

# Northwestern University

National High School Institute



## Theatre Arts

Summer Information Packet

---

**Northwestern**  
NATIONAL HIGH SCHOOL INSTITUTE

617 Noyes Street  
Evanston, IL 60208-4165

Phone (847) 491-3026  
[nhsi@northwestern.edu](mailto:nhsi@northwestern.edu)  
[nhsi.northwestern.edu](http://nhsi.northwestern.edu)



NORTHWESTERN  
UNIVERSITY

2025 Theatre Arts Division  
Cherubs National High School Institute  
Northwestern University

Dear Incoming NHSI Class of 2025,

Congratulations and welcome to the Cherubs! We are thrilled that you have accepted our offer to join the Theatre Arts Class of 2025. Your application was selected with great care, and we are overjoyed to welcome you into this year's program; an experience that we hope will live well beyond your time with us this summer.

The National High School Institute summer program (CHERUBS) dates back to 1931 and boasts an alumni network well into the thousands (over 30,000 by last count). This truly is a program built on the transformative experience of students, in multiple disciplines, from all corners of the globe, coming together to learn new skills and create bonds that will last a lifetime. We are so happy that you will be a part of this once-in-a-lifetime summer!

In this packet you will hopefully find many answers to questions you may have right now. Please read everything very carefully and do not hesitate to contact our office directly if you have any additional questions/concerns as they arise. We are here to help, and we look forward to getting to know you.

I look forward to meeting you all in person very soon, and most importantly, I cannot wait for you to meet the NHSI faculty and your fellow Cherubs.

I hope you have a wonderful rest of your school year, and I'll see you at Northwestern this summer.

All the best,

A handwritten signature in cursive script that reads "Jennifer Avery".

Jennifer Avery  
NHSI Director  
Northwestern University

# Table of Contents

Contact Information.....	4
Statement on Ambiguity.....	4
Important Program Dates .....	5
Performance Dates .....	5
Campus Tours.....	5
Arrival.....	6
Residence Hall & Boarding .....	6
Laundry .....	6
Identification.....	6
Meals.....	7
Money Matters .....	7
Recreation.....	7
Cell Phones .....	7
Emergency.....	7
Student Check Out/In Policy.....	8
Relatives & Visitors.....	8
Student Departure Request .....	8
Absences During Scheduled Programming.....	8
Religious Observances.....	9
Mail & Deliveries .....	9
Health Information & Service .....	10
Prescriptions & Routine Care.....	10
Mental Health Support .....	10
Health Related Absence .....	10
Things To Do Before You Arrive .....	11
Clothing Requirements .....	12-13
Curriculum & Instruction.....	14-15
All Theatre Arts Students .....	14
Performance Concentration .....	14
Stage Management/Design-Technical Concentration .....	15
Faculty & Staff.....	15
Classroom Supplies .....	15
Attendance.....	16
Final Productions.....	16
Banquet .....	16
Musical Theatre Extension.....	17
Departure .....	17
Travel Arrangements .....	18
Hotels Within Walking Distance from Campus:.....	18
Hotels Within Driving Distance:.....	18
Packing List .....	19
Daily Schedule.....	20
International Student Information.....	21

# 2025 NHSI Theatre Arts Institute Information Packet

Please review this document carefully. *Parents/guardians and students are responsible for reading and understanding all of the information in this document.* If printing, we suggest that you make a copy of this document so that the student can have one at the Institute and parents/guardians can keep one at home.



## Contact Information

### NHSI Main Office

**Phone:** (847) 491-3026

**Email:** [nhsi@northwestern.edu](mailto:nhsi@northwestern.edu)

**Website:** [nhsi.northwestern.edu](http://nhsi.northwestern.edu)

### Regular Office Hours:

Monday-Friday

9am-5pm CST

### NHSI Director

Jennifer Avery

### NHSI Program Assistants

Corrine Glanville

Samantha Kingzette

## Theatre Arts Leadership

### Theatre Arts Institute Director

George Keating

### Assistant Institute Director

Grace Herman

## Comfort with Ambiguity

This packet is meant to set you up for success this summer and give you as much information as is needed. However, there are many surprises that our faculty have in store for you, and all scheduling is subject to change due to evolving needs of your specific cohort. You will be given your individual schedule in the first week of the institute, but we want to stress that there will be moments this summer when you may not know what to expect—this is purposeful! Surprises are some of the best parts of the program, so please be prepared to be joyfully surprised throughout your time at Northwestern.

# Important Program Dates

**Theatre Arts Institute:** Sunday, June 29<sup>th</sup> - Saturday, August 2<sup>nd</sup>

**Musical Theatre Extension:** Saturday, August 2<sup>nd</sup> - Saturday, August 16<sup>th</sup>

**Sunday, June 29<sup>th</sup>:** Move in day with orientation taking place at 3:00 pm CST.

**Friday, July 4<sup>th</sup>:** Students will have programming on the July 4<sup>th</sup> holiday.

**Friday, August 1<sup>st</sup>:** The final banquet for Theatre Arts students and staff will be held in the evening.

**Saturday, August 2<sup>nd</sup>:** Strictly a move out day for the 5-week students.

**Saturday, August 16<sup>th</sup>:** Strictly a move out day for Musical Theatre students.

## Performance Dates

The **5-week Theatre Arts productions** will run **Monday, July 28<sup>th</sup>** through **Thursday, July 31<sup>st</sup>**. Each ensemble will perform twice, once in the afternoon and once in the evening on nonconsecutive days.

