests are usually not possible given that 3 students are assigned to a room. We also feel strongly that students should meet new students and that a company feeling develops more quickly when students are placed with people they do not know from home.

If there are extenuating circumstances involving a student's health or well-being and parents feel strongly that a roommate must be requested, please contact the Broadway Theatre Project office as soon as possible.

Changes in room assignments once the program begins are only made in particular circumstances. Such cases must first be presented to one of our Program Directors, and are in no way guaranteed.

Resident Life Faculty

Broadway Theatre Project's Director of Resident Life is Joe Fenlon, who is also BTP's Executive Director. Mr. Fenlon is the Head of the Tampa Preparatory Middle School. Joe Fenlon has been with the Project since the days the doors opened. He and his wife, Cindy, who is the Head of the Middle School at St. John's Episcopal, will be the Resident Life Faculty members in charge of the students at the hotel. BTP's chaperones are always adults and Administrative Assistants who have been selected by the BTP Administration who have been interviewed at some length by Debra McWaters or Joe Fenlon and are employed directly by BTP during the Project. They will be living at Towne Place Suites Tampa North/I-75 with the

apprentices enforcing curfew and other BTP regulations. Resident Life Faculty members also meet regularly with apprentices to call role, address schedule changes and are also available to discuss daily matters pertaining to the Project. The students normally become very attached to these devoted people.

Laundry Service

A coin laundry is available in the hotel. However, students should know that professionals on tour frequently do not have the opportunity to take time to wash mounds of dance clothing daily. The trick is to buy a large bottle of Woolite and wash out clothes in the sink each night, let them air dry and one will have clean clothes each day. Many in the business use exactly this trick while on the road and highly recommend it.

BTP Apprentices' Mailing Address

All students may receive mail and packages at the TownePlace Suites Tampa North/I-75. Students may **not** receive mail at the Broadway Theatre Project office. All mail sent to a BTP apprentice must be mailed to the **TownePlace Suites Tampa North/I-75; 6800 Woodstork Drive; Tampa, FL 33637.** Please include the **Apprentice's name and room number** and the words, "**Broadway Theatre Project**" on all letters and packages as well as the words, "**To the Attention of Bonnie Brown**", the Liaison between the hotel and the Project. She is personally responsible for making all mentioned above available to Broadway Theatre Project.

Phone Calls

If there is an **emergency** or if a parent has difficulty reaching his or her child, contacting the BTP office at 888-874-1764 is permissible. Parents are asked to remember that the students have a very demanding schedule and their phones are turned off during classes and rehearsals. Phone calls from parents and/or friends may be received at night but will not be put through by the hotel unless the room number and name can be given to the operator.

If a student needs to make a long distance call and does not have a cell phone they will need to provide a credit card to the front desk of the hotel before the call can be made.

Meals

Apprentices will be served three meals a day. Proper nutrition is essential in maintaining the health and energy necessary to survive in this Project and in this business; therefore, apprentices are expected to attend all meals. Students who are not eating enough to maintain the energy required for the rigorous work schedule at BTP may be asked to leave. Lack of eating and staying properly hydrated can lead to serious health problems that BTP is not equipped to handle. **Any food allergies or restrictions must be communicated to the BTP office via the PHYSICIAN'S HEALTH ASSESSMENT AND PHYSICAL EXAM FORM by June 17, 2018.**

Breakfast will be taken at the hotel. There is a continental buffet with one or two hot items available at the hotel each morning. Both lunch and supper will be eaten at the USF cafeteria. The tuition paid covers this meal plan. Of course, there is a kitchen in each suite should a student wish to provide their own favorite breakfast food and cook his or her own breakfast.

Family members wishing to eat with students at the hotel during the BTP Festival must clear this **72 hours in advance** with a Program Director and are required to pay for their food at the time of their meal. Parents may take students off campus for a meal provided this has been communicated to and approved by the Program Director in advance.

Health Facilities

Health services are available for students at a nearby walk-in clinic and at Florida Hospital. Students missing classes/rehearsals due to illness may be required to see a doctor. **Students must have all of their health forms on file with us so they will be available to the doctors at the health facilities (Please see below).** As most of you know students will not be treated unless they have **PROOF OF HEALTH INSURANCE**, have cash or a credit card for deductibles and the **EMERGENCY AUTHORIZATION FORM**. All forms required of you to complete and return are part of this document.

