

## IMPRO SCHOOL STUDENT HANDBOOK

Welcome to the Impro Theatre School!

Below you'll find information about the Impro School's policies and class progression, as well as info about the Impro Community. If you have any questions, please email the school at [school@improtheatre.com](mailto:school@improtheatre.com).

### **THEATRE LOCATION**

1727 N. Vermont Ave.  
Los Angeles, CA 90027

#208 – Ellen Idelson Stage  
#209 – Green Room  
#211 – McGinley Hall

Impro Theatre School occupies three spaces on the second floor of the Tower Plaza. **All online classes use Zoom .**

### **ON THE DAY**

Wear comfortable clothes that you can move in. Feel free to have water and a snack handy. Students are asked to please silence and put away cell phones (and all devices) during class time. There will be a break halfway through class.

### **ATTENDANCE**

***We do not offer makeup classes.*** Students are allowed to miss class, as emergencies do come up. Impro offers classes of varying lengths. Classes that are 8-12 weeks use the strength of ensemble-building. Therefore, students are expected to attend regularly and may be asked to restart the class at a later date if they are not able to attend consistently.

### **ADVANCEMENT & ADDITIONAL CLASS POLICIES For INTRO TO NARRATIVE AND CORE CLASSES**

At the end of the class, the instructor along with the school, will recommend which class best fits the student's current progression or (because of extenuating circumstances) be dismissed from Impro Theatre School. Impro Theatre School reserves the right to refuse service to anyone for any reason.

The instructors and staff of the Impro Theatre School will do their best to place each student in the class that is appropriate for their current skill level and growth as an improvisational actor.

Impro Theatre School reserves the right to make changes to teaching staff with qualified teachers at any time without notice . A student is not guaranteed a particular instructor for any specific term. Impro Theatre School reserves the right to postpone or cancel a class if it does not reach the minimum number of students.

### **DISCOUNT TICKETS & SEEING SHOWS**

During Covid-19 the Impro Main Company is streaming live shows. These shows are currently free (although do gratefully accept donations). Go to [Improtheatre.com/livestreaming](https://improtheatre.com/livestreaming) for more information.

There is a student discount for shows at the Impro Studio space that is available only to students taking classes. Since our shows are inexpensive, we ask that you please use this code for students only. If you are paying for your guests, feel free to use the code. But please do not share this code outside of the student body. If the code isn't working, please email the admin office ([info@improtheatre.com](mailto:info@improtheatre.com)).

**While you are in class, we ask that you see at least one Impro Theatre show per month and at least one of those shows during the run of your class needs to be a Main Company show (if available).** If seeing shows is financially difficult for you, please email the school ([school@improtheatre.com](mailto:school@improtheatre.com)). We don't want financial issues holding anyone back from seeing performances while they are taking class. It is very important to your development as an improvisational actor that you get to see as many shows as possible.

Impro Theatre Main Company shows produced outside Impro Studio often do not have student discounts available, as we do not have control over the box office prices for those shows. Any discounts will be communicated to students via email and/or on the Impro Community Facebook page. Occasionally there are volunteer opportunities to see the show for free. Please email the admin office ( [info@improtheatre.com](mailto:info@improtheatre.com) ) if you'd like to be put on the list of student volunteers for main company shows.

### **DIVERSITY SCHOLARSHIP**

As part of our mission, Impro Theatre embraces diversity, equity and inclusiveness, and we are continually striving to bring new voices, opinions, and experiences to the unscripted theatre community. We believe that a diverse, equitable, and inclusive community is essential to artful and meaningful storytelling. We seek to increase our diversity of race, ethnicity, culture, age, individuals with disabilities, sexual orientation, gender identification, as well as economic diversity, across our community.

The Ellen Idelson Diversity Scholarships provide selected students the opportunity to study narrative improvisation with us. Scholarship recipients are typically granted tuition for up to 12 months of classes at the Impro Theatre School in Los Angeles, valued at approximately \$2,000. All levels of experience are welcome to apply. Each year, we typically offer multiple Scholarships, and the number of Scholarships depends on the number and quality of applications we receive. The Scholarship will be applied toward classes in our standard curriculum and may not be applied toward special programs such as the Summer Intensive, WinterFest classes, Drop-ins, specialty classes, electives, etc. Please go to the Impro Theatre Website for more information.