Therefore, your student will perform either Monday & Wednesday or Tuesday & Thursday. **All students are required to participate in strike following the final performance on Thursday.**

**The faculty will not place students in their ensembles until the first week of the program.** The NHSI Office will email parents/guardians their student's exact performance schedule as soon as casting decisions have been finalized - by the end of the first week.



## Musical Theatre Extension

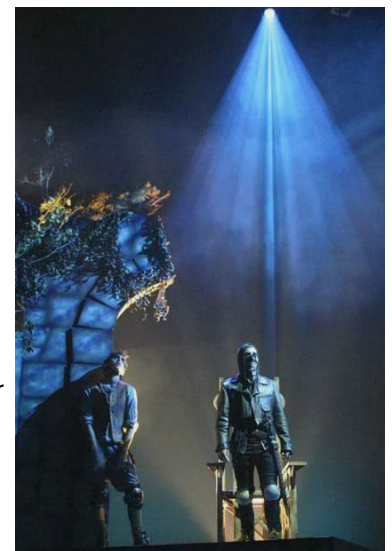
Cherubs who are staying on for the Musical Theatre extension can expect to perform a showcase at the end of the two weeks. There will be two performances: one in the **evening on Thursday, August 14<sup>th</sup>**, then again in the **afternoon on Friday, August 15<sup>th</sup>**. **All students are required to participate in strike following the final performance on Friday.**

The NHSI Office will email parents/guardians their student's exact performance schedule as soon as possible, likely by Tuesday, August 5<sup>th</sup>.

## Campus Tours

NHSI students live on campus and use Northwestern's theatre facilities throughout the institute. Students have the opportunity to explore the Norris Center, University Library systems, and more, which allow students to get a feel for what it is like to attend Northwestern.

The University Admissions Office also gives NHSI students a presentation about the college admission process, offering Cherubs a chance to learn how to prepare for application season and ask any questions they have. However, some students decide they would still like a formal admission tour to see other parts of campus. You are welcome to set up a tour through the [UG Admission Office](#). Please schedule the tour to take place **before** or **after** the Institute and note that you should book this about 2 months in advance as campus tours do fill up quickly.



## Arrival (all times listed in Central Standard Time)

The residence hall will be **open starting at 9:00 am** on arrival day, June 29<sup>th</sup>. All students **MUST** plan to arrive at the residence hall **no later than 2:00 pm**. Meal service begins with dinner on arrival day.

**International students:** see the last page of this packet for more information specific to your arrival.

If unforeseen circumstances arise and you must arrive after 2:00 pm on arrival day, or you decide at the last minute not to attend the Institute, please call the NHSI Office at (847) 491-3026 to explain the situation. *On Sunday, June 29<sup>th</sup>, the NHSI Office will be open starting at 9:00 am CST.* The residence hall staff are responsible for your safety and must remain on duty until they have accounted for all students in their division. **There will be a Theatre Arts Orientation meeting at 3:00 pm CST on arrival day that all students are REQUIRED to attend.**



## Residence Hall & Boarding

The Residence Hall will be determined at the end of April, and we will send more information at that time. Most rooms in the residence halls are doubles with shared bathrooms. Students will be assigned roommates based on their responses to the [Roommate Survey](#), and will receive their room assignments at check in.

Linen service is **not** provided. Students should bring their own toiletries, washcloths, and towels, as well as blanket(s), pillow(s), and linens for a **twin extra-long** bed. The residence halls are VERY well air-conditioned. The rooms are well furnished with a bed frame, mattress, desk and chair, and wardrobe with drawers. We urge Institute participants to bring a **minimum** of personal furnishings.



### Laundry

Students have 24/7 access to washing machines, free of charge, in the residence halls. Students will need their own laundry detergent. Laundry detergent can be purchased in downtown Evanston or on campus.

### Identification

**NHSI ID:** At check-in, students will be issued a National High School Institute ID card to identify you as a Northwestern student.

**Conference Card:** Students are issued a conference card to gain entry to the residence halls and the dining halls for meals, which must always be kept on your person. *If your conference card is lost, there will be a [\\$25 fee to get a replacement card](#).*

**Photo ID:** A photo ID is required for use of some University facilities. Please bring a school ID, driver's license, or other photo ID.

### Meals

Students receive three meals daily in the University's dining hall. The first meal will be dinner on arrival day; the time will be provided upon check-in, along with the student's meal card (conference card). Specific mealtimes for the rest of the program will be distributed at the orientation meeting. The final meal will be breakfast on departure day.

The dining hall has a station free of the top 9 allergens, and there are dining options for vegan and vegetarian students at every meal. However, Dining Services at NU are limited in what additional accommodation they can offer during the summer. **You should note all food allergies and/or dietary restrictions in both the Health Form and the Dietary Needs form. If you keep kosher or consider yourself/your student to have significant dietary restrictions, please contact our office asap.**

## Money Matters

Charges for fines, damages, missing library books, and tuition balances will be billed to you through your Northwestern account.

Additional spending money that you bring is within the discretion of you and your parents/guardians. The activities of the Institute do not necessitate the expenditure of any money. Transportation and admission for any field trips are all provided. Discretionary spending money is needed for eating in downtown Evanston, shopping, and other entertainment options.



The residence halls do not provide banking services. Northwestern University and most local businesses will not cash personal checks. There are several US Bank ATMs located on campus where you will be able to obtain cash. You may want to check with your personal bank to confirm where ATM's will be available for your use. We advise parents/guardians not to send cash in the mail, as we cannot be responsible for it.



