



STUDENT HANDBOOK 2026-2027 SEASON THEATRE

ADDRESS

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WELCOME



Welcome to Final Bow: Center for Children's Performing Arts — we are so excited to have you join us! Whether your child is exploring dance, music, theatre, or all three, we're honored to be part of their creative journey.

Final Bow is a nonprofit organization committed to making the performing arts a joyful, enriching, and affordable experience for every child. Throughout the season, we offer a wide range of opportunities for students to grow in skill, confidence, and artistry.

Please take a moment to read through the Student Handbook for all the important details you'll need for a successful year — including class expectations, communication tools, and event dates.

We can't wait to get started and see your child shine!
Let's make this season one to remember!

See you at the studio!

Hillary Holzapfel
Executive Director and Co-Founder
Final Bow: Center for Children's Performing Arts

FINAL BOW THEATRE



Final Bow Theatre offers a supportive and inspiring environment where students of all ages can develop their skills, creativity, and confidence on and off the stage. Our theatre program blends strong foundational training with performance-based learning in acting, musical theatre, improv, character development, and stagecraft.

From beginner classes to advanced pre-professional levels, we emphasize clear storytelling, vocal health, ensemble work, and expressive performance. Through year-round instruction, productions, workshops, and community events, Final Bow Theatre encourages every student to step into their spotlight, collaborate with others, and discover the joy of bringing stories to life.

OUR MISSION

Final Bow is a nonprofit organization dedicated to nurturing creativity, confidence, and character in children through high-quality instruction in dance, music, and theatre. We strive to make the performing arts accessible, inclusive, and inspiring — providing a supportive environment where every child can grow as an artist and as an individual.

OUR HISTORY

Final Bow: Center for Children's Performing Arts was founded in December 2013 with a vision to create a welcoming space where children could explore their creativity through dance, music, and theatre. What began as a small dream has grown into a thriving nonprofit arts community that has served hundreds of students over the past 12 years. Rooted in passion, inclusion, and excellence, Final Bow continues to inspire young artists and enrich lives through the power of performance.

CULTURE

At Final Bow, theatre students are not only learning performance skills — they are building friendships, discovering their voices, and becoming part of a supportive artistic family that cheers them on both onstage and off.



POLICIES AND PROCEDURES

ATTENDANCE

Consistent attendance is essential to the success of every Final Bow Theatre production. Because theatre relies heavily on ensemble work, timing, and continuity, each student's presence directly impacts the entire cast.

Before rehearsals begin, families will receive a detailed rehearsal schedule outlining vocal rehearsals, choreography sessions, scene work, and full run-throughs. It is extremely important that students attend all assigned rehearsals, arrive on time, and are prepared to begin at the scheduled start.

Students should arrive dressed appropriately, with scripts, water, and any required materials, and should use the restroom before class to minimize disruptions and avoid missing valuable instructional time.

If your student will be absent, please call or text (937) 459-8078 in advance. Excessive absences—or frequent tardiness—may result in removal from scenes, choreography, solos, or other performance moments to ensure the integrity of the production. Missed classes and rehearsals are nonrefundable.

If your family chooses to discontinue participation, written notice is required. Without official withdrawal, your account will continue to be billed until the proper forms are submitted.

We understand that school events, sports, and other activities may occasionally create conflicts. Please communicate any potential scheduling issues with us as early as possible. Students may be asked to prioritize commitments in order to remain performance-ready, confident, and fully integrated into the show.

ILLNESS

If your child has a fever, nausea, vomiting, diarrhea, or flu-like symptoms, please keep them home. Like school policies, students must be symptom-free for at least 24 hours without the use of medication before returning to class, performances, concerts, or events. We have students with compromised immune systems, so your cooperation is vital. If a child arrives ill, becomes ill, or is injured during class, we will contact you immediately for pick-up. Please note that Final Bow staff does not administer medication.

POLICIES AND PROCEDURES (CONT.)