### **DE&I COMMITTEE**

Impro Theatre's *DE&I Action Committee* is dedicated to achieving growth in diversity, equity and inclusion (DE&I) through concrete, sustained, and forward-looking action. This committee includes a cross section of people in the Impro community, including board members, Main Company members and Impro Theatre School faculty, students, and administrative staff who pledge to work together to go beyond just brainstorming and advising -- and execute boldly inclusive, artistically compelling, and unequivocally anti-racist programs and policies that will propel Impro and all communities it touches into a more inclusive and equitable 21st century.

## **PAYMENTS**

***Payments to the Impro Theatre School will show up on your credit card as “Impro Theatre”.*** Ovation Tix is our customer database where students can login and purchase classes.

Payments for class need to be made before the 1st day of class. Payment plans are available for some classes upon request. Please contact [tuition@improtheatre.com](mailto:tuition@improtheatre.com) for more information. All payments are non-refundable, including payment plan fees, declined credit card fees, check processing fees, drop fees, and musician’s fees.

Payments are accepted online or by check. There is a \$25.00 processing fee for checks, and \$25.00 charge for all returned checks. Teachers do not accept payments. Email [tuition@improtheatre.com](mailto:tuition@improtheatre.com) for questions about payments.

Impro Theatre School reserves the right to cancel or change a class meeting for any reason prior to or during the course of a session. As compensation for missed cancelled/changed course, you can receive either school credit or a refund for the price of the cancelled class(es). The price per class is determined by dividing the total amount paid for the course by the number of scheduled classes associated with that payment.

If a student wishes to pay any portion of their balance with a check, cash or another credit card, or make any other changes to their payment plan, they must do so prior to the charge date. Students are not permitted to attend class if they have an overdue balance and are not entitled to a refund for any class missed as a result of an overdue balance.

## **ONGOING CLASSES**

For ongoing classes (Ongoing CORE & IPF), you must have a credit card or debit card on file. Ongoing class is \$165 per month. For months where there are 5 class meetings, the monthly price is still \$165, and the 5th class is a bonus class. Our online payment system charges cards at the beginning of the month. When you sign up for an ongoing class, you are confirmed and continuing each month until you let us know otherwise.

## **WORKSHOP CLASSES**

Upon registering for any 12-week workshop, students can do one of two things: 1. Pay the full price of \$485 for the class at once OR 2. Pay for class in three payments. Fees associated with the payment plan have been reduced to to COVID-19.

--Payment plan--

\$165 at the time of registration

\$165 after the 4th class

\$165 after the 8th class

## **CONSERVATORY CLASSES**

Impro Conservatory classes are 5-months long and cost \$165/month. Students can elect to pay all five months in advance by selecting payment links designated for their class, or pay online before the start of each month. Payment links will be emailed to students and are also available on our website in the Class Calendar section.

### **MULTIPLE CLASS DISCOUNT\* (\*pending availability)**

If you are taking more than one class in any given month you can receive a multiple class discount, pending availability for discounted students. Any additional class with Impro Theatre is only \$95/month. If you are in an Ongoing or Conservatory class that class is always the first class and an additional class would be eligible for the multiple class discount.

### **PRORATING (for ONGOING CORE and Advanced Narrative students only)**

For eligible students, the admin staff can prorate your bill when you know ahead of time that you will miss class. **No prorates are allowed after the start of the month. Prorates are only available in Ongoing CORE and Advanced Narrative.** There are no prorates for Intro to Narrative, 12-week CORE classes, Musical classes, LATS, Conservatory Workshops, IPF, LAB or specialty classes. **Prorates are not available for students using the multiple class discount.** Cards are charged at the beginning of the month, and you must email [tuition@improtheatre.com](mailto:tuition@improtheatre.com) before the 1st of the month to receive a prorate.

Use the following template for all prorate emails. If the following template is not used the prorate may not be applied to your bill.