## Recreation

While free time is limited, you may have time to use Northwestern's recreational or workout facilities. Costs for all recreational facilities are extra and are not included in the tuition amount. Visit [NU Recreation](#) for more information and to sign up for a one-month membership.

There are jogging paths along the lake and across campus that students can use free of charge. Do not bring bicycles.

## Cell Phones

Students must bring a cell phone as a safety precaution. When you check in, you will be asked to confirm this number in case the Institute staff need to reach you. **Please be aware that cell phones should only be used during non-academic times.** The use of cell phones is **not allowed** in any classrooms, rehearsals, or during any curricular activity unless specifically prescribed by an instructor. The best time to reach students is after 10:30 pm or Sunday mornings before 12:00 pm. Generally, students are in classes, rehearsal, or other activities from 8:30 am to 10:30 pm weekdays and most weekends.

**If you are an international student, you must provide a U.S. cell phone number.** If necessary, you can purchase a cell phone in downtown Evanston at any of the mobile stores or CVS. If you will be purchasing a phone once in the states, please let us know that in advance. You will be asked for this phone number upon checking in.

## Emergency

In the event of an **emergency**, parents should call the Institute Director, Jennifer Avery, at the NHSI central office (847) 491-3026. If the emergency occurs after hours, please call (312) 952-2792. **Please only use this number in emergencies.**



# Student Check Out/In and Departure Requests

## Student Check Out/In

During mealtimes, free elective periods, or other down time, students may check out with Residence Hall staff to walk to any of the shops, restaurants, etc. in downtown Evanston provided they check out with at least one Cherub buddy and keep a cell phone on their persons in case they need to be reached in an emergency. **Students may not leave the city limits of Evanston or ride in a vehicle of any kind while checked out with a buddy.** Students must check back in before scheduled programming or curfew. More details for this checkout process will be discussed during orientation. No formal departure requests are required for this process.

## Relatives & Visitors

If you wish to visit friends or relatives in or near Chicago, it is best to do so before and/or after the Institute. Time permitting, you may have friends or relatives visit you while you are at the Theatre Arts Institute, however, **guests are not allowed in residence hall rooms outside of move-in/move-out days.**

Due to the large Institute population, it is not possible to entertain visitors for meals in the dining hall. You may choose to have occasional meals with your family or other visitors in Evanston at any of the local restaurants. Visits with parents, relatives, or friends must not interfere with Institute activities. **Residence hall curfews still apply for students visiting relatives. If students are spending time with anyone not in the program, their parent/guardian must submit a Student Departure Request** via email, stating that the student has permission to be with the relative/visitor during the specified time—**this includes the parent/guardian.**

### Student Departure Request:

The student's **parent/guardian** must email the NHSI Office ([nhsi@northwestern.edu](mailto:nhsi@northwestern.edu)) 48+ hours in advance, granting permission for their student to leave campus. **Any requests received less than 48 hours from the requested departure may not be approved, including requests received on a Friday for the upcoming weekend, unless it is an emergency. Staff need time to coordinate.**

**Please refer to the email template sent along with this packet. The email must include:**

- Student's name and Division (Theatre Arts)
- Name of person checking the student out and their relationship to the student
  - *Must be an adult (21+), students will not be released to other minor persons*
- Date & time of student departure
- Date & time of student return
- Mode of transportation student will be taking – **we must receive explicit written permission from the parent/guardian for a student to ride in a vehicle of any kind, even if the parent is the one picking up the student.**
- Destination & Purpose of absence

All student departure requests must be approved by the division leadership. Parents/guardians and students will be notified of their departure *approval* or *denial* via email.

## Absences during Scheduled Programming

Absences from scheduled activities are **strongly discouraged**. If your student needs to depart from campus for any reason and will miss curriculum or curfew, we must be provided with context to consider the departure. Absences during the program are only allowed with prior written parental permission via a **Student Departure Request**. *Students will not be released to other minor persons under any circumstances.*



# Religious Observances

Students will receive their detailed schedules in the first few days of the institute; however, students can expect programming every single day. It is the responsibility of the parent/guardian to notify the NHSI in writing of any religious holidays or observances that may prohibit their student from participating in programming as scheduled, prior to arrival day. Students will not be penalized because of religious observances, and NHSI faculty will be happy to make appropriate accommodations. The parent/guardian should provide information about the obligations entailed in the observance of the relevant day/timeframe (such as fasting, not riding in a vehicle, etc.) as early as possible to ensure we are able to accommodate.

## Mail & Deliveries

**All student mail must be addressed as follows to be received by your student:**

**Student Name  
NHSI Theatre Arts Division  
Northwestern University  
617 Noyes Street  
Evanston, IL 60208**

**Do NOT address mail directly to the residence hall address.** Mail is delivered from the NHSI Office to the residence halls by NHSI staff in the afternoon/evening Monday-Friday.

The NHSI cannot take responsibility for mail arriving before or after session dates. You may not send boxes or packages to arrive before you do. **Mail/packages/shipments arriving prior to your arrival will be refused and returned to sender.** Please set a reminder to update your shipping addresses before the end of the program. Any packages received after August 2<sup>nd</sup> will be donated.