Classes

Classes in acting, dance and voice are held between the hours of 9:00 a.m. and 5:00 p.m. daily. Rehearsals and additional classes are scheduled in the evening between 6:00 p.m. and 10:00 p.m. Apprentices will also take part in private lessons, specialized workshops and panel discussions. Students participate in private voice and, if possible, acting classes. Classes are held seven days a week. Small break times will be built into the schedule as needed. All class groups will go through the same Broadway Theatre Project curriculum studying acting, voice and dance and all of the subgroups of each in rotation, that is possible within a three-week period. Evenings will consist of rehearsals for Festival 2018. When Guest Artists are visiting, the daily schedule will be adjusted for Question and Answer sessions and Master Classes if the Guest Artists do not join our regular rotation of classes due to their curriculum. Workshops may also pull certain students out of the regular schedule of classes. A sincere attempt will be made to distribute completed schedules well in advance. However, just by the nature of this business schedules do change. We must appreciate the kindness of the people in this business who take their one day off, at times, to come to Florida in July for a day or two to teach young people, and we must all “roll with the punches.”

Apprentices are required to participate in classes of appropriate level of all disciplines, including regularly scheduled classes, guest artist classes, rehearsals, and the festival performances. Students may not opt out of a singing class, for instance, because he is a dancer and only wishes to dance and learn to act. If one comes to BTP, one is here to prepare to become adept at all three disciplines but excellent in at least one.

Apprentices may be excused from an activity only after making special arrangements with The Co-Artistic Directors, Debra McWaters or Herman Payne. **If an apprentice misses or is tardy to a rehearsal and this absence has not been cleared in advance, he/she may be removed from the number/scene being rehearsed.**

Apprentices will have the opportunity to work with, listen to, and observe many talented faculty members and guest artists. On occasion, a guest artist may ask to work with a particular group of apprentices because they possess the skills he or she is seeking for the workshop to be continued in rehearsal once it begins again in New York. These students will help this choreographer, director, or music director to flesh out the material in his or her mind by working with BTP’s highly skilled students. After this process ends, he/she takes the material to New York (perhaps) and usually proceeds to delve more deeply with professional equity performers to see if the piece has “legs.” Although these sessions occur infrequently, when the artist does request one, the selection of students is done by the Project faculty members and is based upon the initial audition performances in conjunction with the levels of expertise exhibited during classes and rehearsals. Some workshops of new material may require certain “types” that will contribute to the selection of participants. Those students who are not actually a part of that particular "hands-on" experience may be observers of the direction and work that is occurring, depending upon the desires of the guest artist and other classes being held during these sessions. Students should

maximize the experience and knowledge gleaned from all of the classes and guest artist sessions they attend.

Class Placement

On July 9th, students will be seen by the entire BTP faculty in closed class placement auditions. At the end of the auditions, class placement will be decided upon by the entire BTP faculty. Once placement has been finalized, students are asked to respect the decisions made by the faculty.

As was mentioned earlier, the students are divided into groups so as not to have too many in one classroom.

Departure

Hotel check out will be conducted by the Project chaperones. They will go over the check-out procedure with apprentices before the end of the Project. Students with families attending the festival may check out after the reception on Saturday night, July 28th. If checking out then, all things must be removed and notification of this early check-out must be given to the Program Director 72 hours in advance. All apprentices are required to leave the Project on July 29th, between the hours of 7:00 a.m. and 11:00 a.m. All students must be checked out of the hotel by 11:00 a.m. Students catching early flights will be allowed to check out before 8:00am. When checking out, students must leave rooms clean. Garbage must be appropriately disposed of and all belongings must be removed. **Students may be billed for any damages found in their room.** Students should double-check their rooms for belongings, as Broadway Theatre Project does not collect items left behind in the hotel or on campus.

The Project will, most likely, provide two runs to the airport on departure day in the morning. No runs will occur after 11 am. The number of runs will be determined by how many students are flying out at what time and how many the shuttle will accommodate. The situation may arise where a student may have to take the last shuttle and wait at the airport for a much later flight home. Our advice is to book early flights home.

If the departure times by shuttle from the hotel are not convenient, students will need to arrange for other airport transportation. Please fill out the **DEPARTURE INFORMATION FORM** and return it with the other forms.

PLEASE NOTE THAT ALL PROJECT RULES ARE IN EFFECT UNTIL THE APPRENTICE HAS OFFICIALLY CHECKED OUT OF THE PROGRAM ON JULY 29th, 2018.