*EMAIL PRORATES TO: [tuition@improtheatre.com](mailto:tuition@improtheatre.com)*

*Title your email "PRORATE - (your name) - (month and year you want prorated)".*

*In the body of the email write "I am in (day, time, and name of class ex: "Saturday AM Ongoing CORE") and I'll be missing (#) classes (dates of classes) in (month). Please prorate me."*

#### **Prorated amounts:**

Attending 5 classes = \$165 (In months that have 5 meetings, you get a bonus class for no extra charge.)

Attending 4 classes = \$165

Attending 3 classes = \$125

Attending 2 classes = \$85

Attending 1 class = \$45

### **DROPPING OR WITHDRAWING FROM A CLASS**

If you need to drop a class, you must email [school@improtheatre.com](mailto:school@improtheatre.com) with the subject heading "DROP REQUEST" to begin the drop process. Notifying the teacher is not enough. And missing class is not the same as dropping the class.

After emailing a request to drop a class, the administrator will send you a breakdown of fees and/or class credit. You will need to authorize this breakdown within 72 hours or you will be charged for the class.

If you fail to notify Impro Theatre School by email that you are dropping a class, you will be responsible for all payments regardless of whether you attend the class or not. You are responsible for paying for unattended classes if they occur prior to the date you request to drop the course.

If you drop any type of class, you are subject to processing fees and are only eligible to receive a prorated amount of class credit to use toward another class at Impro Theatre School. No refund will be issued.

**DROPPING WORKSHOP CLASS**

During the Covid-19 pandemic, we have relaxed our drop and attendance policies under consideration of how unpredictable life is at the moment. Please reach out to us at [school@improtheatre.com](mailto:school@improtheatre.com) if you need to drop a class and we will find the best way to accommodate your situation.

If you drop a workshop class (4-week classes, 12-week classes, Intro to Narrative, CORE 1, 2, 3, or 4) more than seven (7) business days prior to the start date, you can receive school credit for the amount you paid minus a non-refundable \$25 processing fee. If you drop a workshop class less than seven (7) business days prior to or on the start date, you can receive school credit for the amount you paid minus a non-refundable \$50 processing fee. If you drop a workshop class that is in session, you are not eligible for class credit or a refund.

If you are using the payment plan and drop the class before the second payment is processed or before the third payment is processed, the policies above still apply, and you must still fulfill the financial obligation to Impro Theatre School. If you don't contact the School or fulfill the financial obligation within seven (7) days of dropping, you may be subject to late fees.

**DROPPING ONGOING CLASS OR CONSERVATORY WORKSHOP**

If you wish to drop an ongoing class (Ongoing CORE or IPF) or a conservatory workshop (Conservatory Workshops or LAB) in session, you must notify the tuition and admin office before the 1st of the month in order to not be charged for that month (tuition@improtheatre.com & info@improtheatre.com). No processing fee will be charged for students dropping ongoing class or a conservatory workshop. If you stop attending class without notifying the tuition office, you will be charged for the class until the tuition office has been notified.

**REJOINING AN ONGOING A CLASS**

If you wish to join or rejoin an ongoing class, please email the Impro School ([school@improtheatre.com](mailto:school@improtheatre.com)).

**THE IMPRO THEATRE SCHOOL CLASS PROGRESSION**

**INTRO TO NARRATIVE , 8-week workshop**

*Prerequisite: None*

*Students may be asked to repeat Intro pending instructor recommendation.*

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**CORE PROGRAM, a series of four 12-week workshops**

*Prerequisite: Passed Impro Basics or PLACEMENT AUDITIONS*

CORE 1: *Physical CORE*

CORE 2: *Character CORE - character and relationship*

CORE 3: *Story CORE - character objectives and arc*

CORE 4: *Genre CORE - end of class performance in selected genre (genres vary)*

*Students may be asked to repeat any CORE class pending instructor recommendation.*

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**APPLIED CORE**

*Prerequisite for all classes in the APPLIED CORE section: Impro CORE curriculum or instructor approval*

**ONGOING CORE, ongoing class (no set end date, prorates available)**

**MUSICAL IMPROV CLASSES  
GENRE WORKSHOPS  
SPECIALTY CLASSES**

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**THE CONSERVATORY**

**CONSERVATORY WORKSHOPS - TENNESSEE WILLIAMS & ROMCOM**, *each genre is a 5-month workshop (no prorates available)*

*Prerequisite: PLACEMENT AUDITION*

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**IMPROVISING PLAYS & FILMS**, *Ongoing class (no set end date, no prorates available)*

