



LEAD ENSEMBLE INFORMATION GUIDE – COMMUTING

this guide is specifically for Lead & National Finalist Ensemble students NOT staying in Creighton University housing

Omaha Performing Arts is proud to present the 12th annual **Nebraska Theater Academy Showcase at the Orpheum Theater on Saturday, May 31, 2025 at 7:30pm**. This red-carpet, Tony Awards® inspired event is a tribute to the enthusiasm, dedication, and accomplishments of our state's high school and middle school theater programs. Participants have the opportunity to win awards and perform as a part of that evening's program, which will be hosted by Broadway performer and Omaha native, Kevyn Morrow. Students, faculty and staff from participating schools are encouraged to attend and celebrate theater in our schools!

Congratulations on winning an award for Outstanding Performance in a Lead Role! In addition to receiving a trophy (leads) onstage at the Orpheum Theater you will perform as a part of the Lead Ensemble with other award-winning students from across the state.

Here is an overview of what you'll find in this document:

- Page 2: contacts, locations, availability and deadlines
- Page 3: creative team, music, awards, check-in/out policies, parking, health/safety
- Page 4: meals, tickets
- Pages 4-6: code of conduct (security, incident report, online safety, phone/internet, substance abuse policy, respect, belongings, prohibited items, attire)
- Page 7: emergencies
- Pages 8-9: rehearsal schedule, checklist

Students, parents/guardians and teachers should read this guide in its entirety as students must adhere to all rules and regulations in order to participate in the 2025 Nebraska Theater Academy Lead Ensemble.

Please refer all questions to NTA@O-pa.org

CONTACTS

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***REMINDER:** please refer all questions to NTA@O-pa.org

O-pa Education Website: O-pa.org/Learn-and-Engage

Box Office (buy tickets): 402-345-0606 or TicketOmaha.com

Holland Center Security: 402-661-8555

Orpheum Theater Security: 402-661-8537

Creighton Public Safety (emergency line): 402-280-2911

LOCATIONS

2025 Nebraska Theater Academy Showcase rehearsal and performance venues include:

Holland Performing Arts Center

1200 Douglas Street
Omaha, NE 68102

Orpheum Theater

409 S. 16th Street
Omaha, NE 68102

Student performers should use the following entrances at the performance/rehearsal venues:

- When entering the Holland Center, use the Stage Door – located on the north side of the building between 12th and 13th Streets on Dodge Street. Students MUST check-in immediately upon entering the venue.
- When entering the Orpheum Theater, use the Stage Door – located on the northeast corner of the building on 15th and Harney Streets. Students MUST check-in immediately upon entering the venue.
- When you check-out after the performance you will use the Orpheum Theater main lobby.

AVAILABILITY & DEADLINES

- Showcase rehearsals are scheduled to run **Tuesday, May 27 – Saturday, May 31, 2025**. Students must be available for all scheduled activities. A full rehearsal schedule is available on pages 8-9 (all scheduled activities are subject to change). Please note that observers are not allowed at rehearsals.
- All forms and waivers must be completed **by Thursday, May 15, 2025** (<https://o-pa.org/learn-engage/lead-ensemble-form>).

CREATIVE TEAM

The Lead Ensemble gives winners of Outstanding Performance in a Lead Role the opportunity to perform in a special number onstage at the Orpheum Theater with other top students from across the state. Throughout the rehearsal week students will work with Broadway choreographers and professional music directors, musicians, and stage managers. Lead Ensemble students will be accompanied by a live pit band.

MUSIC

- Students will be sent music for the Lead Ensemble performance at least 1 week prior to rehearsals. Music will be sent as PDF attachments to the student and parent emails provided on the online Student Information Form.
- Students are expected to learn their vocal part and be memorized prior to the first rehearsal; however, students should print their music and bring it with them to rehearsals for notetaking purposes. A limited number of printed copies will be available for students in need.

AWARDS

Winners of Outstanding Performance in a Lead Role will receive trophies onstage as a part of the showcase. Students will be provided with instructions/directions for accepting awards during the dress rehearsal.