REQUIRED FORMS TO ATTEND BTP

Copies of the following forms are due in our BTP office by June 17, 2018. No exceptions will be made to this unless arrangements have been made with Debra McWaters, President of Broadway Theatre Project:

1. **PHYSICIAN'S HEALTH ASSESSMENT AND PHYSICAL EXAM FORM**
2. **PERMISSION AND EMERGENCY AUTHORIZATION FORM**
3. **ARRIVAL INFORMATION FORM**
4. **DEPARTURE INFORMATION FORM**
5. **INSURANCE FORM**
6. **APPRENTICE'S PLEDGE FORM**
7. **BROADWAY THEATRE PROJECT REGISTRATION FORM**
8. **PERTINENT INFORMATION FORM**

Please note that the PHYSICIAN'S HEALTH ASSESSMENT AND PHYSICAL EXAM FORM is to be filled out by a physician and he or she must

indicate on the form whether or not the student is cleared to participate at BTP. If you have a problem scheduling an appointment with your doctor prior to the due date, please call Debra McWaters as soon as you are aware of the problem at 888-874-1764. Special physical issues whether determined under control or requiring care must be noted by the physician with instructions on the PHYSICIAN'S HEALTH ASSESSMENT AND PHYSICAL EXAM FORM.

****IF A STUDENT IS TAKING OR HAS TAKEN ANY MEDICATIONS FOR PHYSICAL OR PSYCHIATRIC PROBLEMS OR HAS A HISTORY OF SERIOUS PHYSICAL OR PSYCHIATRIC DISORDERS (INCLUDING EATING DISORDERS), WHETHER DETERMINED TO BE CURRENTLY UNDER CONTROL OR NOT, SUCH MUST BE NOTED ON THE APPROPRIATE FORMS. NON-DISCLOSURE MAY RESULT IN THE STUDENT BEING SENT HOME.**

ALL STUDENTS MUST BE COVERED UNDER THEIR OWN ACCIDENT AND HEALTH INSURANCE. PROOF OF THIS COVERAGE MUST BE RETURNED ON THE INSURANCE FORM.

Students who do not currently have insurance may purchase a temporary policy to cover them while attending BTP. These policies can be purchased fairly easily by contacting an insurance representative. (Try Googling 'temporary health insurance').

NO STUDENT WILL BE ADMITTED TO THE PROJECT WITHOUT THE ABOVE PAPERWORK.

THERE WILL BE NO EXCEPTIONS TO THIS.

Copies of all completed forms must be emailed to Giulia Falabella at GIULIA322@GMAIL.COM. All forms must be received by June 17, 2018.

NOTE: THE ORIGINAL COMPLETED FORMS MUST BE MAILED TO THE BTP ADDRESS AND MUST ARRIVE IN TAMPA PRIOR TO JULY 1, 2018. STUDENTS WITHOUT FORMS WILL NOT BE ALLOWED TO CHECK INTO THE HOTEL OR BEGIN CLASSES AT BROADWAY THEATRE PROJECT UNTIL THE FORMS ARRIVE.

Curfew

Students will return to the hotel with the chaperones at the end of each evening. Students must be in their assigned rooms as directed by Joe Fenlon and chaperones. He will also inform the apprentices of the curfew time. Any changes to this normal curfew will be announced on a nightly basis. **Students who repeatedly break curfew may be dismissed from the Project as lack of sleep often results in diminished performance.** All students are asked to respect their roommate's need for sleep and to refrain from phone or computer use after curfew. However, it is not only the roommate who should be attempting to sleep; ALL apprentices need to be in bed after curfew attempting to rejuvenate after the pace under which they are working. Apprentices are part of a company and are going to be treated as such. If lack of sleep is bringing the performance of the company down in level, the continued participation of students who do not use the nighttime to replenish all that is used during the daytime will be seriously questioned.

Room Visits

Only family members are allowed to visit Broadway Theatre Project rooms. **All visitors must be cleared first by the Program Director or by Joe Fenlon.**

Off-Campus Visits

An apprentice may leave campus only if written permission is obtained from the student's parents/guardians AND if prior arrangements have been made with the Program Director. The departures from campus must be to meet family members or friends of family. Any violation of this rule may result in the automatic dismissal of the student from the Project.

Identification Badges

Apprentices are required to wear their identification badges to classes and rehearsals.

Transportation

Students are **NOT** permitted to use automobiles while at the Project **regardless of age**. It is preferred that automobiles be left at apprentice homes. Apprentices who have driven to campus must turn in their keys to Joe Fenlon upon arrival.