The following guidelines will ensure mail is delivered to your student:

- Do not send anything to the residence hall in which your student is staying because it will not reach them. **All mail/delivery services should use the NHSI address above, and ONLY that address**
- We do not accept packages on weekends or July 4<sup>th</sup>.
- For time-sensitive deliveries arriving on weekdays, FedEx is the fastest way to deliver packages.
- USPS mail (and often UPS and Amazon mail) is first delivered to the University Mail Center, sorted, and brought to our office the following day. For this reason, the carrier may mark the package as “delivered” before it has arrived at our office. *Please allow an additional 1-2 business days for delivery to your student once it is marked as “delivered” by the carrier.*
- Amazon: when entering the NHSI as a new shipping address, be sure to check that this address is closed for Saturday and Sunday delivery. **Amazon tends to leave packages after hours despite our best efforts. We cannot be responsible for packages left on our porch after hours.**



## Birthday Deliveries

We are happy to coordinate birthday deliveries such as cake/desserts, balloons, etc. Please ensure these deliveries are sent to the office as outlined above. For sweet treats, we recommend Bennison’s Bakery, a local bake shop that is familiar with our address.

**Bennison’s Bakery Website:**

<https://bennisoncakes.bakesmart.com/>

**Phone:** (847) 328-9434

## Health Information & Service

*You are required to submit a standard health record via an online form. Please be sure to answer all questions honestly, as it is crucial for us to have a complete picture of your students' health. We cannot adequately care for your student without all the information available to you.*

**Northwestern Medicine Immediate Care Evanston Clinic** provides medical services for NHSI students. The contact number there is (312) 694-2273, and they are located at 1704 Maple Ave Suite 100, Evanston, IL 60201.

Services are not covered in tuition, and it will be the responsibility of the parent/guardian to pay for any charges due at the medical visit. Students must always carry their health insurance card and a method of payment on their person, and should be prepared to contact your own medical personnel, if necessary. Any hospitalization or Emergency Room visits during the Institute are also the responsibility of the parent/guardian.

### Prescriptions & Routine Care

Please list all prescribed medications on the health form. Students are responsible for the safekeeping and administration of their own medications. Northwestern Medicine does not include a pharmacy where prescriptions can be filled/re-filled. It is suggested students use the CVS in downtown Evanston if they need a prescription filled over the summer or any over-the-counter medications/vitamins.

If a medical professional is required to administer the student's medication (e.g. allergy shots) or other routine care while they are on campus, the **parents/guardians must make the necessary arrangements with a local clinic and note this on the student's health form.** An NHSI staff member will arrange transportation and accompany the student to and from their appointment.

### Mental Health Support at The Family Institute

NHSI partners with The Family Institute on the NU campus to offer one free counseling session to students in need of mental-health support during the NHSI programming. For over 10 years, we have worked with staff therapist Chaaze Roberts, who specializes in treating young adults. You can find out more about Chaaze at this link: <https://www.family-institute.org/therapists-locations/staff/chaaze-roberts>

If your student requests a counseling session or a staff/faculty member at the Institute suggests it might be helpful for your student, NHSI Director Jennifer Avery will reach out to parents to talk about and schedule an appointment with the Family Institute. If, after the initial appointment, the student and therapist conclude that regular appointments are necessary, the student's parent/guardian will be contacted and billed for all subsequent appointments.

Students who have their own regular therapist may schedule appointments during the summer if they do not interfere with Institute programming.

### Health Related Absences

If, while attending the NHSI, a student is experiencing a medical, psychological, or other health-related concern that exceeds the NHSI's ability to ensure their safety – or the safety of other NHSI students or staff – the student's caregiver(s) will be notified and will need to arrange for an adult to take over care and check the student out of the program within 24 hours. Any instance in which a student is absent for more than 4 days (health related or otherwise) will result in the student's withdrawal from the Institute with no refund.

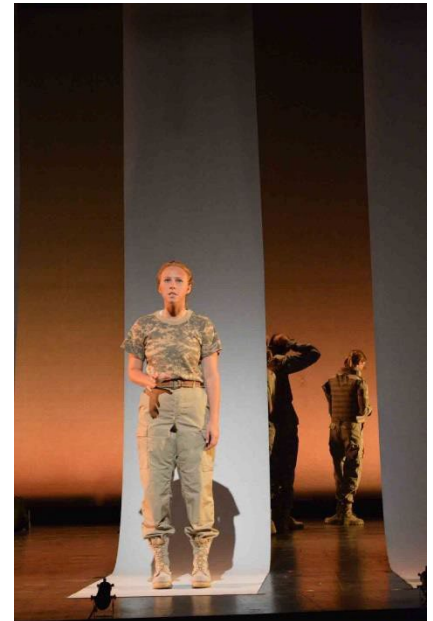
# Things To Do Before You Arrive

## 1. Prepare a Monologue

Prepare a monologue between 60 and 90 seconds in length. On Monday, July 1<sup>st</sup>, all Cherubs (*including those enrolled in the **Stage Management & Design/Technical Concentration***) will perform this piece for the rest of the students and faculty. The monologues are for evaluative purposes, so that the faculty can mark each student's progress in characterization, voice, interpretation of literature, etc. from the first day of the program to its completion. *The monologues are **not** used as an audition.* Think of this more as an opportunity to introduce yourself. Please dress appropriately for the occasion (no shorts or revealing clothing). Faculty will time monologues; please plan accordingly.

