

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
nhsi.northwestern.edu



NORTHWESTERN
UNIVERSITY

2026 Theatre Arts Division
Cherubs National High School Institute
Northwestern University

Dear Incoming NHSI Class of 2026,

Congratulations and welcome to the Cherubs! We are thrilled that you have accepted our offer to join the Theatre Arts Class of 2026. 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

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2026 NHSI Theatre Arts Institute Student Handbook

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 packet 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

Website: 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

Resident Hall Director

Rachel Laufer

Associate Institute Director

Seraphine Terryberry

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 28th - Saturday, August 1st

Sunday, June 28th: Move in day with orientation commencing at 3:00 pm CST.

Friday, July 4th: Students will have programming on the July 4th holiday.

Monday, July 27th to Thursday, July 30th: Performance week. Details below.

Friday, July 31st: The final celebration for Theatre Arts students and staff will be held in the evening.

Saturday, August 1st: Strictly a move out day – students must be checked out by Noon CST.

Performance Dates

The **Theatre Arts productions** will run **Monday, July 27th** through **Thursday, July 30th**. 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.



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 the college admission cycle 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 28th. 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 28th, 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. We will include information about your hall before you arrive, but you're welcome to inquire any time after April. 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 your 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 Record 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 optional for eating in downtown Evanston, shopping, and other entertainment options.



The residence halls do not provide banking services. 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 obtain service in the U.S. – you cannot rely on Wi-Fi. If necessary, you can purchase a cell phone with a temporary plan at any of the mobile stores or CVS close to campus, or you can download WhatsApp and confirm that phone number with us. You will be asked for your 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.**



Going Off Campus and Student Departure Requests

Student Check-Out with Buddies

During mealtimes, free elective periods, or other down time, students may check out with Residence Hall staff to walk off campus 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 check-out process will be discussed during orientation. *No formal departure requests are required for this type of check-out.*

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 off campus with anyone not in the program, their parent/guardian must submit a formal 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) 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 (in which case you should call the emergency number provided on page 7). Staff need time to coordinate.

Please refer to the email template sent along with this handbook. 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 minors*
- Date & time of student departure
- Date & time of student return
- Mode of transportation student & visitor 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 Departure

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 minors for any reason.*

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 traveling, 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 the Institute. Mail and deliveries 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 1st will be donated.

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

- **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.**
- **Food & Grocery Deliveries:**
 - If you order groceries for your dorm room, do not order them from Amazon Grocery – they do not label deliveries and there is no way to tell who it is for. If we receive an Amazon Grocery delivery, it will remain in our office for 24 hours for someone to claim it. Afterwards, it will be donated.
 - Instructions for food deliveries (DoorDash, UberEats) will be given to students during orientation.
- We do not accept packages on weekends or July 4th; however, some carriers will leave packages on our doorstep. If you are mailing something that cannot be refunded, please require a signature or have it delivered through USPS, which only delivers to our office during business hours.
- Anything mailed through USPS (which often includes Amazon packages) is first delivered to the University Mail Center, sorted, and brought to our office the following business 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.*



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.

Phone: (312) 694-2273

Address: 1630 Sherman Ave Ste 130, 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. Included in your registration forms is an acknowledgement of [NM's Privacy Practices, which you can view here](#). Payment for 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 and feasible, 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.

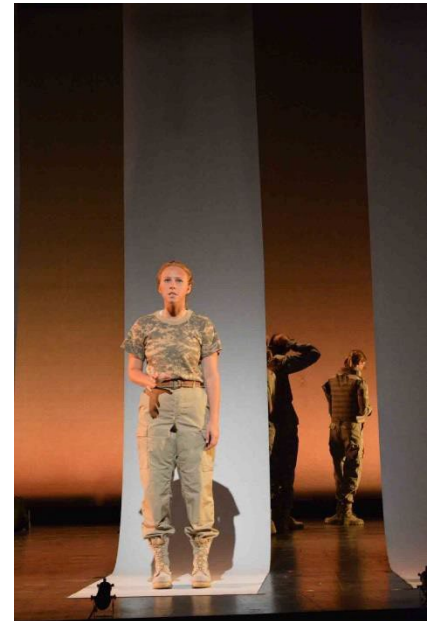
Things To Do Before You Arrive

1. Prepare a Monologue

Prepare a monologue between 60 and 90 seconds in length. On Monday, June 29th, 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 and cut off students who go over 90 seconds – please practice to ensure yours meets the time.

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
- 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 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 not overly baggy; and are black, white, or grey in color with no printing or graphics. **Shorts of any length are not acceptable attire for Core Classes.**
- 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 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).

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. Note that afternoon classes, crew and rehearsal have “work clothing” requirements detailed on the next page.

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 an afternoon build crew 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.**

- Shorts worn in any workspace, class or rehearsal must extend to at least the length of the wearer's fingertips when standing with arms resting naturally at the sides.
- 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 run crew during performances, including (majority) black shoes.