CHECK-IN

Students should arrive for check-in at the Holland Center Stage Door, located on the north side of the building between 12th and 13th Streets on Dodge Street at 8:00am on Tuesday, May 27, 2025. If a student will be late, parents/guardians must notify O-pa staff or we will contact their parent and emergency contact(s). Throughout the rest of the rehearsal week, students should arrive for check-in at the time and venue listed on the rehearsal schedule on pages 8-9 of this guide. Students driving themselves should review the parking section of this document for information on where to park upon arrival.

Please note that absences and tardies are not acceptable. If for any reason a student will be late or absent, parents MUST contact O-pa staff.

CHECK-OUT

At the end of each day, students MUST check-out with an O-pa staff member or Lead Chaperone at the rehearsal venue stage door. After the performance has ended, check-out will take place in the main lobby of the Orpheum Theater.

Parents/guardians of students who are minors will be asked on the online form to list up to 3 approved persons that their student can be released to at check out, along with an emergency contact. Parents have the option of requiring valid ID as part of the checkout process (e.g. Driver's License or other official photo ID). Parents/guardians can choose whether or not an approved person's presence is required to complete the check-in/out process.

PARKING

Upon arrival at the first rehearsal, students who plan to drive themselves should park their cars under the overhang in the 12th Street Arrival Plaza. O-pa staff will provide additional parking instructions for students at the end of each rehearsal day. Students who plan to drive themselves to/from rehearsals must have parent permission indicated on their online Student Information Form.

HEALTH & SAFETY

Omaha Performing Arts reserves the right to dismiss students at any time for any reason. If a student is sick/does not feel well, they should NOT attend. If a student exhibits illness symptoms (including but not limited to headache, chills, temperature, etc.) the student will be immediately sent home. If the student is a minor, O-pa staff will notify their parent/guardian and emergency contact for immediate dismissal.

O-pa staff does not provide participants or visitors with medication, including over the counter remedies such as ibuprofen, Tylenol, Aspirin, Tums, etc. to any participant for any reason. Participants must bring and administer their own medication if needed.

MEALS

All meals will be provided for free. Lunch and dinner will be provided at rehearsal venues each day. If a student has food allergies/dietary restrictions that we should be aware of please include this information on the Student Medical Information Form online. Although meals are provided, it is strongly encouraged that students bring snacks and their own water bottle. Water stations will be available at the rehearsal venues throughout the day.

TICKETS

Tickets will go on sale for the general public on Friday, May 9, 2025 starting at just \$14! Showcase Ensemble Students DO NOT need tickets and will be provided with special seating; however, all performers will receive a promo code to reserve 1 complimentary ticket to share with a guest. Promo codes will be provided to schools by **Thursday, May 1, 2025**.

CODE OF CONDUCT

At O-pa, we are committed to providing a safe, creative, and learning-friendly environment to explore the arts. **We depend on everyone to help us meet this goal!** Students are expected to behave appropriately and always follow instructions from O-pa personnel.

Expressly prohibited behavior includes, but is not limited to:

- Violating local, state, or federal laws.
- Violence, harassment, bullying and discrimination of any kind will not be tolerated.
- Causing willful damage to venue facilities or equipment.
- Failing to comply with the venue security procedures.
- Bringing outside alcohol, controlled substances (other than personally prescribed medicines), firearms or knives into the venue (see page 6 for full list of prohibited items).
- Bringing animals (other than legal service animals) into the venue.
- Using or distributing tobacco or vaping products in the venue.
- Using offensive language as defined by O-pa personnel.

SECURITY

Students will not be allowed to leave rehearsal venues unaccompanied between rehearsals for any reason. If a student goes missing during rehearsals O-pa staff will contact security and follow “Code Adam” protocol – no one will be allowed to enter/exit the building until the student is located. Students are expected to be punctual. O-pa staff will contact the teacher and parent/legal guardian of students who fail to check-in or check-out or arrive late during any point of the rehearsal period.

To provide a safe learning environment, O-pa is equipped with security staff and video surveillance of the Holland Center and Orpheum Theater. Students and parents are encouraged to report any suspicious or inappropriate behavior. Holland Center security is located on the ground floor of the Holland Center near the stage door. Orpheum security is located near the stage door on 15th and Harney.

INCIDENT REPORTS

For the safety of all participants, O-pa staff will provide a locked box in the lobby (or other easily accessible location) where participants can anonymously submit safety concerns which will be assessed by O-pa staff each day.