### A few things to think about when choosing a monologue:

- Choose an age-appropriate monologue from a published play—not a book, movie, poem, or monologue book
- Read the whole play from which you take your monologue
- Dialects are discouraged and please, no Shakespeare
- Local libraries are a great, free, resource for finding plays



## 2. Send a headshot or recent photograph of yourself to the NHSI Office

If you do not have a professional headshot, it is **not** necessary to have one taken for this. Get the best individual picture of yourself (head or ¾ shot preferred). Email your photo to [nhsi@northwestern.edu](mailto:nhsi@northwestern.edu) in JPEG, Word, or PDF format, and **include your preferred first name, last name, and pronouns in the body of the email.** The faculty will use this to learn your name ahead of the program, so be sure to use the name you'd like to be called throughout the program.

## 3. Read the following plays before you arrive & pack a copy of each

- [\*A Doll's House\*](#) by Henrik Ibsen, translation by Rolf Fjelde
- [\*Sweat\*](#) by Lynn Nottage
- [\*Love and Information\*](#) by Caryl Churchill

**We will be sending you pdf versions of these texts in a separate email, so there is no need to purchase them.** We will be using these texts in class so print and bring copies of each play. Students are responsible for being familiar with these texts. Read them carefully and think about them, even if you do not fully understand them.

## 4. Exercise

This is a physically rigorous program. You will be strenuously using your body and voice throughout all your classes and rehearsals. If you are not already physically active, it would be wise to incorporate movement into your daily routine, even if it is just walking.

# Clothing Requirements

Dress on campus is casual. We suggest packing sweaters/sweatshirts, as Chicago weather can be unseasonably cool, and the residence halls can be chilly with the A/C. It usually rains at least a few days each year; we strongly advise you to pack a raincoat and/or umbrella to use while crossing campus daily.

## Clothing for Core Classes

The following attire is required and appropriate for the Core (Acting, Voice & Movement) classes:

- From the waist down students must wear sweatpants, dance pants, exercise pants, or yoga pants. The best pants will have no zippers; are formfitting and not overly baggy; and are black, white, or grey in color with no printing or graphics.
- From the waist up, students must wear a shirt that is long enough so that when you raise your hands above your head no skin is showing at the midriff. We ask that t-shirts have sleeves, are formfitting (not overly baggy) and are black, white, or grey in color with no printing or graphics.
  - A five pack of Hanes t-shirts and a couple pairs of inexpensive exercise pants would be perfect.
- Athletic shoes, preferably with arch support.
- Undergarments with support: athletic briefs/sports bras.
- Refrain from wearing jewelry or excessive makeup.
- Long hair must be tied back; refrain from using hair products that are more than what's needed to care for your hair (such as temporary color that may rub off when touched).
- Musical Theatre Extension Students: A variety of dance shoes, including ballet, jazz, and tap (if you already own any).

Students will have the opportunity to change out of their core attire during the afternoon if they choose, you are not limited to only bringing clothing as specified above.

You may ask, “*Why have dress codes for core classes?...*”

---

*“...to help you stay in the work, avoid management gestures. These include brushing your hair back, or hitching up your trousers, or even returning to a particular stance when the impulse ends. Such gestures disrupt the flow of the impulse and response. In addition, you do not want to remind yourself of your habitual self while you are working, and that is what fiddling with your t-shirt and your hair does. It reminds you of your daily life. That is why you ideally have special clothes for working in; outfits that do not need management (they do not require hitching up or pulling down). They shouldn't distract you (hair in the eyes) or remind you of the familiar social world and its values (jewelry, watches). When working, you are a different person, in a different world, doing a different job.”*

**-Lorna Marshall, *The Body Speaks: Performance and Expression***

---



## Clothing for Crew

All Cherubs will participate in crew during the 5-weeks and will be on a running crew for at least one production. **Bring some clothes you do not mind if they get dirty, ripped, or paint on them.**

- During afternoon crew, you may wear t-shirts and long sleeve shirts of any color with shorts or jeans. **No baggy clothing.**
- Sneakers; hard-soled, closed-toe shoes; or work boots must be worn in crew. Sandals and/or open-toed shoes are never permitted in the shops or during performances.
- Long hair must be tied back.
- All students will need one entirely black outfit for running crew during performances, including (majority) black shoes.



Notice the student on the right. Her hair and smile: great! Her shirt: too baggy ☹

## Clothing for Electives & Rehearsal

Most rehearsals and electives will have the same dress code as your Core classes. The teacher/director will determine the proper dress code for each elective and rehearsal at the beginning of the program.

### Shoes for electives and rehearsals:

- Pack athletic shoes for elective classes and rehearsal.
- Dance or character shoes may be used but are not a requirement.
- Sandals are NOT appropriate footwear for core, electives, crew, nor rehearsal.
- **Please do not even bring flip-flops** or any open-toe shoes without a heel strap. Many times throughout the day, you will need to move quickly to get from one place to another and it is impossible to do that safely in flip-flops. Therefore, you may not wear flip-flops to, from, between, or during any class, rehearsal, field trip, or curricular event. They are simply not practical or acceptable at any time during the program **outside of being used as shower shoes.**

## Clothing for Field Trips & Banquet

The Theatre Arts Division has historically taken at least one field trip to see a show during the summer, usually in downtown Chicago. Nice but casual clothing is important for theatre attendance. Shoes for field trips should be comfortable. Students should be able to walk in them for several city blocks in times when we use public transportation. At these times, high heels are just not functional. Sandals must have heel straps.