Notice the student on the right. Her tied-back 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 and clog-type shoes (such as Crocs) 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. 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 & Celebration

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 – no slides or flip-flops. For the Final Celebration, 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 during the first two periods each morning. All students, including those in the Stage Management & Design/Technical track, 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 and Musical Theatre students perform in one of 6-8 ensembles, with Stage Management & Design/Technical students serving as Stage Managers. Each of these ensembles provide the opportunity to rehearse, study, and perform under the guidance of a professional director.

Each ensemble will present a fully mounted production during the final week of the program. 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 Track

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 2026 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 Track

Students in the Stage Management/Design-Technical (SM/DT) Theatre track 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 performances 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.



Musical Theatre Track

Students in the Musical Theatre track will participate in the general Theatre Arts curriculum, which includes **Core Acting** and **Voice & Movement** in the morning, along with afternoon build **Crew**.

MT students will also participate in the same **Performance Theory** class that Performance students take. Rather than taking elective classes, MT students will spend that period of their afternoons in **Musical Theatre Dance** and **Acting the Song** classes. These classes meet in the afternoon, for one hour, every other day. The MT curriculum offers an exploration of storytelling specific to the world of Musical Theatre.

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** track 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 at the start of the **Acting the Song** class. The song you send before arrival 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 to students 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 enrollment in the Institute.

Sample Daily Schedule for Theatre Arts Students

7:00-8:15 am	Breakfast
8:30-9:45 am	Acting Core Class (Core 1)
9:55-11:10 am	Voice & Movement Core Class (Core 2)
11:20 am-11:50 pm	All Institute Meeting
12:00-1:00 pm	Lunch
1:00-4:50 pm (4 Periods)	Crew, Free Period, and Track-Specific Classes (<i>Electives, MT Dance, Performance Theory Stage Management, Design Process, etc</i>)
5:00 pm- 6:15 pm	Dinner
6:30-10:00pm	Rehearsal
11pm	Dorm Closing

- Weekend schedules may vary, but students can expect programming on Saturdays and Sundays. Guest lectures, performances, master classes, field trips, rehearsals, 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.
- This schedule is subject to change

Final Productions

Friends and relatives are invited to attend the final productions during the last week of the program, **Monday, July 27th-Thursday, July 30th** (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 have classes and curricular activities in the mornings and productions in the afternoons and evenings. While students 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 families due to copyright laws.

Celebration

On **Friday, July 31st**, students will attend a private, student and staff-only celebration for the evening. This semi-formal celebration includes closing ceremonies and dancing.

Festivities typically wrap up around 11:00pm.



Departure (all times listed in Central Standard Time)

Students should be prepared to checkout and depart the Institute on the morning of **Saturday, August 1st**. University residence halls must be vacated by **12:00 pm, Noon**.

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



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

We cannot accept packages for students before they arrive on campus; **any packages received prior to Monday, June 29th 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 CVS or Target just off campus.

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.

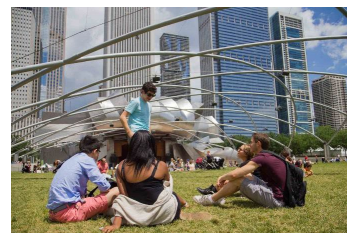
Please make sure that anything valuable is marked or labeled with the student's name. It is also a good idea to have labels in clothing.

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 celebration
- 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
- Reusable water bottle
- Laundry detergent

Suggested

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



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

- Bicycles or skateboards
- Popcorn poppers
- Televisions
- Hot plates
- Tea kettles
- Microwave Ovens



International Student Information

The ability to communicate with our international students and their 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 27th. As of March 2026, 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 obtain service in the U.S. – you cannot rely on Wi-Fi.** If necessary, you can purchase a cell phone with a temporary plan at any of the mobile stores or CVS close to campus. If you have U.S. service but an international phone number, you can download [WhatsApp](#) and confirm that phone number with us. You will be asked for your phone number upon arriving at the program, and the dorm staff will call that number to ensure it works before checking you in.

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 U.S. cell phone number, please download [WhatsApp](#) and provide us with that phone number on the Health Record form.

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, and who can be reached in case of an emergency of this nature to pick up your student.** Please provide this contact information on the Permission to Treat & Transport form.

Health Insurance

All international students are automatically enrolled in **Northwestern's Visiting Scholar Plan**, the cost of which is \$7.93 per day. Once enrolled, you will be billed for this plan through your student CAESAR account. Coverage is applied June 28-August 1. Students cannot check into the Institute until their Health Insurance balance is paid in CAESAR.

The Visiting Scholar Plan ensures that students have health insurance coverage that will be accepted at all local clinics and hospitals should your student require any medical care while they are on campus.

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 Toursim 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. Please expect all programming, instruction, and assigned reading to be conducted in English.