



**US Performing
Arts Camps**

Located at



Stanford University

**Acting for the Camera Workshop | June 23 – 28, 2019
Information Packet 2019**

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**PLEASE READ ALL PAGES AS THEY CONTAIN PERTINENT DETAILS ABOUT
YOUR STUDENT'S PROGRAM**

- CHECK-IN:** Sunday, June 23, 2018, from 2:00 – 3:30 p.m., **Muwekma Front Lawn**, at Stanford University, **543 Lasuen Mall**, Stanford, CA 94305.
- WORK IN PROGRESS:** On last day of program, Friday, June 28, 2019, at 1:00 p.m. in the Lounge at Muvekma House, at Stanford University
- CHECK-OUT:** Friday, June 28, 2019 (immediately following the Work in Progress), at Stanford University

COMPLETE ONLINE BEFORE JUNE 14, 2019

<https://campsself.active.com/USPerformingArts>

- Travel Form**
- Health and Medical Information Form**
- Waiver Forms:** Medical Waivers, Conduct Policy, Registration and Cancellation Policies, Release Form, Waiver of Liability, Assumption of Risk, and Indemnity Agreement
- Upload: Photo to ACTIVE Registration Account**

YOU MUST BRING WITH YOU TO CHECK-IN

- Completed Stanford Release Form**
- (Residential Students ONLY) Meal Card/Key Deposit Check for \$185** made out to: US Performing Arts Camps (This check will be destroyed when the key is returned at check-out.)
- Workshop Preparation IF Required** (*see Workshop Preparation in this Packet*)

IMPORTANT CONTACT INFORMATION

Resident Camp Director/Company Manager	424-644-4018 (This number is ONLY available to you during the week of the program. Please contact US Performing Arts Office before and after the program.)
US Performing Arts Corporate Office	415-924-6442 or 888-497-3553 FAX.: 415-924-6477
Urgent Care Center	650-853-2959
Stanford Medical Center	650-723-4000

US Performing Arts Safety Agreement

I understand that US Performing Arts, and the locations at which they operate, is a substance free organization. All campers and staff members will refrain from any foul language, reckless behavior, bullying, cigarette smoking or other tobacco use (including vaping and e-cigs), alcohol consumption, or the taking of any illegal drugs, or drugs not prescribed for them, while participating in any US Performing Arts activity and while on the US Performing Arts premises. Theft and vandalism of US Performing Arts property or the property of others is a crime. Any violation of these rules and policies will result in immediate dismissal from US Performing Arts. No refunds of any kind will be issued.

The First and Last Days of Camp

All campers are expected to arrange travel to enable them to check in and depart on time. We cannot make any exceptions for late check-in or early departures.

Arrival / Check-In (1st Day of Camp) – Sunday

All students (Residential & Commuter) are required to Check-in on Sunday and stay until dismissal.

Parents are welcome to join their campers during the check-in process, and are urged to leave shortly thereafter, as the students will begin their programs immediately after orientation. **Parking is available on the street or at Tresidder Union Parking Lot 459 Lagunita Drive which is a short walk away.**

Check-In Date	Check-In Time	Check-In Location
Sunday, June 23, 2019	2:00 – 3:30 p.m.	Muwekma Front Lawn at Stanford University 543 Lasuen Mall Stanford University Stanford, CA 94305

Commuters – Monday thru Friday (Daily)

Drop-Off Time/Location	Pick-Up Time/Location	Traffic
8:45 a.m. Muwekma House 543 Lasuen Mall at Stanford University A mentor will be there between 8:45 a.m. and 9 a.m. to receive them. Please be prompt!	5:30 p.m.* Muwekma House 543 Lasuen Mall at Stanford University A mentor will be waiting with the campers. *LATE PICKUP WILL INCUR A FEE!	The traffic can be heavy at these times. Please plan accordingly.

Work in Progress and Certificate Award Ceremony (Last Day of Camp)

Family and guests are invited to attend the “Work in Progress” Screening and Certificate Award Ceremony at **1:00 p.m.** on the **last day of your program**. The Screening is expected to run approximately 1½ hours. All students are expected to participate in the “Work in Progress” Screening.