For the Final Banquet, students should bring a semi-formal or business casual outfit. A dress, a nice shirt and maybe a coat and tie; whatever you would be comfortable in for a celebratory event and a dance party.

# Curriculum & Instruction

Below are specific descriptions of the various classes and activities that make up the curriculum of the Theatre Arts Division. Classes meet seven days a week. Field trips and other mandatory activities sometimes replace daily classes.

## All Theatre Arts Students

**Core Classes:** These classes, which represent what we consider the basis of a Theatre Arts education, meet from 8:30 am to 11:10 am each morning. All students, including those in the Stage Management & Design/Technical Concentration, are enrolled in core classes.

**Acting Core:** This class acquaints students with some of the basic skills of expression needed in performance. Each acting class will run for approximately 75 minutes and will consist of about 16 students. Rigorous physical and vocal warm-ups will be a part of this daily class work.



**Voice & Movement Core:** This class will focus on the preparation of the performer's most important tools—the voice and body—and includes an additional rigorous physical and vocal warm-up.

**Crew:** All Theatre Arts students will be given a crew assignment. Afternoon Crews will work with professionals in the Lighting, Costume, Sound, Props, and Scenery departments to prepare for the 6-8 shows that we produce.

**Rehearsal:** All Performance students perform in one of 6-8 ensembles, with Stage Management & Design/Technical students serving as Stage Managers. Each of these companies provides the opportunity to rehearse, study, and perform under the guidance of an experienced professional director.

Each company will present a fully mounted production during the final week of the program. Company rehearsals are held every evening from 6:30 pm to 10:00 pm. Shows will be announced on the first day of the Institute and students will be placed in an ensemble group during the first week.

## Performance Concentration

**Performance Theory** and **Text Analysis:** These classes are designed to provide skills necessary in the analysis of dramatic form and text, to introduce elements of theatrical production, and to examine some of the larger issues of theatre in society. These classes meet in the afternoon, for one hour, every other day.



**Electives:** This segment of the curriculum is devoted to many different, specific study areas, both in performance and production. The elective classes vary from year to year, based on the skills of the elective teaching faculty. Performance Students will receive the 2025 elective catalog and get to rank their preferences for electives prior to arriving on campus.

[Samples of electives offered in years past can be found on our website.](#)

## Stage Management/Design-Technical Concentration

Students in the Stage Management/Design-Technical Theatre concentration will participate in the general Theatre Arts curriculum, which includes **Core Acting** and **Voice & Movement** in the morning, along with **Crew** in the afternoon.

Stage Management/Design-Tech cherubs (SM/DT cohort) have focused and predetermined classes in the afternoon. These students do not need to elect classes. **Their afternoons have been designed specifically to support their important role in the institute:**



**Stage Management (SM) Class:** The entire SM/DT cohort will take a one-hour stage management class, which will teach them the best practices for professional stage management, as well as prepare them for stage management duties at NHSI.

- In the evenings, SM/DT students will be appointed as stage managers, either as a calling or deck SM, for rehearsals and performance at the end of the program. The SM Class will parallel and support the unfolding rehearsal process through closing night.

**Design Mind and Process Class:** The entire SM/DT cohort will take a two-hour design class delving more deeply into the varied aspects of theatrical design. There will be **text analysis** and **theory** built into this curriculum, so SM/DT students do not take these separately.

- SM/DT cherubs will not be designing the end-of-summer productions, but there will be opportunities for design students to interact with the professional design team at the Institute.
- In the evenings, SM/DT students fulfill stage management duties which include being the eyes and ears of the designers and production staff.

## Faculty & Staff

We select the Theatre Arts instructors, directors, associates, and resident assistants with great care. They are friendly, energetic, experienced, and responsible. They will be in general supervision of residence hall life and all social functions, as well as classes and rehearsals. All are disciplined, enthusiastic teachers, and each is dedicated to the success of the summer. Like the student body, they come from all over the world and represent a broad range of experience in theatre.



## Classroom Supplies

Please bring standard classroom materials such as pens, pencils, paper, and notebooks. You will need a yoga mat and a refillable water bottle.

Students in the **Musical Theatre Extension** must bring a digital voice recorder (or will be permitted to use the voice recorder on their phones). MT students also need sheet music, in the correct key, for 32 bars of a song to sing on the first night of the MT program. The song used for your audition is a good choice, but a musical theatre standard is preferable (Rogers & Hammerstein, Lerner & Lowe, Jerome Kern, etc.).

Students may bring a computer or iPad; particularly Stage Management & Design/Technical students will have use for a computer. **However, the NHSI and Northwestern University will not be responsible for it.** Computers are also available for student access in the University Library.

## Attendance

The National High School Institute Theatre Arts Division is not a summer camp, but a serious educational program—an Institute. **Attendance at all Institute activities and classes is mandatory.** Time is limited and we pack a tremendous amount into the time we have. The schedule allows free time occasionally on Sunday mornings and one hour every other weekday. We pack almost every hour, of every day, with rigorous theatrical experiences. Please arrive prepared to participate fully in this intensive study of theatre.

Failure to attend every class and related activity in a timely and participatory manner may jeopardize your participation in the Institute.



## Final Productions

Friends and relatives are invited to attend the final productions during the last week of the program, **Monday, July 28<sup>th</sup>-Thursday, July 31<sup>st</sup>** (refer to the performance dates on page 5). The NHSI Office will email parents/guardians directions to the theatre, parking instructions, etc. closer to production week.