ONLINE SAFETY POLICY

All students are expected to practice online safety. Notify a staff member or parent/guardian immediately if you come across information, messages, interactions with any other person involved with, teaching, or attending the education event, or images that are inappropriate, threatening, dangerous, or make you feel uncomfortable. Do not engage with O-pa staff or guest artists through any social media platform, other than the platform designated for the education program or activity. Any communication with O-pa staff and guest artists outside of scheduled education program/class time should take place through O-pa emails and phone numbers. Sending sexually explicit photos or messages is strictly prohibited while using the O-pa platforms designated for education activities. Sharing and/or receiving personal information, including, without limitation, phone number, social security number, address, email address, date of birth, social media account address, such as Facebook, Twitter, Instagram, Snapchat, etc. (collectively the “personal information”) by any student or the student’s parent/guardian in connection with any virtual O-pa education activity conducted via Zoom, social media or any other virtual platform is strictly prohibited. O-pa is not responsible if personal information is shared and/or received by any student or the student’s parent/guardian via Zoom, social media or any other virtual platform during education activities. O-pa is not responsible for any consequence arising from such sharing and/or receiving of personal information. For participants under the age of 19, parents/guardians must strictly monitor internet use in connection with all virtual O-pa education events.

INTERNET

Holland Center and Orpheum Theater have free Wi-Fi (a password and username will be given to students when they arrive at rehearsal).

SUBSTANCE ABUSE

Using any illegal drug is punishable by law and will not be condoned. In addition, the Nebraska Theater Academy program will not permit smoking and alcohol, even if a student has reached the Nebraska State legal age to do so. Any student discovered using any of these substances will be immediately expelled and disqualified from participating in the showcase.

RESPECT

Be respectful at all times – bullying, profanity, and discriminatory language is strictly prohibited. Discrimination or harassment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, protected hairstyle, and mental or physical disability (including perceived disability, and AIDS and HIV status) is strictly prohibited. We will not condone discriminatory conduct toward any person. Students are also expected to treat all property and equipment, both on the Creighton University campus and at O-pa venues, with respect. Students will be held liable for any damaged equipment, furniture or space. Students are expected to keep sound to reasonable levels and to comply with requests to reduce sound levels that are intrusive.

PERSONAL BELONGINGS

Students are responsible for all personal belongings. O-pa will not be held responsible for any lost, damaged or stolen property. Students may have long breaks during the day, so we recommend they bring something to entertain themselves. Below, please find a suggested list of items students should bring to rehearsal each day:

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|--------------------|----------------------------------|----------------------------|
| • Sheet Music | • Water Bottle | • Cell phone/charger |
| • Writing Utensils | • Rehearsal Schedule | • Laptop or tablet/charger |
| • Snacks | • Photo ID (for check-in) | • Books |

PROHIBITED ITEMS

To ensure the highest level of safety and security at O-pa, the following items are prohibited:

- Large bags or back packs larger than 14" x 14" x 6"
- Laser pointers
- Hard coolers or similar containers
- Sealed packages of any kind
- Noise making devices of any kind (i.e. bells, whistles, horns, etc.)
- Alcohol
- Illegal drugs or substances
- devices, pocket/utility knives or cutting instruments
- Selfie-sticks or other telescopic devices
- Flags, banners or signs
- Animals (unless a service animal)
- Any materials constituting unauthorized advertising or promotion
- Drones (UAS-Unmanned Aircraft Systems) or other model aircraft
- Hover boards
- No weapons of any kind, including lawfully concealed firearms, pyrotechnics, flares or incendiary
- Any other items deemed inappropriate or dangerous by O-pa security or staff

ATTIRE

Rehearsal

During rehearsals, students should wear comfortable clothing and shoes that they are able to move in for long periods of time. Students are not to wear clothing, jewelry or other apparel which may be offensive to others, including T-shirts with offensive graphics and/or language and sexually explicit clothing that is revealing.

Showcase

The showcase is a red-carpet event – students are encouraged (but not required) to dress up for this celebratory occasion! All Lead Ensemble performers will be required to wear their Nebraska Theater Academy T-Shirt (provided to students at rehearsal) and black pants/leggings or a black skirt with opaque black tights and black shoes during their performance. Dressing rooms will be provided if students want to change into festive attire before/after their performance.