INCLEMENT WEATHER CLOSINGS & CANCELLATIONS

Final Bow follows Greenville City Schools for inclement weather closures. If weather conditions improve later in the day, we may hold classes as scheduled and will update you via the Final Bow VIP Facebook page, email, and text messages. Please ensure your contact information is current so you receive all communications. Weather-related cancellations may not be rescheduled. If an instructor must cancel a class due to illness or other emergencies, we will make every effort to reschedule the class.

BEHAVIOR

All students are expected to show respect toward their teachers, directors, fellow cast members, and crew. At Final Bow Theatre, bullying, teasing, and any form of intimidation are not tolerated. We believe the performing arts should be a safe, creative, and encouraging space where every student feels confident to take risks and grow. If your child experiences any challenges with peers or classroom dynamics, please notify us promptly so we can address the situation. Students who do not follow Final Bow's behavior guidelines will receive a fair warning. If negative behavior continues, the teacher or director will contact parents or guardians to discuss the issue. Should the behavior fail to improve, the student may be removed from rehearsals or the production. Please note that deposits and production fees are nonrefundable. Please refer to the final page for a complete list of Final Bow's Rules and Policies.

LOBBY AND STUDIO USE GUIDELINES

The lobby is designated as a waiting area for theatre students between classes and rehearsals. Due to limited space, we kindly ask parents and guardians to enjoy nearby downtown amenities or wait in their cars unless there is a specific need to come inside.

Please keep noise to a whisper at all times. Any individuals causing disruptions to rehearsals, classes, or office areas will be asked to leave.

Students and visitors are not permitted in studios, rehearsal rooms, or backstage areas outside of scheduled class or rehearsal times unless given explicit permission.

POLICIES AND PROCEDURES (CONT.)

Street shoes are permitted in the theatre rooms and Studio C, but not permitted in Studios A or B to protect the dance floors.

Final Bow is unable to provide a public restroom. Students must receive permission to go beyond the front counter area.

The lounge area is reserved for dance students only. Theatre students must remain in their designated waiting spaces unless otherwise instructed by a staff member. The kitchen may be used with staff permission, and any food must be eaten in the designated kitchen area. Students are expected to clean up after themselves.

Student access to Wi-Fi is intended for homework and school-related use only.

Any horseplay, excessive noise, or mess in shared spaces may result in the closure of those areas, and students will be asked to wait in the main lobby instead.

Only water is permitted as a beverage inside Final Bow.

We kindly ask that parents remain in the designated waiting area at the front of the studio and do not wander hallways or seek alternate seating elsewhere in the building. This helps us maintain a safe, monitored, and comfortable environment for all students.

DRESS CODE

There is no strict dress code for theatre classes. Students should wear comfortable clothing that allows full movement, especially on days focused on choreography. Depending on the production, students may be asked to provide a specific dance shoe (such as a jazz shoe). Any required footwear or additional costume details will be communicated directly to each student with plenty of notice.



AUDITIONS

At Final Bow, we believe that auditions are an important part of the theatrical experience. Auditioning teaches valuable skills such as confidence, preparation, resilience, and professionalism. Every audition is an opportunity to grow as a performer, regardless of the role you receive.

Our directors approach each audition with an open mind. Casting decisions are never predetermined. Every student has the opportunity to earn a role based on their audition, preparation, attitude, and the needs of the production. We encourage all students to come prepared, give their best effort, and trust the casting process.

WHAT TO EXPECT

Auditions typically include:

- A prepared monologue
- An a cappella vocal selection
- A choreography or movement combination

Depending on the production, the audition process may vary slightly. Any changes or additional requirements will be communicated in advance.

AUDITION MATERIALS

Audition materials, including monologues, music, choreography information, and any other requirements, will be posted on the Final Bow website prior to auditions. Students are expected to review and prepare the materials before audition day.

CASTING DECISIONS

Casting a production is a complex process that goes beyond selecting the "best" performer. Directors consider many factors, including vocal ability, acting skills, movement, stage presence, character chemistry, balance within the cast, and the overall needs of the production. Every role is essential to telling the story, and each cast member plays an important part in the success of the show.

