



www.blackboxproductionco.com

2025 Enrollment Packet Acting Classes

The following forms **MUST** be **completed and returned to susantcollins@gmail.com**, to assure enrollment. This enrollment packet will NOT be accepted unless all required information is included. **Limited Space is available****

Student Information:

Legal Name: _____

Date of Birth: _____

Address: _____

Parent/Guardian Information:

Name: _____

Address (if different from student): _____

Email Address: _____

Phone Number: _____

Class/Performance Schedule: November 24th to show day on April 18th. Place for show TBA.

This performance class is for 1st to 8th grade.

Tuition Fee:

Tuition for the performance class is \$300.00. Payments can be split up in 2. First payment(\$150) due on November 24th and the second payment(\$150) due February 1st. If you need a different payment set up please contact me directly.

This includes:

5 months of 2hr classes

Scripts

Costumes

Performance admission

Performance space (TBA)

What kids will be learning:

Acting skills

How to audition

Blocking(Learning how and where to move onstage)

Making sets/props (sets and props will be made by students.)

Costumes

Makeup and hair

Public speaking experience

Teamwork/socialization/enhancing listening and memorization skills

Cash or check is acceptable or you may pay online on our website

<https://www.blackboxproductionco.com/>

**Code of Conduct:**

- *Prospective students/guardians are encouraged to reach out to our acting coach directly and ask any questions you feel need answered. Communication is important to us and highly encouraged.*

- ***Black Box Production Co. believes in*** giving all students access to the acting coach of the organization to help to create a more level playing field.
- ***All class policies*** must be clearly spelled out ahead of time. These policies concern what is expected of both the student and the teacher. They encompass financial obligations, general class behavior, and professionalism. Adherence to these policies is expected of the student **and** the teacher/staff of the organization.
- ***The studio shall not prohibit the students from socializing with, working with, or learning from other organizations.*** Students, if they wish, should be allowed to take classes elsewhere, as long as neither creates a scheduling conflict.
- ***If a student is having financial problems,*** it is the expectation of the parent/guardian to communicate with our acting coach.
- ***Black Box Production Co. has a zero-tolerance bullying policy, and inappropriate behavior will not be tolerated. Inappropriate behavior will result in dismissal from the class.***
- ***Anyone in a class who observes genuine abuse*** (verbal, physical, financial, or sexual) should report it, whether it happened to them or whether they were a witness to it.
- ***The student also has an obligation to*** be truthful in all charges of any abuse. Students must be honest and judicious when raising any charges either in person, or on social media.

I understand the expectations and will adhere to the Code of

Conduct: X_____



Attendance:

Students will be expected to come to class on the days they are registered. Regular attendance is best for your child and is vital for their adjustment and experience. Students should arrive on time for their class so they can fully participate in the planned activities. Late arrivals can be distracting to other students and to the staff.

Absence:

Please call Susan at (818) 400-6818 **before** the scheduled class time if your student

will not be attending class that day.

Drop Off and Pick Up:

Classes are being held at the Saint Paul's Lutheran Church 103 N Main St, Hillsboro, IL 62049.

Located in the basement.

Please be prompt when picking up your children.

Emergency Contact Information:

Name: _____

Relationship: _____

Current Address: _____

Cell Phone: _____

Alternate Phone: _____

Does your child have any health problems we should be aware of? Yes/No if Yes

please explain:



Media Release

I grant permission to ***Black Box Production Co.***, its agents, and employees the irrevocable and unrestricted right to reproduce the photographs, video, or audio taken of me or members of my family, for the purpose of publication, promotion, illustrations, advertising, or trade, in any manner or in any medium. I hereby release ***Black Box Production Co.*** and its legal representation for all claims and liability relating to said images and video.

Furthermore, I grant permission to use my statements that were given during an interview, audition, or performance, with or without my name, for the purpose of advertising and publicity without restriction. I waive my rights to any compensation.

I acknowledge that I am:

() Over 18

() The legal guardian of the following:

If a legal guardian of student(s), please list name(s)

Name:

Signature:

Date:

Email Address:

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Commitment Page:

I understand that once my child is cast they are to be on time for all rehearsals and performances. They will have respect and pay attention when others are performing or working on their scenes. I will make sure my child is aware of this commitment.

Parents Signature _____. Date _____.

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