**Guests should be aware that even during production week, all Cherubs participants have classes and curricular activities in the mornings and productions in the afternoons and evenings.** While students will perform or stage manage one production, they will also have crew duties for at least one other production. We encourage students to attend productions they are not a part of to support their fellow Cherubs. We suggest that guests wanting to spend time with their students join them in watching these performances. **The best opportunity to spend some quality time with students is during designated mealtimes.**

There will be many opportunities during the last week of the program to meet Cherubs faculty, RAs, and directors; parents/guardians who are in town to see the shows are encouraged to do so.

The NHSI cannot record or livestream the productions for non-local families due to copyright laws.

## Banquet

On **Friday, August 1<sup>st</sup>**, students will attend a private, student/staff-only banquet for the evening. This semi-formal banquet includes a catered dinner, closing ceremonies, and dancing.





## Musical Theatre Extension

Students in the Musical Theatre Extension will participate in the Theatre Arts Curriculum for the first five weeks. Guests in town to see the 5-week productions who want to spend some quality time with their Musical Theatre student can expect the morning & afternoon of Saturday, August 2<sup>nd</sup> to be free. Musical Theatre programming begins Saturday evening after dinner.

From **August 3<sup>rd</sup> – August 16<sup>th</sup>**, students will participate in classes in **Musical Theatre Dance, Acting the Song, Musical Theatre History**, as well as **Crew**. Performance students will also have **Voice** classes.

**Rehearsals** for a final showcase will be held in the evenings; the showcase varies in content from year to year and may include performances of the work students have been learning in class, plus some group numbers.

This two-week extension culminates in two performances of the musical showcase to be presented to the public: the evening of **August 14<sup>th</sup>** and the afternoon of **August 15<sup>th</sup>**. Exact times and performance details will be provided at the start of the program, but you can expect your student to perform/run the showcase on both dates.



## Stage Management/Design-Tech

The format during the extension will resemble the first 5 weeks: SM/DT students will participate in the Core classes of **Dance, Acting the Song, and Musical Theatre History**, but will not be required to perform outside of class. They will have curriculum and programming specific to Stage Management and Design in the afternoons. SM/DT students will also work on a Design project during the extension, applying the Design Process skills they learn during the 5-week program.

## Departure (all times listed in Central Standard Time)

5-week students should be prepared to checkout and depart the Institute on the morning of **Saturday, August 2<sup>nd</sup>**. University residence halls must be vacated by **12:00 pm, Noon**.

If necessary, 5-week students may depart on Friday, August 1<sup>st</sup> after the evening functions (approximately 11 pm) if you make prior arrangements with the NHSI Office, Residence Hall Director, and your RA.

Students staying for the **Musical Theatre Extension** will depart by **Noon on Saturday, August 16<sup>th</sup>**.



# Travel Arrangements

Evanston is 12 miles north of downtown Chicago (known as the “Loop”). You should make travel plans and reservations that will guarantee your arrival at the residence hall between 9:00 am and 2:00 pm on arrival day, as well as your departure from Evanston by 12:00 pm on your departure date. ***The NHSI does not provide transportation or shuttle service to the Institute. Students and parents/guardians are responsible for all travel plans and expenses.***

Chicago’s O’Hare Airport is approximately 30 minutes from the campus. Chicago’s Midway Airport is approximately 1 hour from the campus.

Many cab companies, including [American Taxi](#) and [Norshore Cab](#), offer flat rates to/from the airports and can be scheduled in advance. Families have also used taxi apps (Curb) or rideshare apps such as Uber or Lyft, but please double check their policies relating to minors as these are subject to change.

Parking details will be emailed to families a few days prior to arrival.

If you choose to arrive a day early, or if family is traveling with you and will need a place to stay overnight, the following hotels are within a 10-mile radius of the campus.

**International students:** please see the International information at the end of this packet.

## Hotels within walking distance from campus:

Hilton Garden Inn, Evanston  
1818 Maple Avenue  
Evanston, IL 60201  
(847) 475-6400

Hilton Orrington  
1710 Orrington Avenue  
Evanston, IL 60201  
(847) 866-8700 or (888) 677-4648

Holiday Inn Chicago North  
1501 Sherman Avenue  
Evanston, IL 60201  
(847)-491-6400

Hyatt House Chicago/Evanston  
1515 Chicago Ave  
Evanston, IL 60201  
(847) 864-2300

Graduate Hotels, Evanston  
1625 Hinman Ave  
Evanston, IL 60201  
(847) 475-3300

## Hotels within driving distance:

Hampton Inn & Suites  
5201 Old Orchard Road  
Skokie, IL 60077  
(847) 583-1111

North Shore Doubletree  
9599 Skokie Blvd.  
Skokie, IL 60077  
(847) 679-7000

Residence Inn by  
Marriott Chicago  
Wilmette/Skokie  
3205 Old Glenview Rd  
Wilmette, IL 60091  
(847) 251-6600

# Packing Check List

Remember, we cannot accept packages for students before they arrive on campus; **any packages received prior to Monday, June 30<sup>th</sup> will be returned to sender.** If you are looking to pare down your luggage for your trip to campus, we suggest waiting to purchase some basics (e.g. shampoo/ conditioner, laundry detergent, non-perishable snacks, notebooks, pens/pencils, etc.) at the nearby CVS or Target.

Alternatively, you could consider packing all the essentials for your first week and having your parent/guardian ship additional clothing, shoes, etc. to be delivered **after** you have arrived on campus.