We ask students and families to respect the directors' decisions. Casting decisions are final and are made with careful thought and the best interests of the entire production in mind.

AUDITIONS (CONT.)

Callbacks may be held at the directors' discretion. A callback is simply an opportunity for directors to see additional performances before making final casting decisions. Receiving a callback does not guarantee a role, and not receiving one does not mean a student will not be cast.

VOLUNTEER OPPORTUNITIES

The magic of theatre extends far beyond the stage. Every production at Final Bow is made possible through the dedication of our incredible parent and family volunteers. Whether you have experience in theatre or simply enjoy lending a helping hand, there is a place for everyone to be involved.

Parent volunteers not only help create a successful production but also demonstrate to our students the value of teamwork, service, and community. Many hands make light work, and every contribution—big or small—makes a difference.

Volunteer opportunities may include:

- **Set Construction** – Build and assemble scenery for our productions.
- **Painting & Decorating** – Help bring our sets to life with paint and finishing touches.
- **Costumes** – Organize costumes, assist with fittings, make simple alterations, and help maintain costume pieces.
- **Hair & Makeup** – Assist students in preparing for performances according to the production's requirements.
- **Ushering** – Welcome guests, distribute programs, assist with seating, and help create a positive audience experience.
- **Concessions & Merchandise** – Help sell refreshments, flowers, apparel, or other performance items during intermission and before the show.
- **Backstage Assistance** – Help manage props, costume changes, scene transitions, and support students backstage during performances.
- **Strike Crew** – Assist with dismantling sets, organizing costumes and props, and returning the theatre to its original condition after the final performance.

Volunteer opportunities will be shared throughout the season, and no prior experience is necessary for most roles. Training and guidance will be provided as needed.

FINANCIAL AID ASSISTANCE

Final Bow is committed to making the arts accessible for every child. Families may request a Financial Aid Assistance Application from the office, offered twice per year. Awards may cover partial or full tuition based on demonstrated need and available resources. Recipients are asked to give back to the studio through volunteer hours as part of the program.

Additional support is available through our Dancewear Closet, which provides gently used shoes and attire for dancers. Theatre students may also borrow dance shoes if their production requires specific footwear; details will be communicated for each show, and students will be fitted as needed.

Fundraisers throughout the year help offset costume expenses, and donations to our Financial Aid Fund are always welcomed to ensure these programs continue serving our families.

FUNDRAISING

ROMER'S CHICKEN BBQ DINNERS

Final Bow partners with Romer's for two Chicken BBQ Dinner Fundraisers each year to help support our programs and performances.

- **Fall Fundraiser**
 - Ticket Sales Begin: September 28, 2026
 - Ticket Deadline: October 14, 2026
 - Pick-up Date: Saturday, November 1, 2026 at Final Bow
- **Spring Fundraiser**
 - Ticket Sales Begin: February 1, 2027
 - Ticket Deadline: February 22, 2027
 - Pick-up Date: Saturday, March 14, 2027 at Final Bow

Each student is encouraged to sell a minimum of 15 tickets per fundraiser.

Dinner includes: Half chicken, cookie, chips, and a roll with butter.

Participation is strongly encouraged, and funds raised directly support Final Bow activities and performances.

FUNDRAISING (CONT.)

DARKE COUNTY FOUNDATIONS SUNSHINE 5K

Join Team Final Bow at the annual Sunshine 5K, hosted by the Darke County Foundation each September. Proceeds benefit Financial Aid Assistance Program, providing performing arts opportunities for individuals with developmental and intellectual disabilities. Registration details are available each season.

Please Note: Additional fundraisers may be added throughout the year to support student opportunities, performances, and program needs. Participation in fundraisers is encouraged and greatly appreciated. We will communicate this to you prior to the fundraising and/or expense.

THEATRE TUITION & PAYMENT INFORMATION

At Final Bow, we believe every student deserves the opportunity to experience the excitement of live theatre. Beginning this season, there is no longer a separate audition fee. The cost of auditions has been incorporated into the theatre tuition, making registration simpler for families.