WIP Date	WIP Time	WIP Location*
Friday, June 28, 2019	1:00 p.m.	Muwekma House Lounge at Stanford University <i>*Venue subject to change. If a change takes place, an announcement will be made at check-in.</i>

Departure / Check-Out (Last Day of Camp)

Departure is immediately following the Work in Progress and Certificate Award Ceremony on the last day of camp. All students are required to arrive and depart during the times specified. **We cannot make any exceptions for early departures!**

Check-Out Date	Check-Out Time	Location
Friday, June 28, 2019	Immediately Following Work-in-Progress	at Stanford University

Transportation

ALL RESIDENTIAL students attending a US Performing Arts program are required to submit a Travel Form no later than 10 days prior to their program start date. If you plan on driving your student to camp, please check the NO TRAVEL REQUIRED box. The Travel Form must be completed online when you access your account. (<https://campself.active.com/USPerformingArts>)

Any camper interested in utilizing our airport shuttle service must submit a copy of his/her airline itinerary and a completed Air Travel Form to our office **no later than** 10-days prior to the start of camp.

We **ONLY** provide transportation to/from the **San Jose International (SJC)**. Students who utilize our shuttle service **must** be arriving and/or departing by air.

- Transportation is available to and from San Jose International (SJC), **for \$60 EACH WAY**.
- Flights should arrive into San Jose International (SJC), **on the first day of camp before 12 PM***
- Flights should depart from San Jose International (SJC), **on the last day of camp after 5 PM***

**An additional \$150 will be charged to your account for arriving/departing outside US Performing Arts' specified time.*

Travel Safety

In light of security measures being implemented by the airline industry for all arriving and departing air travel, US Performing Arts Camps is taking every step possible to make your child's travels safe and simple this summer. Please take special note of the pickup and drop off procedure for all US Performing Arts campers traveling to camp by air. Also, as a reminder, per airline regulations, children age 12 and older must present a valid photo I.D. or birth certificate to board any flight. Please make sure your child is carrying some form of identification.

Camp Safety

All students attending a US Performing Arts Program are required to complete and bring the Required Forms to camp (Health and Release Form, Conduct Policy and Waiver Form). Students will not be admitted to a program without these forms. Please go to your ACTIVE Account to complete the forms or the following link to download the Required Forms: <http://www.usperformingarts.com/wp-content/uploads/2017/03/Required-Forms.pdf>

IMPORTANT: Additionally, you **MUST** print, sign, and *fax or email* the **Stanford Release Form** to our office **AND** bring it with you to check-in. Students will not be able to check in at Stanford unless we have this form on file!

While at Camp

Health and Safety

Urgent care and health services can be provided at the **Urgent Care Center in Palo Alto** and the **Stanford Medical Center**. In the event that a student requires urgent medical care, every effort will be made to contact the parent or guardian immediately.

Disability Accommodations Statement

If you need a disability-related accommodation or wheelchair access information, please contact US Performing Arts Camps immediately so we can organize proper accommodations.

Conduct Policy – Completed Online prior to Program

Drugs, alcohol and cigarettes (including vaping and e-cigs) are strictly forbidden and constitute, along with general misconduct, grounds for **immediate dismissal** from camp without a refund or camp credit. This is a zero tolerance policy. **Absolutely NO exceptions!**

Cancellation Policy

Please go to the following link for our Registration/Cancellation Policy:
<https://www.usperformingarts.com/294-2/>

Note: After a camper has checked in at camp, if they need to leave for any reason, no credits or refunds will be given for the current session or any sessions to follow. Any campers dismissed for cause by USPA or university staff will not receive any credits or refunds for any and all programs for which they are registered. Students sent home in violation of our rules, for medical reasons, or at the discretion of the student, family, or US Performing Arts will receive no refund.



