

Parent Meeting outline:

MB: Introduction; Show Choice

1. Behavior: Behavior at rehearsals and all shows should follow and be governed by District 95's Code of Conduct and general respect for one another. Improper behavior will be sanctioned with sitting out a rehearsal. If this is done 3 times then the actor will be sent home from rehearsal. Being sent home from 2 rehearsals will result in removal from the show. This is not an after school program or a child care service. Please discuss appropriate respect and behavior and the level of commitment of the program with your child and make the decision if this is for them.

There will be a separate set of behavior codes/rules sent home before we set foot in the PAC. This is an expensive facility with a lot of valuable and dangerous equipment and adherence to those rules are mandatory.

2. Casting: We will not tolerate any bullying or remarks about the casting. If you or your actor has questions about their audition or the casting, please contact us directly. We'd like every child to have a lead but that is simply not possible. We make sure each child has something special to do in the show. We chart this out on spreadsheets and are very serious about being fair in this fashion.

3. Show Week:

Dress rehearsals and pre show at the PAC are closed. By this we mean that parents are not allowed. After the show and before the show unless you have a volunteer role that requires you to be there, parents are not permitted backstage. Visitors, families and friends are not allowed to take tours before or after the show. In addition per the PAC rules, NO parent is allowed backstage during the show. The directors will be monitoring backstage along with the high school tech team so the children will be well supervised.

There is no flash photography or videography allowed during the show. This is part of our contract with MTI and violation of the clause could cause us to lose the privilege of acquiring rights in the future.

4. Application Process:

You will receive the packet by email.

Please list all conflicts. This is VERY important.

Attach a photo/Xerox is fine

Keep a copy of your application for yourself

Read and sign it before attending audition. All forms signed by a parent.

Please list all the experience on the reverse.

You will receive a slot tonight and a reminder slip. Packet via email.

5. Fee : \$40.00. This doesn't include tickets or t shirt or dvd or cast party or incidentals such as make up and show shoes. What it does include is instruction in a series of rehearsals on acting, dancing, singing, blocking and overall use of stage and the privilege of performing a show in a professional type venue (our PAC). If you have financial difficulties paying this fee please speak to Mr. Shapiro.

6. Rehearsal Commitment: Rehearsal dates will be posted in advance on the website. For those who don't have internet access we will send home a note. The cast will be split up into 2 general groups/Villagers and Enchanted Objects. For the large part of the fall each group will probably rehearse on one day per week. Rehearsals are Tuesday/Thursday 3-5. If a child is not in school on the afternoon of a rehearsal day for any reason, they may not attend rehearsal. This is District 95 policy. We ask that you keep absence from rehearsals to a minimum and advise via email in advance of whether a child is going to miss rehearsal. We will work with you on this but we need to know a week in advance and also a reason for missing. Excessive absences from rehearsal which are unexcused and not advised in advance will result in dismissal from the show. This is for the integrity of the show and also for the safety of your actor. We cannot have someone on stage who is ill prepared to be there. Please do not email or telephone us during rehearsals unless it is an emergency. We want to focus on working with your children and cannot eat up rehearsal time with phone calls. We understand that emergencies occur but other than that cannot answer phone calls to request an early release of an actor or to answer questions. If you need to pull someone from rehearsal early and didn't send a note or email, don't call, just come. Again, email in advance is better for all of us, you included, but if that isn't an option a note is ok.

Tech Week rehearsals are MANDATORY for all. These are 3/5, 3/9, 3/10 and 3/11 of 2010. By Mandatory we mean required. Attendance at all shows (3/12/2010 and 3/13/2010) is required as well. No exceptions.

7. Pick Up from Rehearsal: It is your responsibility as parents to retrieve your actor ON TIME. We know sometimes traffic and weather is unpredictable but routinely making the directors wait for your child to be picked up will result in dismissal from the show.

8. Volunteer Commitment: You must "earn" 5 volunteer points. The point system is explained below. The show is a huge undertaking and to maintain the experience and quality for the actors we all need to pitch in, not just a few. There are many options so that you can select one that fits into your schedule. Many things can be done at home on your own time. In addition, there are jobs that come at the start and the end of the production process in case you have a busy time/season at work.

9. Communication: Largely through emails and our web page. Please provide an email that you check frequently. We simply do not have the time to continue to email you repeatedly and await responses. This is the best way to reach us as well. (robin.kern@lz95.org and marybeth@sbcbglobal.net).