*Prerequisite: Williams, RomCom, & placement*

**IMPRO LAB**, *5-month workshop (no prorates available)*

*Prerequisite: Williams, RomCom, & IPF*

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**STUDENT PROGRESS EVALUATIONS**

For those who are interested in receiving additional feedback, students are offered an end-of-term progress evaluation for 8-12 week classes. These are low-pressure and meant to be a resource for growth. If requested by the student or deemed appropriate by the instructor, midterm evals may also happen occur. End-of-term evals may happen over email or in a brief over-the-phone or in-person meeting.

The instructor will attempt to contact each student to set up a progress evaluation. It is the student's responsibility to follow up to set up a meeting time. The Impro School instructors are not required to track down a student for a meeting.

**SCHOOL FEEDBACK SURVEY**

At the end of each class, there will be an opportunity to submit anonymous feedback on the school, the instructor, and the coursework. This survey can be requested at any point in time from a school administrator (school@improtheatre.com). We appreciate your feedback. Your responses help us build a better school.

**SCHOOL CONDUCT & HARASSMENT POLICY**

While in class at Impro Theatre School, students will participate in a creative process that is open and accepting of all individuals. Impro endeavors to create an environment that is supportive, inspirational, and safe. Any inappropriate behaviors including inappropriate verbal, physical, or sexual conduct, or the destruction of any property or of the Impro Theatre spaces, or the consumption of drugs or alcohol during class will not be tolerated and will result in removal from class, suspension from school, and forfeiture of class tuition. Impro has a zero-tolerance policy for racism, sexism, homophobia, transphobia, or any other type of discrimination against a marginalized group. Be supportive of each other. For our online classes, we have a zero tolerance policy for the sharing of inappropriate or offensive materials, virtual backgrounds and links.

We hold our faculty and staff to these same standards of conduct as stated above.

Impro requires students to refrain from using forms of comedy that are offensive, or discriminatory towards race, gender, religion, sexual orientation, etc. While we understand to a

degree that this may happen accidentally, occurrences of this type of behavior are grounds for suspension without reimbursement.

## **OPEN DOOR POLICY AND GRIEVANCE PROCEDURE**

### **Policy Statement**

It is our practice to offer an open-door policy and grievance procedure for all staff and students of Impro Theatre. It is our policy and practice to comply with all federal and state laws concerning employment practices and all employees are employed “at-will” unless otherwise stated.

### **Effective Date**

The effective date of this policy is September 1, 2020. This policy will replace any policy or practice in place prior to the above effective date. All revisions will be effective as of the date of the revision release.

### **Eligibility**

This applies to all active full-time salaried-exempt, salaried-nonexempt and hourly-nonexempt employees including all contractor or 1099 arrangements and students of Impro Theatre.

### **Open Door Policy**

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to Impro Theatre, free discussion with your immediate supervisor, teacher or any member of management is encouraged. We encourage you to bring your questions, suggestions and/or complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Neither your job nor your standing as a student will be adversely affected in any way because you choose to use this procedure.

### **Grievance Procedure**

Impro Theatre has established a grievance procedure to provide staff and students an opportunity to resolve grievances that may arise. You can use this procedure to address any issue, including but not limited to a disciplinary action; a claim of unfair treatment, discrimination or harassment; or any concern regarding working or learning conditions.

You are encouraged to attempt to resolve any complaints on an informal basis by discussing the matter with the appropriate party. If the complaint does not get resolved on this informal basis, you should follow the grievance steps as outlined in this policy. You should address your concerns as soon as possible:

First, you should report your complaint immediately to your supervisor or teacher. If you prefer not to discuss the matter with your supervisor or teacher, you may contact any other member of management or you may address your concerns to the Managing Director at [rick@improtheatre.com](mailto:rick@improtheatre.com)

Second, if you have not received a satisfactory response within 5 working days after reporting your concern, please contact the Managing Director at [rick@improtheatre.com](mailto:rick@improtheatre.com).