Resident Student Policies and Procedures

For safety and security reasons, as well as the overall learning experience, residence students **will not be allowed** to leave campus under any circumstances during the duration of their program. There will be **no exceptions!**

Residence Hall

Students will be staying two-to-a-room. Each dorm room is equipped with beds, a desk, a sink, and closet space. All sheets, blankets, pillows and bath towels are provided. Shared bathrooms are located at the end of each hallway. The dorm rooms are not equipped with Internet access or air conditioning, so please consider bringing a small fan for evening use. Laundry facilities are available for weekend use to students spending multiple weeks with us. Mentors can help the students with their laundry.

Roommate Assignments

Campers stay 2 per room, occasionally 3, and are assigned by age and roommate requests. If your student has a roommate request, please contact our office no later than 10 days prior to the start of camp. If your student does not have a roommate request, s/he will be placed in a room with someone close to their age. It is a great opportunity to meet someone new!

Room Key and Meal Card Deposit (Cash & Credit Card not accepted)

There is a refundable room key and meal card deposit of **\$185** required in case of lost keys and cards. A check made out to US Performing Arts Camps, in the amount of **\$185** will be collected at check-in. *The check will be destroyed* when the room key and meal card are returned at check-out on the last day of camp.

Email

Although campers will be extremely busy while they're at camp, they will have limited Internet access during the week. Dorm rooms are not equipped with wireless Internet access.

Cell Phones/Apple Watches and other Electronic Devices

We encourage you to send your child to camp with a cell phone, especially if they are traveling long distances by themselves; however, cell phones and other electronics tend to be a distraction and an intrusion during class, evening activities and after lights out. We ask that all campers adhere to the policies of use set by their directors in each workshop. Campers will have access to their phones during free time in the evenings to make calls home.

Student Phone Calls – Using Landlines

There are limited landlines available for student use in the dormitory. Payphones are scattered around campus and available for student use. To make local and long distance calls, students must use a prepaid telephone calling card. *It is strongly recommended that campers bring a calling card with them to use while traveling in case of emergency.* For emergencies only, please contact the US Performing Arts Resident Camp Director (see Important Contact Information). Any student who needs to use a payphone will be accompanied by a chaperon.

Spending Money

We recommend sending your student with an additional \$50 - \$75 per week. Three daily meals are included in the residential tuition and lunch is included for day/commuter campers. Situations come up where students may want to have a little extra spending cash. For example, stopping at the campus bookstore to buy a souvenir and have a snack is an integral part of the camp experience. Those students traveling by plane will also want to have some money to use in the airport. There is an ATM machine located on campus. Any student who needs to use an ATM machine will be accompanied by a chaperon.

Typical Day Schedule

Students are busy with classes from morning until evening. Weekly highlights may include guest speakers, a barbeque party, and/or a chaperoned fieldtrip.

A typical day schedule looks like this. This is a generic schedule to give you an idea of how your day will be spent. All programs have time scheduled for recreational activities, special events, and general fun!

Morning	Afternoon	Evening
7:30 - Wake up	1:30 - Workshop III	6:00 - Lecture / Video / Evening Activities
8:00 - Breakfast	2:30 - Workshop IV	8:00 - Homework / Rehearsal
8:30 - Mentor Meetings / Warm Ups	4:00 - Group Work	10:00 - Campers to Room
9:00 - Workshop I	5:30 – Dinner	10:30 - Lights Out
10:30 - Workshop II		
12:00 - Lunch / Rest		

Preparing for Camp

US Performing Arts will make every effort to ensure your child has a wonderful experience. Our faculty and staff will provide your student with a safe and positive environment in which s/he can explore his/her creativity and hone his/her craft. Parents can help by letting us know in advance (by calling our office, or by disclosing information on the Health and Release Form) about specific behavioral, health-related or emotional issues that may affect your child at home or school. Any information that can be shared will help us to ensure your child's success while s/he is in our care and will remain strictly confidential.

Workshop Preparation

Prior to arriving at camp, please prepare and memorize one monologue from theater, film or television:

1. Bring a **SHORT** monologue (about 1 minute or less)
2. The character should be speaking to only one person.
3. Age appropriate.
4. Character **MUST BE TALKING TO A PERSON WHO IS ACTUALLY IN THE ROOM.**
5. You may get the monologue from a contemporary play, TV or movie.
6. If there's a scene from a movie or show that you would like to work on with a partner, bring that along too.