*Please make sure that anything valuable is marked or labeled with the student's name. It is also a good idea to have labels in clothing.*

## Required

- Pillow, sheets, and blanket (*Twin Extra Long mattress*)
- Washcloth, towels, and toiletries
- Core Clothes as described previously in this packet: black/white/grey t-shirts and pants
- Crew clothes (**Everyone**, not just Stage Management & Design/Tech Cherubs)
  - Items you do not mind getting dirty, ripped, or paint on
  - One all-black outfit, including shoes, for run crew
- A collection of casual wear for hot and cool weather
- A few nice/semi-formal outfits for the field trip and banquet
- Swimwear and towel for a day at the beach
- Sweatshirts or light jacket
- Raincoat and/or umbrella
- Yoga mat
- Printed copies of the following plays: *A Doll's House*, *Sweat*, and *Love and Information*.
- General classroom supplies:
  - Notebooks, Pens/pencils/highlighters
- Laundry detergent
- Reusable water bottle

## Suggested

- Shower shoes (new flip-flops never worn outside)
- Hairdryer
- Curling irons and clothing irons are allowed
- Clothing hangers
- Sunscreen
- Bug spray
- A personal supply of N95/KN95 masks

## The following are **NOT** allowed in NU's Residence Halls

- Bicycles or skateboards
- (Mini) Refrigerators (exceptions can be requested for students with dietary/medical needs)
- Popcorn poppers
- Televisions
- Hot plates
- Tea kettles

## Sample Daily Schedule for Theatre Arts Students

<b>7:00-8:15 am</b>	Breakfast
<b>8:30-9:45 am</b>	Acting Core Class (Core 1)
<b>9:55-11:10 am</b>	Voice & Movement Core Class (Core 2)
<b>11:20 am-11:50 pm</b>	All Institute Meeting
<b>12:00-1:00 pm</b>	Lunch
<b>1:00-4:50 pm (4 Periods)</b>	Electives, Crew, and Design/Tech Classes
<b>5:00 pm- 6:15 pm</b>	Dinner
<b>6:30-10:00pm</b>	Rehearsal
<b>11pm</b>	Dorm Closing

- Weekend schedules may vary, but students can expect weekend programming. Guest lectures, performances, master classes, and other activities can occur throughout the program.
- Please take some time to review the daily schedule and time commitment that the Institute requires. The program is a Theatre Intensive, and the schedule does not allow for many outside activities. Be thoughtful in considering your interest in the rigorous schedule of the program.

## Sample Daily Schedule for Musical Theatre Extension

<b>7:00-8:15 am</b>	Breakfast
<b>8:30-9:45 am</b>	Acting Core or Dance Core Class
<b>9:55-11:10 am</b>	Dance Core or Acting Core Class
<b>11:20 am-11:50 pm</b>	Meeting
<b>12:00-1:00 pm</b>	Lunch
<b>1:00-4:50 pm (4 Periods)</b>	Group Vocal Coaching, Musical Theatre History, Crew, and SM/Design/Tech Classes
<b>5:00 pm- 6:15 pm</b>	Dinner
<b>6:30-10:00pm</b>	Rehearsal, one night rehearsal will be replaced with alternative, fun, programming
<b>11pm</b>	Dorm Closing

# International Student Information

The ability to communicate with our international students and families is paramount to your success and wellbeing in the institute.

## Arrival

International students traveling from overseas are encouraged to arrive in the Chicago area prior to arrival day, so that you can rest and get a head start on recovering from jetlag. This would require a parent/guardian to travel with you so that you can stay in a hotel on Saturday, July 28<sup>th</sup>. As of March 2025, we cannot accommodate early arrivals in the residence halls, but we will let you know if that changes.

## Contact Information

**Students:** As mentioned above, **students must have a US cell phone number while on campus.** We cannot call your international phone number, even if you have service in the US. If necessary, you can purchase a cell phone in downtown Evanston at any of the mobile stores or CVS. If you will be purchasing a phone once in the states, please let us know that in advance and we will ask for this when you check into the institute. Otherwise, we expect this number to be provided on your health form.

**Parents/Guardians:** We must be able to reach a parent/guardian in case of emergency. If you as the parent/guardian do not have a cell phone with service in the US, please download [WhatsApp](#) and provide us with that phone number on the Health Record form or via email.

If, while attending the NHSI, a student is experiencing a medical, psychological, or other health-related concern that exceeds the NHSI's ability to ensure their safety – or the safety of other NHSI students or staff – the student's parents/guardians will be notified and will need to arrange for an adult to check the student out of the program within 24 hours. **You must provide us with a contact in the United States who speaks English that can be reached in case of an emergency of this nature.** Please provide this contact information on the Permission to Treat & Transport form. If that is not included, we will be contacting you via email for this information.

## Insurance

In case of medical emergency, students must carry proof of health insurance. Please check with your current health insurance to see if they offer coverage in the U.S. If they do not, please obtain travel health insurance. Students must also carry a credit card or debit card to cover incidental medical costs (such as co-payments required at medical visits).

## Visa Information

All NHSI programs are taken as non-credit. International students only need a [B-2 Tourism Visa](#), which covers "Enrollment in a short recreational course of study, not for credit toward a degree." Neither a Student Visa nor an I-20 are necessary.

## English Language

All NHSI programs require proficiency in the English Language. Submitting an English Language test score as part of your application was required to help us determine whether you meet that level on paper. Please expect all programming, instruction, and assigned reading to be conducted in English.