As each situation is different, the length of the inquiry may last longer than a week; however, we will make every effort to respond to initial concerns within 7 working days, and we strive to resolve concerns or complaints within the next 10 days.

Employees and students are encouraged to utilize this procedure without fear of reprisal. No employee or student will be discriminated or retaliated against because they have elected to use this procedure. Moreover, appropriate corrective and disciplinary action will be taken against any individual who violates this policy.

### **Confidential Feedback System**

In the event that you are reluctant to raise your concerns to the email address provided, Impro Theatre has instituted a system where staff and students can submit anonymous comments. Our anonymous feedback system has been set up at <https://app.suggestionox.com/r/ImproTheatre> . You can submit feedback and communicate back and forth without anyone at Impro seeing your name or email address.

### **Policy Changes**

The Company reserves the right in its discretion to modify or terminate this policy at any time. This policy shall be modified to the extent required to meet applicable laws. State and local wage laws shall govern in case of any conflict with this policy.

## **DISABILITY POLICY AND REQUEST FOR ACCOMMODATION PROCEDURE**

### **Policy Statement**

It is our practice to offer a Disability Policy and Request for Accommodation Procedure for all staff and students at Impro Theatre. It is our policy and practice to comply with all federal and state laws concerning employment practices and all employees are employed “at-will” unless otherwise stated.

### **Effective Date**

The effective date of this policy is September 1, 2020. This policy will replace any policy or practice in place prior to the above effective date. All revisions will be effective as of the date of the revision release.

### **Eligibility**

This applies to all active full-time salaried-exempt, salaried-nonexempt and hourly-nonexempt employees including all contractor or 1099 arrangements and students of Impro Theatre.

### **Disability Accommodation**

If you believe you need an accommodation because of your disability, you are responsible for requesting a reasonable accommodation from the Managing Director at [rick@improtheatre.com](mailto:rick@improtheatre.com). Impro Theatre encourages staff or students to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation
- How the accommodation will help you perform the essential functions of your job or enhance your educational experience.

After receiving your oral or written request, Impro Theatre will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Impro Theatre encourages you to suggest specific reasonable

accommodations that you believe would allow you to perform your job or enhance your educational experience. However, Impro Theatre is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Impro Theatre.

If your disability or need for accommodation is not obvious, Impro Theatre may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, Impro Theatre may require that you see a healthcare professional of Impro Theatre's choosing, at Impro Theatre's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

Impro Theatre will keep confidential any medical information that it obtains in connection with your request for a reasonable accommodation.

This policy is neither exhaustive nor exclusive. Impro Theatre is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the Americans with Disabilities Act and California law.

### **Confidential Feedback System**

In the event that you are reluctant to raise your concerns to the email address provided, Impro Theatre has instituted a system where staff and students can submit anonymous comments. Our anonymous feedback system has been set up at <https://app.suggestionox.com/r/ImproTheatre> . You can submit feedback and communicate back and forth without anyone at Impro seeing your name or email address.

### **Policy Changes**

The Company reserves the right in its discretion to modify or terminate this policy at any time. This policy shall be modified to the extent required to meet applicable laws. State and local wage laws shall govern in case of any conflict with this policy.

### **ADDITIONAL POLICIES**

- Impro also asks that students request permission from the instructor and their fellow students prior to the start of class before taking any photographs, screenshots or videos during class time.
- To foster a safe and supportive environment, the Impro Theatre School does not allow any outside guests in the classroom. We understand that students' living situations may make this challenging. We understand if a roommate or family member walks through the background or if we hear some noise. However, please refrain from having any non-paying students watching or participating in the class.
- Impro Theatre School reserves the right to accept or deny any student's application for attendance.

### **LIABILITY**

With your registration for class at the Impro Theatre School or ticket purchase from Impro Studio, you agree that you choose to voluntarily participate in the experience with full knowledge

that the activity may be hazardous to yourself and/or your property. You voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained as a result of participating in the activity. You agree to indemnify and hold harmless Impro Theatre School and Impro Studio as well as its employees, members & volunteers for any loss, liability, damage or costs, including court costs and attorney fees, that may occur as a result of your participation in the activity.