Theatre Tuition

The tuition for each theatre production is \$150 per student.

This fee helps offset many of the expenses associated with producing a high-quality theatrical performance, including:

- Performance rights and licensing fees
- Scripts and rehearsal materials
- Music and production resources
- Set construction and props
- Costume materials and production supplies
- Technical elements such as lighting and sound

THEATRE TUITION (CONT.)

Theatre is a collaborative art form, and every production requires a significant investment in materials before students ever step on stage. Your tuition helps ensure that Final Bow can continue providing meaningful theatrical experiences while maintaining the high standards our students and families have come to expect.

While Final Bow provides the majority of costumes, students may occasionally be asked to supply simple, inexpensive clothing items or pieces they already own, such as jeans, dress pants, leggings, a plain shirt, or specific shoes. This helps keep production costs reasonable while allowing students to perform in clothing that fits comfortably and gives them confidence on stage.

Payment Schedule

The \$150 theatre tuition is divided into three equal installments, with the full balance due prior to the performance.

A \$10 late fee per month will be assessed on any unpaid balance after the scheduled due date.

Financial Aid Assistance is available for qualifying families. Please refer to the Financial Aid Assistance section of this handbook for eligibility requirements, application information, and important deadlines.

Statements are emailed on the last Thursday of each month, with payment due by the first Thursday of the following month.

All payments and deposits are non-refundable.

Payment Options:

- In Person at the Front Desk:

We accept checks, money orders, credit cards, or cash. If paying with cash, please bring the exact amount.

- Online:

Log in to the Parent Portal to pay by credit card online.

THEATRE TUITION (CONT.)

- **Auto Pay:**

Through the Parent Portal, set up automatic monthly tuition payments by credit card. Please note that auto pay does not cover additional charges (shoes, DVDs, pictures, or other add-ons.)

To access the Parent Portal, visit www.finalbow.org and click the link to register for classes or manage your account.

If the person making payments has a different last name than the student, please write the student's full name in the memo line of checks to ensure proper credit is applied.

Please note that late fees over 30 days old will not be removed. Returned checks are subject to a \$35 fee. There is a 3% convenience fee for all credit card payments.

Please note, we strongly encourage cash and check payments. Final Bow loses .25-3.25% on every credit card transaction.

Family & Multi-Program Discount

SIBLING DISCOUNT

We are excited to introduce a new sibling discount for our theatre program beginning this season.

For families with multiple children enrolled in theatre, discounts are applied as follows:

- 1st student: Full tuition
- 2nd student: 10% discount
- 3rd student: 15% discount
- 4th student: 20% discount
- Each additional student: An additional 5% discount

THEATRE TUITION (CONT.)

MULTI-DEPARTMENT DISCOUNT

Students who participate in more than one eligible Final Bow department are also eligible for a Multi-Department Discount. This discount follows the same structure as the sibling discount:

- Second eligible department: 10% discount
- Third eligible department: 15% discount
- Fourth eligible department: 20% discount
- Each additional eligible department: An additional 5% discount

The Multi-Department Discount encourages students to explore multiple areas of the performing arts while making participation more affordable for families.

MULTI-DEPARTMENT DISCOUNT EXCEPTION

The Multi-Department Discount applies to eligible Final Bow programs. Private music lessons, including those taught by Kat McNew and any future private lesson instructors, are not eligible for the Multi-Department Discount. Private lessons are independently administered and billed separately from Final Bow's standard tuition structure.

Students enrolled in Dance, Theatre, Choir, Group Piano, and other eligible Final Bow-operated programs remain eligible for the Multi-Department Discount according to the published discount schedule.

Only one discount may be applied to the same tuition charge. If a student qualifies for multiple discounts, the highest applicable discount will be applied.

INVESTING IN OUR STUDENTS

Every tuition dollar directly supports the theatre program and helps make each production possible. From securing performance rights and building sets to providing costumes, props, and technical support, your investment allows Final Bow to offer high-quality theatrical experiences where students develop confidence, creativity, teamwork, and lifelong memories both on and off the stage.