Students are permitted to ride with Broadway Theatre Project faculty, administrators, and chaperones when necessary. However, they are **not** permitted to ride with Project assistants. **Students riding in unauthorized vehicles are subject to automatic dismissal.**

Classroom and Rehearsal Behavior

Students are expected to behave professionally in classes and rehearsals. Writing letters, talking, reading, exhibiting a 'lack of interest' and tardiness are all examples of unacceptable classroom behavior. A student who is disrespectful or disruptive may be removed from classes and/or the show, if necessary. If the problem persists, the student may be sent home.

It is true that the schedule is grueling at the Project and that, at times, during a question and answer session, one's eyes begin to feel heavy from fatigue. The large error is to fall asleep during the question and answer session of one of our visiting artists. It is a mistake not easily forgotten if a guest artist can watch you sleeping in front of him or her. If it feels as if sleep is inevitable, it is correct for the student to come to an Artistic Director, the Program Director, or the Company Manager, indicate that this is happening, and then he or she will be excused for a short period of time to go for a walk to wake up. The error is in being complacent.

Living as a Company

There are Pre-College students attending BTP and there are also Pre-Professionals doing the same. Some of the students will be 'of age' to drink alcohol. This is absolutely forbidden by anyone at BTP. The same applies to smoking and sexual misconduct. It goes without saying that the use of illegal drugs, be they street drugs or drugs of a narcotic nature not prescribed for that student and not mentioned in the **PHYSICIAN'S HEALTH ASSESSMENT AND PHYSICAL EXAM FORM**, as well as the possession of weapons of any sort, or the breaking of any city law or ordinance will result in immediate dismissal from the Project. Regardless of age, each apprentice should think of this as a Broadway show being mounted and company members going home to rest after long rehearsal days rather than impeding the work being done by partying or not taking care of themselves. Any apprentice, regardless of age, breaking any of the above rules will be immediately dismissed from the Project.

Cell Phones

Cell phones are allowed on campus but must be turned off and kept in bags during all class or rehearsal periods. If students have cell phones that ring in class/rehearsals or are observed text messaging in class/rehearsals their phones will be confiscated. If use of phones becomes a persistent problem, all students will be banned from having phones in the Fine Arts Complex. Students may also be dismissed from the program if the problem persists. Students are also expected to refrain from cell phone use after curfew.

Company Behavior

BTP Apprentices are treated as "company" members and as such are expected to work toward a common goal. As company members, apprentices are to support each other both in and out of the classroom and rehearsal situations and should constantly reevaluate how they might improve upon their own skills, as opposed to 'competing' with other apprentices. Any actions which do not support BTP's mission or are considered to be at odds with standards set by the Artistic team regarding expected behavior toward other students, members of the resident faculty, visiting faculty, resident life faculty, or administrators will not be tolerated and may result in immediate dismissal.

VIOLATIONS OF REGULATIONS AND AUTOMATIC DISMISSAL

APPRENTICES WHO VIOLATE THE SPECIFIED REGULATIONS ARE SUBJECT TO DISCIPLINE AND/OR EXPULSION. EXPELLED APPRENTICES WILL BE SENT HOME AT THEIR OWN OR THEIR PARENTS' EXPENSE AND TUITION WILL NOT BE REFUNDED. These Apprentices will not be permitted to audition for the Project the next year. He or she may be permitted to return in two years (pending a successful audition) if they petition the Board and are given permission to return on a probationary status.

If an apprentice exhibits any other behavior deemed to be inappropriate, unsafe or disruptive, he or she may be permitted to correct it immediately but may also be subject to discipline and/or expulsion.

THE USE OR POSSESSION OF ANY ILLEGAL DRUGS, ALCOHOL, OR ANY OTHER CONTROLLED SUBSTANCE; THE POSSESSION OR USE OF FIREARMS OR ANY OTHER WEAPONS; INTIMIDATING BEHAVIOR DIRECTED TOWARD ANYONE WHILE AT THE PROJECT; THE USE OF TOBACCO; SEXUAL MISCONDUCT; AND THE BREAKING OF ANY CIVIL LAW OR CITY ORDINANCE ARE ALL GROUNDS FOR AUTOMATIC EXPULSION FROM BROADWAY THEATRE PROJECT.