**CONTACT:**

323.638.4196 - Nick Clark - School Administrator

323-401-6162 - Kirsten Farrell - School Administrator

Impro School billing questions: [tuition@improtheatre.com](mailto:tuition@improtheatre.com)

Impro School class questions: [school@improtheatre.com](mailto:school@improtheatre.com)

Impro School admin questions: [kirsten@improtheatre.com](mailto:kirsten@improtheatre.com)

Main Company DE&I representative: [nick@improtheatre.com](mailto:nick@improtheatre.com)

DE&I School Administration representative: [kirsten@improtheatre.com](mailto:kirsten@improtheatre.com)

DE&I student representatives: [deistudentreps@improtheatre.com](mailto:deistudentreps@improtheatre.com)

**IMPRO THEATRE AND THE IMPRO COMMUNITY**

***Impro Theatre***

The Impro Theatre consists of main company, the school, the studio, and the Impro Community.

***Impro Theatre Main Company***

Impro Theatre Main Company the feature ensemble of performers at Impro Theatre. The Main Company is the first fully-improvise repertory theatre company. Impro combines improv comedy and classical theatre with the sensibility of homage and rather than parody. Almost all of the current main company members founded Impro Theatre in 2004 and are professional actors with 20+ years of intensive improv training and experience. The Main Company develops and performs completely improvised, full-length plays in the styles of the world's greatest playwrights, authors and composers. Main Company shows are fully-realized theatrical productions performed in theatres including The Gary Marshall Theatre, The Broad Stage in Santa Monica, Pasadena Playhouse's Carrie Hamilton, South Coast Rep, and more. The Main Company also performs at The Impro Studio on Saturday nights at 7:30PM.

***Impro Theatre School***

The Impro Theatre School is the improvisational acting school. It's the home of narrative improv training in Los Angeles. It teaches both short form and long form narrative improv and combines acting techniques with traditional improv training.

***Impro Studio***

Impro Studio is the physical theatre as well as the producing body of actors and improvisers from Impro Theatre. Impro Studio was created to establish performance opportunities where the Impro Main Company, Impro School students, and the improv community-at-large could foster the growth of narrative improvisation.

***Shows at Impro Studio and Streaming***

Programming at the Impro Studio includes Main Company repertory and development shows, Impro Studio Presents, Impro School Shows, LA Theatresports, and a carefully curated

selection of guest artists. If you're interested in being cast in shows at the Impro Studio, the best place to start is by becoming an active member in the community: come see shows, volunteer to help out, and take classes!

### **THE IMPRO COMMUNITY**

The Impro Community consists of the staff, performers, students, and audience members surrounding and supporting Impro Theatre. Make sure to join the Impro Community page by searching for it on Facebook. There you can stay up to date on shows, volunteer opportunities, new classes, and more.

### ***Becoming More Involved!***

If you'd like to be more involved in the community, take class and come see shows! There's no better way to be a part of the community than by taking classes and seeing shows. Getting involved with Impro Studio is also the fastest way to stage time. We have created show opportunities for all skill levels and Main Company members often guest in student productions. You can also volunteer to help out during shows by emailing [info@improtheatre.com](mailto:info@improtheatre.com), and when space opens up, our volunteer coordinator will call you.

## **FAQs**

### ***What is the Ellen Idelson Stage?***

The Ellen Idelson Stage is the Impro Theatre performance space (aka Impro Studio) in Los Feliz named after co-founder Ellen Idelson who believed improvisation is the quickest way to bring joy to others. Ellen's famous catchphrase was "You delight me!" We hope you're delighted to be here! We're delighted to have you!

### ***Can I audition for the Impro Theatre Main Company?***

The Impro Theatre Main Company does not hold auditions, and there are no guaranteed paths into the Main Company.

### ***How do people get into the Main Company?***

Performers who have been invited into the company have spent years and years studying and guesting with the company. These individuals have built strong long-term relationships with Impro Theatre and have learned the acting and narrative improvisation skills required to perform at the highest possible professional level. We support students who have the goal of someday joining the Main Company, however, joining the main company is not an easy task nor guaranteed possibility. We recommend that all improvisers take classes, continue to grow and learn as an improviser and an actor, and become involved in the Impro community.

