

KEYANO THEATRE COMPANY'S
DRAMA FORCE
young actors' summer intensive

Drama Force 2026 – Annie Jr. - Participant Information Package

Drama Force is Keyano Theatre Company's 3-week summer intensive for Young Actors, led by industry professionals. The goal is to allow youth aged 10 to 17 an opportunity to explore their creativity and learn more about the theatre while developing life skills. At the conclusion of the intensive there will be 3 performances by participants to showcase their evolved talents.

Drama Force is incredibly fun while helping youth develop their artistic talent while gaining valuable life skills through this unique Intensive program. We're looking forward to jumping into sessions, rehearsals and seeing you on Opening Night! Thank you for your continued support of your actor during this educational experience.

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POLICIES AND FORMS

Please read through all of the below information. Review the Code of Conduct with your actor prior to the first day. Linked below are forms to be completed to ensure your actor(s) can participate. Please fill out all forms as soon as possible, at the latest being July 3rd, 2026.

Forms to be completed for Drama Force:

[Drama Force Costume Measurement Sheet](#) (See page 9 for a how-to)

[Drama Force Actor Information Form](#)

[Keyano College Talent Release Form](#)

CONTACT US

If you have any questions, please do not hesitate to reach out to us at boxoffice@keyano.ca or 780-791-4990. Once the program has begun you can reach out to stagemanager@keyano.ca for questions and concerns.

DATES

The program begins on Monday, July 27th, 2026 and will run Monday to Friday until August 14th plus a final performance on August 15th 2025. There will be no programming on Monday August 3rd for Heritage Day.

Please use the Theatre Lobby Main entrance.

Caretakers are invited to join us on Monday, July 27th for the first 15 minutes of the day for introductions and an overview of activities.

SHOW DAY SCHEDULE

Our schedule on the 2 show days is a bit different. Please note that as with all things theatre, this schedule is subject to change. A daily schedule will be sent out closer to performance time.

Friday August 14th – Actor Arrival (call time) – 1pm

- **Show Time – 3pm**
- Provided Supper/Cast Party – 4:15pm
- Actor Arrival (call time) – 5:30pm
- **Show Time – 7pm**
- Approximate end of day – 8:30pm

Saturday August 15th – Actor Arrival (call time) – 1pm

- **Show Time – 3pm**
- Approximate end of day – 4:30pm

If at any time your actor must miss a day or must leave during the day (either planned or unplanned), please let Stage Management know right away so they can adjust the schedule with the directing team accordingly.

DAILY SCHEDULE

Arrival: 8:30 am

Lunch: 12:00 pm – 12:30 pm

Pick up: 4:00 pm

Students 12 and over may sign themselves in and out every day. Students 11 and under may have their caretaker sign a waiver allowing them to sign themselves in and out, if this waiver is not signed, they must be signed in and out by their caretaker. Schedules will be emailed weekly, as well as any updates and notices that need to be passed on.

FOOD GUIDELINES

Students are expected to bring their own lunches and snacks, as well as a refillable water bottle. We recommend lunches be **nut-free** for allergy reasons.

There will be access to a fridge for keeping food cool. We do have a microwave but because there are so many participants we recommend not sending lunches that need to be heated up.

Any caretakers who wish to take their child out for lunch are welcome to do so as long as they return for the 12:30 pm sharp start for the afternoon. Please let Stage Management know before leaving for lunch.

TICKETS

Tickets are \$16.00 each and will be available for purchase online and in person for participants starting July 27, then to the general public starting August 4.

Performances are Friday August 14th at 3pm and 7pm and Saturday August 15th at 3pm.

DRESS CODE

Participants are required to wear comfortable, loose-fitting clothes while attending Drama Force to allow for a full range of movement during choreography. Please refrain from wearing clothing that has lewd, vulgar or inappropriate images or messaging.

Jewelry should be left at home as it can get snagged or damaged during choreography.

Keyano Theatre, Keyano Theatre Company, and Keyano College are not responsible for lost or stolen items. We recommend valuables be left at home.

SCENT FREE ZONE

As some people on the team will have sensitivities or allergies, please remember that Keyano Theatre is scent free. Please refrain from wearing perfumes, colognes etc.

SCRIPTS & HOMEWORK

Keyano Theatre will be supplying the students with their own scripts. The scripts belong to each student. The scripts can be written in with **pencil** and we recommend each student bring their own pencil to write their notes for blocking, line changes, choreography, etc. We can only provide one script per student so they cannot be destroyed or lost!

Any homework assignments will also be emailed.

WHAT ELSE TO BRING

For the show, Keyano Theatre will provide costume pieces. The students will need to provide the following to wear with their costume:

- Black shoes (Jazz shoes, runners, something comfortable)
- Neutral coloured shorts
- Neutral coloured t-shirt
- Neutral coloured short socks

If any of this poses a concern please let Stage Management know and we will work on a solution together.