FINAL BOW RULES & POLICIES

Final Bow is committed to providing a safe, respectful, and supportive environment where all students can thrive artistically and personally. To maintain this standard, all students and families are expected to adhere to the following policies:

General Conduct

- Students are expected to arrive prepared for class, dressed in the appropriate attire with correct shoes and hairstyle, and ready to learn.
- Horseplay is not permitted. Students who misbehave will be asked to sit out of class. Continued issues will result in parental contact and possible dismissal.
- Respect must be shown to all instructors, staff, board members, student helpers, volunteers, and fellow students at all times.
- Students are expected to arrive on time. Excessive tardiness or absences may result in removal from parts of performances or routines.

Personal Belongings and Classroom Etiquette

- All student belongings must be kept in designated areas inside labeled bags. Final Bow is not responsible for lost or stolen items. Please label everything.
- Cell phones must remain in bags and are not allowed during class.
- Students may not enter the studios unless a teacher is present.
- Hallways are not for loitering. Students should remain in designated waiting areas between classes.
- Water is the only beverage allowed inside Final Bow.

Building Use and Safety

- Restroom breaks should be taken before or after class to minimize disruptions.
- Students must remain inside the building until a parent or guardian arrives. No student may leave the property without a written note from a parent or legal guardian.
- Parents should use the Pedestrian Loading Zone for drop-off and pick-up only. If not using the loading zone, parents are required to walk to the door for drop-off and pick-up.
- Final Bow is not responsible for students left unattended in the waiting room, lounge, or parking lot.

Instructional Environment

- Teachers may use physical touch to safely and appropriately correct body placement and alignment in class. This is a standard practice in dance instruction.
- Absolutely no street shoes are permitted on the dance floors. Students must wear approved dance shoes only.

Zero-Tolerance Policy

- Final Bow maintains a zero-tolerance policy for the use or possession of illegal substances including, but not limited to: alcohol, tobacco, vape pens, drugs, and marijuana. Any student found in violation will be dismissed immediately, and legal authorities will be contacted if necessary.

COMMUNICATION

Clear and consistent communication is essential to the success of our theatre program. We are committed to keeping students and families informed throughout the season, and we ask that families partner with us by staying connected.

How We Communicate

The primary methods of communication for the theatre department include:

- **Band App** – Our primary source for announcements, rehearsal schedules, reminders, and important updates.
- **Email** – Used for important information, invoices, production details, and other department communications.
- **Final Bow Website** – Home to audition materials, calendars, registration information, forms, and additional resources.
- **Social Media** – Used to celebrate student accomplishments, promote productions, and share general announcements. Social media should not be relied upon as the primary source for important program information.

Stay Informed

Students and parents are responsible for checking the Band App and email regularly. Theatre schedules may change as productions progress, and important updates may be shared throughout the rehearsal process.

Families are expected to review announcements promptly and ensure that students arrive prepared for rehearsals and performances.

INSTRUCTORS



AMANDA NEWHART
THEATRE DIRECTOR

JAMES NELSON
ASSISTANT THEATRE DIRECTOR

ABIGAIL SUBLER
CHOREOGRAPHER

GENERAL CALENDAR

JULY

- Registration for Fall semester begins
- Summer Theatre Camp

AUGUST

- Open House/ Artisan Stroll
- Auditions for Fall Musical

SEPTEMBER

- Classes begin September

OCTOBER

- Registration for Spring semester begins
- Romer's Chicken BBQ Tickets go home

NOVEMBER

- Romer's Chicken BBQ Fundraiser
- Country Road Cupboard

DECEMBER

- Addams Family the Musical rehearsal week of Nov. 30- Dec. 5
- Auditions for Spring Musical

JANUARY

- Spring semester classes begin

FEBRUARY

- Romer's Chicken BBQ Tickets go home

MARCH

- Romer's Chicken BBQ Fundraiser

APRIL

- Jungle Book Kids rehearsal week of April 4-11



CONTACT INFO

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Executive Director

937-459-8078
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finalbow.org



Amy Rice
Office Manager