EMERGENCIES

Upon registration, emergency contact information and participant-specific medical information must be provided to O-pa staff in case of emergency.

ALLERGIES

O-pa will make best efforts to accommodate food allergies and preferences whenever meals are served as a part of class/camp; however **O-pa is not a nut-free campus**. In the event of a severe allergic reaction, O-pa staff members are not trained in the administration of emergency treatment and will immediately call 911 and notify security who will provide immediate and basic emergency medical care until a first responder/certified medical personnel member arrives on the scene. O-pa requires participants with known severe allergies to always keep an Epi-pen or other appropriate remedy on-hand.

BUILDING EVACUATIONS

In the event of a fire or similar occurrence requiring an evacuation, a white light will flash with an announcement stating, "There is an emergency in the building, please evacuate." Remain calm. O-pa staff will direct participants to evacuate the building using building evacuation routes to designated assembly points outside the building and then O-pa staff will take attendance. All individuals should wait until security gives the approval to return to the building. O-pa staff will contact caregivers not onsite at the earliest opportunity with a status report.

INJURY & ILLNESS

If a participant experiences an injury or illness that is life threatening, O-pa staff will immediately call 911 and notify security who will provide immediate and basic emergency medical care until a first-responder/certified medical personnel arrive on the scene. If the participant is a minor, O-pa staff will notify their parent/guardian and emergency contact. If a minor experiences an accident or injury that is not life-threatening O-pa staff will provide access to a first aid kit and notify their parent.

PERSONAL

If there is a personal/family emergency and you need to reach a participant during class/camp activities, please contact O-pa security at 402.661.8555.

TORNADO OR TAKE SHELTER

In the event of a tornado or similar occurrence, a white light will flash with an announcement stating, "The National Weather Service has issued a tornado warning for the greater Omaha-area. Please leave your seats and proceed to the shelter." O-pa staff will direct participants to the appropriate storm shelter. O-pa security will make an "all clear" announcement when it is safe to resume normal activity. O-pa staff will contact caregivers not onsite at the earliest opportunity with a status report.

REHEARSAL SCHEDULE

Showcase rehearsals are scheduled to run **Tuesday, May 27 – Saturday, May 31, 2025** with an afternoon dress rehearsal and 7:30pm performance on Saturday. Showcase rehearsals will take place at the Holland Performing Arts Center (1200 Douglas Street, Omaha, NE 68102) and the Orpheum Theater (409 S. 16th St, Omaha, NE 68102). Please note that all scheduled activities are subject to change. Observers are not allowed at rehearsals.

REHEARSAL DAY 1: TUESDAY, MAY 27, 2025 • HOLLAND CENTER

TIME	VENUE	ROOM	DESCRIPTION	WHO
8am - 8:30am	Holland Center	Stage Door	student check-in	lead ensemble
9am - 10:30am	Holland Center	Edu. Studio	music rehearsal	lead ensemble
10:30am - 12:30pm	Holland Center	Recital Hall	choreography rehearsal	lead ensemble
12:30pm-1:30pm	Holland Center	ZINC	lunch (students)	all students
2:30pm - 4pm	Holland Center	FNB Lobby	music rehearsal	lead ensemble
4pm - 4:15pm	Holland Center	Recital Hall	Q. Smith hello/welcome	all students
4:15pm - 6pm	Holland Center	FNB Lobby	music rehearsal	lead ensemble
6pm - 7pm	Holland Center	ZINC	dinner (students)	all students
7pm - 8pm	Holland Center	FNB Lobby	choreography rehearsal	lead ensemble
8pm	Holland Center	Stage Door	student check-out	commuting students

REHEARSAL DAY 2: WEDNESDAY, MAY 28, 2025 • HOLLAND CENTER

TIME	VENUE	ROOM	DESCRIPTION	WHO
8:30am	Holland Center	Stage Door	student check-in	commuting students
9am-11:30am	Holland Center	Recital Hall	choreography rehearsal	lead ensemble
11:30am-12:30pm	Holland Center	ZINC	lunch (students)	all students
12:30pm-2:30pm	Holland Center	Edu. Studio	music rehearsal	lead ensemble
3:30pm-5:30pm	Holland Center	Scott Hall	Q. Smith master class	all students
5:30pm-6:30pm	Holland Center	ZINC	dinner (students)	all students
6:30pm-7:30pm	Holland Center	Edu. Studio	Q. Smith audition song selection workshop	national finalists + lead ensemble
7:30pm-8:30pm	Holland Center	FNB Lobby	music rehearsal	lead ensemble
8:30pm - 9:30pm	Holland Center	Recital Hall	choreography rehearsal	lead ensemble
9:30pm	Holland Center	Stage Door	student check-out	commuting students