CODE OF CONDUCT

Keyano Theatre and Keyano Theatre Company are committed to providing high-quality education and recreational experiences for all Drama Force participants. We strive to maintain a safe and positive space to facilitate growth and expand theatre competencies. To uphold such an atmosphere, it takes a team effort between our Drama Force staff, the caregivers, and the participants. The success of our summer intensive is equally dependent on all involved.

RESPECT:

- We will demonstrate respect at all times through our words and actions towards everyone.
- We will demonstrate respect for the environment and all spaces we occupy.
- We will respect ourselves by demonstrating pride in who we are. We are all unique and that is our individual super power. Make sure you are using positive words and actions towards yourself as well!

COMMUNITY FOCUSED:

- “It takes an ensemble to make a show; everyone’s part is important” – MTI Shows
- We show value to people. Try to share your opinion or point of view without tearing others down
- Kindness is key!

PASSION & POSITIVITY:

- Show your passion by showing up ready for the day! Arriving on time, in appropriate clothing, with script and any materials needed for the day.
- Arrive ready and willing to learn!
- Positive energy makes anything possible! Bring good energy each day and to every task.

To ensure the safety and well-being of all individuals participating in Drama Force, the staff reserves the right to dismiss participants partaking in unsafe behaviours or actions after a warning has been issued to them and their caregiver. The following are not permitted:

- Harassment or threats to any of the other participants or staff in any form including cyber.
- Disregarding instructions, especially those pertaining to safety and/or general outlined rules.
- Profanity and/or offensive language.
- Leaving the site without permission.
- Unlawful copying or distribution of script or program materials.
- Implied or actual sexual gestures.
- Possession or use of prohibited substances or weapons.

In the event of dismissal/removal:

- The participant and/or caregiver will cover any expenses that arise
- No refund will be granted.

The [Access to Information Act \(ATIA\)](#) aims to strike a balance between the public's right to know and the individual's right to privacy, as those rights relate to information held by public bodies in Alberta.

The information collected is to receive permission for participants and set clear terms on what your actor is participating in, along with confirming all of the information provided is protected under FOIP. When agreeing to our FOIP policies, your personal information is protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection or use of this information, please contact: FOIP Coordinator, Keyano College, 8115 Franklin Ave., Fort McMurray, AB, T9H 2H7, 780-791-4853

This authorization is valid until a written request for removal is received by Keyano College Theatre. The cancellation of consent may only limit the use of my information in future or new publications.

Frequently Asked Questions:

Why do I need to sign a Media Release Form?

The Media Release allows us to include your actor in publications or media we put out to provide them with the full theatre experience, create archival material, and promote the show.

Who needs to fill out a Media Release Form?

All participants of Keyano Theatre Company productions. If the participant is under the age of 18 their form must be signed by their parent/guardian. Also, any person being photographed, filmed, and recorded by Keyano Theatre for the creation of promotional material and/or archival content.

What are the most likely places for my picture to be used?

Photos are used for the show playbill, the call board, social media, and archival show footage.

Can I decline to complete a Media Release Form?

Yes, although this means you won't be featured in the show playbill acknowledging the role(s) played in the production.

SOCIAL MEDIA GUIDELINES

Social media is a very important part of the success of any theatrical production; it can be a great asset if utilized correctly!

You are encouraged to use your social media platforms to engage with the community and build positive conversations about the show and your experiences, but keep in mind you are a representative of Keyano Theatre Company and must post respectfully.

Please follow the below guidelines regarding social media use for the duration of your involvement with any Keyano Theatre Company production:

- Check with the Stage Manager before posting.
- No negative comments about the production, Keyano Theatre, Keyano College or anyone involved.
- Do not post, engage in, or reply to anything that could be deemed hateful, discriminatory, derogatory, or illegal.
- Ensure you have the permission of everyone in your photos before posting.
- Do not post photos of the set or cast in costume prior to opening night.
- Refrain from the use of profanity when posting about Keyano Theatre Company and productions.
- Refer any questions about the production to a Theatre staff member.
- Keyano Theatre signs a contract with the rights company to produce the play or musical, Keyano is contractually obligated to follow their marketing guidelines for each specific show. Participants may not take existing marketing created by Keyano Theatre and manipulate it in any way. Posts that are found to have manipulated Keyano content could lead to a contract breach with the rights company and legal action being taken between the Rights Company and Keyano Theatre.
- When posting please post original content from personal pages only. They can be reshared on professional and business accounts from your personal account after.