Checklist of Things to Bring

Below is a list of suggested and required clothing, equipment and personal items. Unless recommended for your specific program, we highly suggest that you do not send unnecessary clothes (which often get lost) or valuable items, such as expensive electronics, Apple Watches or laptops. Don't forget to label every article of clothing and equipment. **Stanford University** and **US Performing Arts** cannot be responsible for any lost or stolen items.

ALL Students - Required Items

- Completed Health and Release Form – **Complete Online**
- Signed Conduct Policy – **Complete Online**
- Waiver of Liability – **Complete Online**
- Stanford Release Form – **Complete AND Bring with you to check-in**
- Photo (upload online)
- Workshop Preparation
- Comfortable, supportive shoes (no flip flops, sandals, open-toed shoes or heels)
- Notebook or journal for note taking
- Pens and Pencils

Residential Students ONLY – General Items Outside of Class

- **Room key and meal card deposit check – Required at Check-in**
- Travel alarm clock (not a cell phone)
- Spending money (suggested \$50 – \$75 per week)
- Pants, shorts and shirts
- Skirts and/or dress
- Underwear and socks
- 1-2 jackets or sweaters (evenings get cool)
- Pajamas and bathrobe
- Shoes
- Rubber flip flops for the shower
- Bathing suit / beach towel / sunscreen
- Toiletries – hairbrush, toothbrush, toothpaste, soap, shampoo, sunscreen, etc.
- Laundry bag and laundry detergent (washing machines are available for multi-week students)
- Hangers
- Hairdryer
- Small clip on reading lamp
- A good book

Location and Travel

Surrounding Area

We encourage and recommend that you visit the university's website for visitor information:
www.stanford.edu.

Hotels

Looking for a place to stay when you fly in for your camper's "Work in Progress"? There are many options to fit several budgets. Although we don't work in conjunction with any hotels to offer special rates, we have listed the following to help you get started in your search.

- Hotels.com offers many varied accommodations.

Airport Information

Three major airports serve the San Francisco Bay Area, including San Francisco International Airport (SFO), Mineta San Jose International (SJC), and Oakland International (OAK). Stanford is roughly equal distance from the San Francisco and San Jose airports. Visitors find that San Jose's airport is somewhat more convenient, especially for domestic flights. **US Performing Arts can only offer student transfers to and from San Jose International (SJC).**

The following is the closest major airport to our campus location. We will meet students at this airport who have made prior transportation arrangements with USPA. Students will be met at the baggage claim area by a USPA Mentor who will guide them to the shuttle and accompany them to the University.

Closest Airport to Camp	University / Location	Distance from Campus
Mineta San Jose International (SJC)	Stanford / Stanford, CA	17 miles

Driving Directions

Refer to the Stanford Map for Your Best Directions:

<https://campus-map.stanford.edu/>

From Highway 101 North & South

Exit 24 for Sand Hill Road, toward Menlo Park. Keep left, follow signs for Sand Hill Road East. Keep right at fork, follow signs for Sand Hill Road. Merge onto Sand Hill Road. Turn right onto Santa Cruz Ave. Use the left 2 lanes to turn left onto G5/Junipero Serra Blvd. Slight left onto Campus Drive. Address is **543 Lasuen Mall**. Parking is available at Tresidder Union Parking Lot a short walk away.

From Highway 280 North & South

Exit 280 at Alpine Road, heading toward Palo Alto Make a right turn G5/Junipero Serra Boulevard. Slight left onto Campus Drive. Parking is available at Tresidder Union Parking Lot.

Stanford Campus Map

<https://campus-map.stanford.edu/>

Check-In Location

Muwekma Front Lawn, at Stanford University, 543 Lasuen Mall, Stanford, CA 94305

All students check-in between 2:00 – 3:30 pm on the first day of your program.

Work in Progress Location

Muwekma Front Lawn, at Stanford University, 543 Lasuen Mall, Stanford, CA 94305

“Work in Progress” Screening will be held at 1:00 p.m. on the last day your program.

**Venue subject to change. If a change occurs, a new location will be announced at check-in.*