REHEARSAL DAY 3: THURSDAY, MAY 29, 2025 • HOLLAND CENTER

TIME	VENUE	ROOM	DESCRIPTION	WHO
8:30am	Holland Center	Stage Door	student check-in	commuting students
9am-11am	Holland Center	Recital Hall	choreography rehearsal	lead ensemble
11am - 12pm	Holland Center	Zinc	lunch (students)	showcase ensemble, lead ensemble
12pm-2pm	Holland Center	FNB Lobby	music rehearsal	lead ensemble
3pm-5pm	Holland Center	Recital Hall	choreography rehearsal	lead ensemble
5pm-6pm	Holland Center	Zinc	dinner (students)	showcase ensemble, lead ensemble
7pm-8pm	Holland Center	FNB Lobby	music/choreography rehearsal	lead ensemble
8pm	Holland Center	Stage Door	student check-out	commuting students

REHEARSAL DAY 4: FRIDAY, MAY 30, 2025 • ORPHEUM THEATER

TIME	VENUE	ROOM	DESCRIPTION	WHO
9:15am	Orpheum Theater	Stage Door	student check-in	commuting students
9:45am - 11:00am	Orpheum Theater	Slosburg	music/choreography rehearsal	lead ensemble
1pm - 2pm	Orpheum Theater	Lobby	lunch (students)	all students
2pm - 3:30pm	Orpheum Theater	Slosburg	tech rehearsal	lead ensemble
6:30pm - 7:30pm	Orpheum Theater	Lobby	dinner (students)	all students
7:35pm - 8:20pm	Orpheum Theater	Slosburg	run bows/staging	all students
8:20pm	Orpheum Theater	Stage Door	student check-out + dorm shuttle departs	all students

DRESS REHEARSAL & PERFORMANCE DAY: SATURDAY, MAY 31, 2025 • ORPHEUM THEATER

TIME	VENUE	ROOM	DESCRIPTION	WHO
9:30am	Orpheum Theater	Stage Door	Student check-in	commuting students
10am-11:15am	Orpheum Theater	Slosburg	Kevyn Morrow Q&A	all students
12:15pm - 1:15pm	Orpheum Theater	Lobby	lunch (schools/students)	showcase ensemble, lead ensemble, national finalists, schools #9-10
1pm	Orpheum Theater	Stage Door	school/student check-in	schools #1-8
1:30pm-4:15pm	Orpheum Theater	Slosburg	dress rehearsal	all students and schools #1-10
4:15pm-5:15pm	Orpheum Theater	Lobby	dinner (schools/students)	all students and schools #1-10
5:15pm	Orpheum Theater	Dressing Rooms	call time	all student performers
6pm	Orpheum Theater	Lobby	lobbies + red carpet open	all students, teachers + audience
6:45pm	Orpheum Theater	Dressing Rooms	call time (everyone report backstage)	all students and schools #1-10
7:30pm - 9:45pm	Orpheum Theater	Slosburg	performance (est. 60/15/60)	all students and schools #1-10
9:45pm - 10pm	Orpheum Theater	Stage Door/Lobby	student check-out	all students and schools #1-10

CHECKLIST

Please check your email regularly for important information and updates. Remember to send all required information and direct all questions to NTA@O-pa.org

- Read full information guide and all policies/procedures
- Reserve comp ticket on [TicketOmaha.com](https://www.ticketomaha.com) with promo code + invite friends/family to buy tickets starting 5/1
- **Online Student Information Form, Medical Information Form, Personal Release and Parental Release due 5/15**
 - <https://o-pa.org/learn-engage/lead-ensemble-form>
- Memorize vocal part for opening and closing numbers (check your email for music 1-2 weeks before rehearsal)
- Arrive for rehearsal check-in at Holland Center at 8:30am on 5/27
- Have FUN performing in the showcase at the Orpheum Theater on 5/31