



WELCOME TO TOP BILLING ENTERTAINMENT

Where every performer gets top billing!

WHO WE ARE

- We are a 11 year old 501 (c)3 Federal Non-Profit Organization
- Our teachers work professionally in the entertainment industry and have degrees or are currently pursuing degrees in music, dance, theater production and film.
- Our Executive Director has been working in youth theater for over 18 years and taught High School Show Choir for five years.
- Our supporting staff is primarily alumni and parents volunteering their time.
- All TBEPA Staff, Core Volunteers, and Instructors have cleared background checks, are fingerprinted through the Department of Justice, and are CPR/First Aid Certified. Many of them have also completed Virtus training as well.
- Our alumni have gone on to Broadway tours, theme park entertainment jobs, and many other gigs in the entertainment industry.

BOARD MEMBERS

- Executive Director – Kristina Keener Ivy
- President – Desiree Cabana
- Vice President – Kimberly Krok
- Secretary – Paris Genie
- Treasurer – OPEN
- Parent Liaison – Camilla Dansion
- Fundraising – Ashley Harrison

OUR AWARDS

- The American Prize Best Musical in the USA 2014, #2 in the USA 2015, Honorable Mention 2016, 2017, 2019
- The American Prize Best Musical Director in the USA #2 in 2014, #3 2019
- National Youth Arts Awards 56 Nominations, 14 Wins
- Best Dance Studio in the San Gabriel Valley Tribune's Reader's Choice Awards 2014, 2015, 2016, 2017, 2018, 2019, 2021
- Best Music School in the San Gabriel Valley Tribune's Reader's Choice Awards 2015, 2019, 2021
- LA Music Center Spotlight Awards
- Southern California Vocal Association Vocal Soloists Awards
- Women of the Year Awards for the President of our Board, Desiree Cabana

WHAT WE DO

- We teach singing, acting, on camera acting, dancing, & instruments. We instruct about 600 group and private lessons students a month.
- We work with any and all performers that want to join us from extreme special needs to the Broadway bound.
- In a usual year, we produce three awesome community musical theater productions, two fundraiser showcases, eight private lesson recitals, two group class recitals, five summer camp productions and a holiday touring group.
- We do about 200 performances in the community every year including Disneyland Community Arts, retirement centers, church festivals, OC & LA Fair, corporate events, local parades and more.
- We partner with the City of Glendora Parks and Recreation Department as well as local private, public, and charter school districts.
- We also do Princess & Super Hero Parties, host events at the Academy and rent our costumes, sets, and props to other performing arts groups.

OUR PHILOSOPHY

- We are a “no cuts” group where any performer (within the age restrictions placed on us by copyright owners) are invited to perform with us.
- Whether this is your first production or 20th production with us, you will be treated like family with respect, love, and honor.
- We work very hard to make sure every performer has some kind of featured moment or solo. We add mega-mix bows and small cameos to many of our productions in order to feature every single performer.
- We want our performers to try new things and do their best in a safe and supportive performing environment.
- We want every performer to feel like a star. We have spent years fundraising and purchased state of the art sound and lighting equipment so our performers can put on the best shows possible.

FAMILY RULES

- Treat each other like family, love each other
- Sing out loud, laugh a lot
- Give side hugs and lots of smiles
- Share good things
- Forgive quickly
- Do I'm sorry
- Show respect for people & property – if it is not yours don't touch it
- Play nice – play fair
- Do the right things
- Do your best
- Say thank you and please
- Be honest
- Keep your promises
- Be truthful, positive, grateful, humble

COVID-19

- All classes, rehearsals, lessons will be in person at the Academy and on zoom. Some teachers are only teaching from home, but students can come to the Academy for lesson/class time or vice versa.
- Always check in at the front desk for a temperature check. If you are over 100.3 degrees F, you will be asked to sit by the front desk for 15 minutes max to cool down. If temp. does not decrease you will be asked to go home.
- Staff will wear masks. Per City of Glendora guidelines students and others must wear a mask.
- Please wash your hands for 20 seconds or more every hour.
- Please notify the front desk or Ms. K if you have been exposed to Covid and contacted by a tracer. Please do not return to the Academy until you have two negative covid tests 7-10 days apart. If a parent or student is feeling sick, please attend rehearsal via zoom.
- Please no sharing food, drinks, pencils, scripts, basically anything.
- We have a quiet room if you need a mental break during rehearsals let the teacher know.
- Bring water, ice packs, coolie towels, the windows may be open for air circulation and the room will be hotter than normal.