Please use the hashtags #KeyanoTheatre #DisneyTheLionKingJr and follow @keyanotheatre on Instagram, Twitter, and Facebook.

If you have any questions or concerns, or if you are unsure of what is okay to post, please contact your Stage Manager.

Bios are due no later than July 31, 2026. Please wait until casting has been completed to submit your bio to stagemanager@keyano.ca

The purpose of a playbill bio is to tell the audience about your past experience and training on stage, a little bit about yourself, and your excitement for the production. Write your bio in the third person, and in the present tense (as the audience will be reading this as they are about to watch you perform). Each actor will have 75 words for their personal biography. Remember to italicize titles of productions, for example: *A Christmas Carol*, *Les Misérables*, *High School Horror Story*. Make sure that you spell the title correctly!

Step 1: Introduce yourself in third person and state your enthusiasm for the production.

- "Steph is excited about her first appearance on stage with Drama Force"
- "Ashley attends grade 10 at South High School, and is happy to be returning to the Keyano's stage."

Step 2: Outline any previous roles and relevant training. If this is your first production and you have no relevant training, skip straight to Step 3, the interest section of the bio.

- "Scott dances on the Competitive Team at Showstopper Dance Studio."
- "In addition to her role in *A Christmas Carol*, Lyndsay was in the ensemble of Keyano Theatre Company's *Les Misérables*."

Step 3: Cite other interests you have. What do you like to do when you are not acting?

- "In addition to acting and singing, Eugene likes to read and study the stars"
- "Chloe can be found on her dirt bike when not reciting her favorite lines from *Moana Jr.*"

Step 4: End your bio with a Thank You! It can be to your friends, family, the cast, the production team... anyone you want to recognize.

- "Jeffory would like to thank their parents for all the support."
- "Clayton is appreciative of cast members taking him under their wings."

Example biographies:

Michael is thrilled to be back on stage in their second production with KTC's Drama Force. In addition to a role as a merchant in *Disney's Aladdin Jr.*, they played a variety of parts in school productions. When not rehearsing, Michael loves to play soccer and take their dog Ralph to the park. Michael would like to thank their Mom and Dad for practicing lines all summer.

This is Julia's first Drama Force production and she is very excited to show off her skills. With two years of classical voice training she has performed many times but this is the first time she has been cast in a musical theatre production. Julia would like to thank the Director, Miss Johnson, for teaching her so much about theatre and showing her the ropes.

COSTUME MEASUREMENT

To create costumes for the show our Head of Wardrobe requires measurements! Here is a quick guide to measure the participant, once you have these measurements the Costume Measurement Sheet can be found [HERE](#).

MEASUREMENT INSTRUCTIONS – DRAMA FORCE

Make sure the person is wearing close fit clothing and in bare or socked feet. The best way to get accurate measurements is to have the person stand up straight and tall, making sure their feet are flat on the floor and have them look straight ahead with their arms relaxed at their sides.

1. **HEIGHT:** Height from the top of the head to the floor. The easiest way is to have the person standing flat against a wall and measure them.
2. **NAPE OF NECK TO FLOOR:** Measure from the base of the back of the neck straight to the floor.
3. **HEAD CIRCUMFERENCE:** The measuring tape should land across the forehead over the top of the ears and to the center back of the head.
4. **NECK CIRCUMFERENCE:** Measure around the base of the neck with at least $\frac{1}{2}$ - $\frac{3}{4}$ " slack for the person's comfort.
5. **CHEST CIRCUMFERENCE:** Measure around the chest's widest point and have the person take a deep breath. At the point where the lungs fully expand is the measurement for the chest.
6. **WAIST MEASUREMENT:** The narrowest part of the torso is approximately where the waist is on the body. Please measure around the waist and have them take a deep breath to get the measurement.
7. **HIP MEASUREMENT:** Measure at the widest point of the hips – around and across the crotch and butt.
8. **WRIST:** Measure around the wrist and add $\frac{1}{4}$ ".
9. **INSEAM:** Inseam is the measurement of the inside of the leg, from the crotch to the floor.
10. **ACROSS FRONT:** Measurement across the chest. Points align with the armpit.
11. **FRONT LENGTH:** Front length is from the base of the neck to the waist.
12. **ACROSS BACK:** The across back points align with the armpits. It should be a longer measurement than the across-front measurement.
13. **BACK LENGTH:** Back length is from the base of the neck to the waist.
14. **OUTSEAM:** Measure on the outside of the leg from the waist to the floor.
15. **WAIST TO KNEE:** Measure from the waist to the back of the knee / where the leg bends. Having the person slightly bend their knee will help find the crease, which is the center.
16. **ARM LENGTH:** Measure from the top of the shoulder to the back of the elbow, down to the wrist. Their arm should be relaxed while measuring.