ITEMS TO BRING TO THE PROJECT

This Handbook

A journal and note-taking materials. It is typical for performing artists to carry journals with them at all times even though electronic equipment is readily available. Journals present a special manner in which to record special words and imagery observed as well as the opportunity to write down one's own ideas as they coalesce in the mind.

A recorder for rehearsals, classes, and lessons with the instructor's permission. One may use a cell phone in class for this purpose only.

Recordable CDs are for copies of music made in private lessons and rehearsals.

Flash drives

Sheet music for 2 previously prepared songs; one should be a ballad and one an upbeat song. These will be used in classes and workshop sessions. Students should pick the songs that they are most comfortable with and that they feel fit their voices best. Prepare both the full song and 16 bars of each. Singers having full music books should bring all prepared songs, as they might want to use different material for different classes. If you do not have a music book you will be taught how to create one while at the Project.

Two previously prepared one or two-minute contrasting monologues for use in acting classes and workshop sessions. There are no specific requirements for these; students should make their best judgment on material. Again students should bring all prepared material, as they might want to use different monologues for different classes.

Bring spending money to be used for snacks, laundry money, etc. There is an ATM available at the student union. No specific amount of spending money is required by BTP.

It is crucial that everyone bring an umbrella. There are thunderstorms in Tampa almost every day. The storms do not last long but an umbrella is necessary.

Bring snacks for between meals: protein bars, granola bars, etc.

Bottles of water should be consumed constantly as dehydration can occur all too quickly here.

Headshot/resume copies (optional)

Clothing

Casual clothes

Dancewear (you will wear these on most days)

Tap shoes

Jazz shoes (can be jazz sneakers)

Character shoes (for ladies)

Ballet shoes (if you own them)

Bring your best black dancewear to be worn onstage during the two final performances. This should preferably be black stretch jeans for gentlemen. If anyone is uncomfortable in dancewear then wear nicest black clothing in which you can sing, dance and act. All should bring several sets of black clothing from which to select the most appropriate.

Comfortable walking shoes

One dress outfit for special occasions (just in case)

Sweatshirt or jacket (studios can be cold at times in air conditioning)

PLEASE DO NOT BRING VALUABLES. BROADWAY THEATRE PROJECT CANNOT BE HELD RESPONSIBLE FOR LOST OR STOLEN ARTICLES.

STUDENTS WILL BE ABLE TO SIGN UP FOR ITEMS THEY NEED TO PURCHASE FROM TARGET OR THE DANCE SUPPLY STORE DURING THE THREE WEEKS.

BTP Festival 2018

Broadway Theatre Project will end its session this year with Festival 2018. In-depth information will follow shortly but the festival will involve performances that will both entertain and educate. We are proud of the breadth of our program and the apprentices (along with the resident faculty) will demonstrate just how much breadth the students have experienced. There will be a Meet and Greet with the faculty during the afternoon on Thursday, July 26th so that families and instructors of the students from home will learn more about the artists/educators who have spent three intense weeks working with their students. The college selection process is a large part of our festival and there will be a session led by Associate Artistic Director, Cheryl Lee. Many of our faculty have college degrees and will be able to speak with you about their alma mater,

There will be college material available from a variety of different schools and we are hoping that some college reps will be able to schedule a visit to Tampa during the Festival. Of course, we cannot guarantee that, at this point, however Clay Christopher has already started making phone calls to these reps about joining us at the end of July. AMDA has already called about coming to BTP at some point during our run to speak with the students about attending their academy.

Those who are ready to enter the professional world have worked with Pamela Cooper of The Cooper Company and BTP's Artistic Advisor. Pamela is the producer of several successful Broadway shows and manages successful talent, including the incomparable Ben Vereen. She will have spent time with these students on the topic of preparing for a career in show business and beginning the process of working as professionals. There will be discussions with the faculty regarding the pros and cons of that move. Discussions will be held about alternatives to moving to Broadway immediately, whether one should work in movies, etc. Robert Dean Hertenstein, BTP resident faculty member, and Senior Director of Entertainment Direction of Norwegian's entire fleet is in charge of producing the onboard production shows, from show content to casting. He will have done mock auditions with the students and either he will be there to speak with all, or BTP's Company Manager, (and one of Norwegian's Company Managers) Clay Christopher will be there to speak about performing on the seas as well as doing voiceover work, of which he has had personal experience.

We do intend to have performances on July 27th and 28th. More information will follow regarding those shows. Please call 888-874-1764. Note: For those who have been calling my personal cell number, that number will no longer be a Broadway Theatre Project number.