### ***How do I guest with the Impro Theatre Main Company?***

From time to time, the Main Company has invited guest artists both from within and without the school to guest in select shows. The Impro School is where you will learn the skills required to guest with the Impro Theatre Main Company.

### ***How do I perform at the Impro Studio?***

The best way to position yourself for performing at the Impro Studio is take classes, continue to grow and learn as an improviser and an actor, and become involved in the Impro community!

*Wondering where to start? At The Impro Theatre School and Impro Studio!*

- Impro School offers classes and performance opportunities to hone your skills. Email [school@improtheatre.com](mailto:school@improtheatre.com) for more info.
- Impro Studio fosters student-produced work through the Impro Studio Presents series, which have open auditions. Join our Facebook community page for updates.
- Outside groups can submit their show for approval to the Impro Studio! For more information, please email studio producer, Paul Hungerford ([Hungerford@improtheatre.com](mailto:Hungerford@improtheatre.com)).
- Students of every experience level are encouraged to talk to the directors of shows that have rotating casts from the Impro Community (like The Labyrinth, Impro Cabaret, and Actor's Nightmare). There is no guarantee that you'll be cast in a show, but letting people know you're interested is a great way to get started. If you need contact info for any directors, please email [info@improtheatre.com](mailto:info@improtheatre.com).

### ***I want to perform, but I'm still not able to get cast in shows. Why not?***

We love that you want to perform! However, taking classes at Impro Theatre School does not guarantee being cast in Impro Studio shows. A great way to discover how you can improve is to ask the instructor of your current class. Your instructor can give you advice and recommend what classes would be best for you to take to hone your skills and move towards a performance opportunity. Many of the performers on the Impro Studio stage have been engaged in intensive

improv study for several years. Let us know you're here and you're interested by becoming involved in the community!

***I have a great idea for a show, and I'd love to produce it as an Impro Studio Presents show. What do I do?***

Members of the Impro Community who wish to produce new shows at Impro Studio can submit show pitches to our Impro Studio Submission Team (Paul Hungerford, Nick Massouh, Jo McGinley, and Dan O'Connor). Please email Paul Hungerford (Hungerford@improtheatre.com) for more information.

***I want to create an ensemble from my fellow improvisers at the Impro Community, and I want my ensemble to perform on the Impro Studio stage! How do I do that?***

Yes, we're thrilled you are inspired to create a group! Impro supports your desire to form an ensemble, and we're here to answer any questions you might have!

In fairness to all students at Impro School, our faculty cannot help you choose your ensemble, but we are happy to help direct/coach your ensemble (pending availability and compensation).

Impro faculty set their own price point for their time and efforts in assisting your ensemble.

If you'd like to rent the Impro Studio space for your group, please email [info@improtheatre.com](mailto:info@improtheatre.com), with options of preferable times. The studio costs \$15/hour to rent for current Impro students and \$20/hour for non-students. Groups that have a guest residency\* do not pay for rehearsal space, because of their dedication to the community, quality of show, and long-term relationship with Impro Theatre.

\*We have two types of guest ensembles at Impro Studio:

- 1. Studio Guests** are outside groups that perform occasionally at Impro Studio. (Robot Teammate, Making Love with David Magidoff)
- 2. Resident Guests** have a long-term relationship with Impro Theatre and proven, high-quality shows. (Beards, Ripley, Stuck, In the Car)

***How does my ensemble get a performance slot?***

If you have a guest group that would like to perform on the Impro Studio stage, you need to fill out a guest submission form and be approved by the Impro Studio Development Team. Email [info@improtheatre.com](mailto:info@improtheatre.com) for the guest submission form. Please note, performance slots at the Impro Studio are difficult to come by and require a high-quality show and an ensemble that is dedicated to helping the Impro community continue to grow.

***How does my ensemble become a Impro Resident Guest?***

Groups seeking residency at Impro Studio may ask to apply by emailing [submission@improtheatre.com](mailto:submission@improtheatre.com). The selection process is competitive and requires the group to be of top-notch quality, high production value, and with long-standing community members and a consistent audience base.