OUR POLICIES

- Regular “school rules” always apply. **Wear shoes at all times.** Because we are cleaning the floors more, kids are getting splinters through their socks.
- If there is an emergency and we have to leave the Academy, we will meet at the bus plaza across the street.
- If there is a medical emergency, we will contact the parents and medical personnel immediately.
- **Always be in groups of three or more. Never be alone – for your safety and ours.**
- All rehearsals and classes are open to parents, but please do not side-line coach.
- Please do not be more than five minutes late. If you are late picking up your child, please call the front desk at 626-963-1300. A fee may be applied.
- You are responsible for any property damaged by your child.
- TBEPA is not responsible for lost or stolen items.
- Before you complain, please try volunteering.

OUR EXPECTATIONS

- We expect to put on amazing musical theater productions and recitals.
- Performers will come to rehearsals and classes to practice, not to socialize. We are not a babysitting service.
- Performers will practice at home.
- Performers will come prepared with lines and lyrics memorized for the scenes they are working on at rehearsal that day.
- Performers will be team players and positively encourage each other.
- Parents and family will positively encourage all the performers and help with costumes, props, sets in whichever way they can.
- We will only compare ourselves to ourselves and not to one another. We will not judge which cast is "better."
- Performers will pick up after themselves, care for all costumes and props, and help keep the rehearsal and performance spaces clean.
- Performers will meet or exceed their financial obligations so the awesomeness can continue.

ZOOM ETIQUETTE

- Please do not film a rehearsal or person (in person or on zoom) without their permission and do not post without their permission.
- Please make sure to mute your mic when you are not talking. Change your screen name to the student's name.
- Please make sure you are dressed appropriately and your background is appropriate for young kids (G rated).
- Students please make sure you have room to dance and have your camera on during all rehearsals and classes unless asked to do differently by the teacher.
- Parents please add TBE Mom or TBE Dad in front of your zoom name if you are watching the zoom so we know who you are. If we don't recognize your name we will remove you from the zoom.

SPECIAL NEEDS

- Allergies – please notify us at the start of rehearsals. No peanuts are allowed at the studio. If your child has a life-threatening allergy, they must have an epi pen or medication with them at all times.
- Physical Limitations – please notify us at the start of rehearsals. We will make modifications as needed. Performers are encouraged to be in all the numbers assigned on the rehearsal schedule. However, if it is too demanding physically, the performer is welcome to choose only a few numbers to be in.
- Asperger Syndrome or ADD/ADHD – please notify us at the start of rehearsals and discuss with the directing staff the best way to make accommodations. If your child has extreme needs, a parent or care taker must be present at all rehearsals and during the performances.
- Blind or Deaf – please notify us before rehearsals start so we can make special arrangements with sign language interpreters or provide rehearsal materials in Braille.

CLASSES

- We do our best to start and end on time. Please do not be more than five minutes late. You may be asked to sit and observe and may not be able to take class that day if you are too late and not warmed up. You are welcome to arrive early, just please do not disturb the classes.
- Performers are welcome to bring food and drinks, but it should not be eaten when performers are working. Water, soda and snacks are for sale at the Academy for \$1. If the cast gets too messy, food privileges during rehearsals will be revoked.
- If you will be late picking up your child, please call the front desk at 626-963-1300 to let us know. Our teachers and staff wait 5-10 minutes after classes but after that time we are no longer responsible for your child. If you are late often, we may need to charge you a fee for the extra time. Please be considerate of our teachers, front desk, and their schedules and be on time.

SHOWS

- Performers arrive to every show with hair and make-up ready.
- If a performer is late to call time without notice, they may be removed from numbers or removed from the show that day.
- All performers must help load the show in and out of the theater. No one is excused from the strike after the show until the director notifies the cast.
- Parents and other volunteers will be assigned to duties (snack bar, supervision, etc.). Please do your best to help where assigned.
- Not all parents can be backstage during a show. Usually parents with children ages 4-5 are given priority. If your child needs help dressing or has special needs, please let us know at the beginning of the rehearsals how to best assist them.

BEHAVIOR CONSEQUENCES

- Each cast/class will decide the consequences for talking during rehearsals at the start of the practices. Usually if the director has to ask more than three times for the cast to be quiet, then the entire cast will do 20 sit-up, push-ups, or jumping-jacks.
- For other behavioral problems, the cast member will be given a verbal warning by a director.
- If the problem continues, the cast member will be given a time-out.
- If the problem continues, a parent will be notified.
- If the problem continues, the cast member will be cut from a number.
- If the problem continues, the cast member will be cut from a show.
- If the problem continues, the cast member will be dismissed from the production or class.

QUESTIONS

- Check out the website for details about everything we do
www.topbillingent.org
- Please follow us on social media and join our Facebook groups:
 - <https://www.facebook.com/groups/TBEclasses>
 - <https://www.facebook.com/groups/topbillingfamily>
- E-mail kkivy@topbillingent.org or contact the front desk at 626-963-1300.
- If you do not get a “k, gotcha, sounds good, thumb up” then we did not see it.
- Please give us 24 hours to return any phone calls.