10. Volunteer positions. While this may seem like forced volunteering we simply cannot “do it all”. In past years we have found the system of volunteering to be somewhat inequitable. Therefore we are attempting something new this year. Each family of the actor is required to earn 5 volunteer points. The points and volunteer positions are described and set forth below. Take some time to think it over. Ask questions if necessary before deciding what to do. In addition, it is understandable if you want to await casting and see what role your child receives prior to volunteering. We will need your commitment within one week of the cast list posting. If we do not receive a sign up your child will not be permitted to participate. We are not going to track you down for your volunteer slot(s). This is up to you and it is first come, first serve. If the position you wanted is taken you will have to choose another. There are many opportunities to volunteer. We are also open to suggestions for additional positions. Please do not spend any money for the show without written authorization by email to Mrs. Kern or Mrs. Euker. Save all receipts.

Volunteer Positions and Points PLEASE EMAIL COLLEEN BERTRAND AT:

bertrandc@sbcglobal.net to sign up for volunteer positions.

Head Volunteer positions and descriptions:(5 points each)

COSTUMER There are 2 lead costumers, one for villagers and one for enchanted objects. The lead costumer DOES NOT NEED TO SEW (and we prefer that she/he does NOT sew). This position requires supreme organizational skills and includes gathering of costumes, Tagging sources, managing a team who will measure and sew, handing out and collecting costumes and liaison with directors.

PROPS: Make Props spreadsheet, manage props sources, manage props team who will gather and make props and help manage return and packing up of props after strike and liaison with directors.

PR: Manage Print, newspaper, internet and community PR team. Design poster and distribute to team who will post throughout community to pre assigned locations. We already have a list for this. Also liaison with directors.

FANGRAMS Design and make fangrams and boards and manage team to help build boards and staff table during performances.

T SHIRTS: Design and order t shirts and distribute.

SHOWBOARDS: Take photos of actor/tech team, print, label and make showboards and bring to and from PAC/Seth Paine during show run.

FLOWERS: Purchase flowers, set up booth and manage staff all show nights.

CONCESSIONS: Purchase water and candy, set up booth and manage staff all show nights.

SET: Coordinate all aspects of set and liaison with directors. Order and deliver backdrops to PAC and return.

SET BUILD: Assist with Building of Set and Design

SET LOAD and STRIKE: Coordinate team to load in PAC on dress rehearsal date in afternoon and return all to Seth Paine after strike.

MAKE UP: Coordinate team of make up appliers for both show nights and communicate with cast on all make up needs and gather zip lock bags of make up from each cast member and alphabetize prior to show night.

HAIR: Coordinate team of workers for dress rehearsals and show nights and purchase hair supplies and wigs.

PROGRAM: Design and coordinate program with directors input and print and deliver to PAC for performance night.

TICKETS: Print tickets and manage pre sales through backpack mail and manage ticket sales crew on performance nights.

SET PAINT: Lead up team of painters who will paint flats, set pieces and built costumes.

VOLUNTEER COORDINATION

CAST PARTY

Other Volunteer positions (points):

Script copying (2)

Script copying and donation of copying costs (5)

Props Gathering (4)

Props Making (4)

Rehearsal Parents (towards Jan-March) (1 point per rehearsal worked)

Choreo Parent (learns choreo and appears at choreo rehearsals for pull out review with dancers (5)

Fan grams (1 per show night)

Concessions (1 per show night)

Clean up (1 per show/rehearsal night)

Flowers (1 per show night)

Tickets (1 per show night)

Dressers (2 per show night) requires being there for entire call time and bringing personal iron and ironing board.

Make up (2 per show night)

Hair (2 per show and rehearsal night)

Posting Posters (2)

Pre show CD (4) Burn preshow CD with 5-6 songs chosen by directors

Set Load and unload/strike (5)

Props strike (5)

Costume Clean and return (4)

Spotlight worker at Seth paine shows (2 per show)

Costume crew (3-5 points, depending on workload)

These volunteers will sew, gather, build, paint, accessorize, make accessories, measure, help tag and help clean and return costumes after strike.

Set Build (3-5)

Set Paint (3-5)

Donation of Program copying (5)

Donation of Ticket copying (3)

Donation of Show poster copying (5)

Volunteer Sign Up List:

Position	Name	Phone (cell)	Email
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Lead Costumer (2)

Lead Props

Lead Concessions

Lead Make up

Lead Hair

Lead Fangrams

Lead T shirts

Lead Tickets

Lead Show boards

Lead PR

Lead Flowers

Lead Program

Lead Set (1) taken

Lead Volunteer Coordinator (1) taken

Lead Set Load

Lead Set Build

Lead Set Paint

Lead Cast Party

Costumer Assistants (Sew/build/gather/paint) 10

Props Assistants (Gather/Return) 5

Hair Assistants 10

Make Up Assistants 20

Fangram workers 6

Spot Light worker Seth Paine 2

Clean Up 8

Set Load 20

Concession Workers 8

Door Greeters 4

Dressers 8

Flower workers 4

Ticket Sales at Show 4

Rehearsal Moms 20

Choreo Moms 2

Pre Show Music 1

PR Poster hangers 3

Set Painters 4

Builders : Set 5-6; Costume 4-5; Prop 2

