

Performances: March 11 & 12 at 7 pm, March 13 at 3 pm

Dear Parents and Students,

Because there are approximately 75 students in this show, onstage, offstage and in the orchestra pit and because our schedule is tight, we thought it was important to be clear on the expectations that Mrs. McCanless and Mrs. Osborne have about your participation in this production. The musical is one of the best attended performing arts events each year at Union Pines High School and we have carefully built a reputation for high quality shows. Failure to meet the expectations of our audiences is not an option; therefore, we expect that each member of the company adhere to the following guidelines.

- Attend every rehearsal for which you are scheduled. Stay for the entire rehearsal. Check with Mrs. McCanless or Mrs. Osborne or a stage manager if you don't understand the schedule.
- Check the back door of the auditorium each morning and afternoon for schedule changes.
- If you must be absent from a rehearsal because of a medical appointment, let the directors know ahead of time. Please make every effort to schedule around rehearsals.
- 3 absences without good cause will remove you from the cast. (Good cause= extremely ill)
- If you are not at a choreography/staging rehearsal because of illness or emergency, you must find a replacement/substitute for yourself other than a stage manager. If you do not have a sub at the rehearsal, you will not be in that musical number. We expect that you will make arrangements with your sub to teach you the choreography before the next rehearsal.
- If the rehearsal schedule says the rehearsal is TBA (to be announced), you should assume that you have rehearsal that day and plan accordingly.
- **Everyone** is expected to work on the set. (Parents we can use your help too!)
- **Everyone** will be expected to sell tickets. This is critical. Our expenses are huge and ticket sales are how we fund the production.
- Our last week of rehearsals will be at night and they will be long. Our custom is to serve a light dinner to the company at about 5:00 and then start the dress rehearsal by 6:00 pm. Please expect that Monday – Wednesday night dress rehearsals may go longer than anticipated. The schedule says 9:30, but we go longer and if we are all very lucky, we finish early. We are very aware of the students' need for rest and we try to get them out as quickly as possible. Putting together the scenery, costumes, actors, orchestra, lights and sound can sometimes cause problems that must be solved before opening night. We must rehearse at night because our adult musicians are not available for rehearsal during the day.

Fees/Money/Tickets:

The only required cost for each performer is a \$20.00 costume fee. These funds help to offset the cost of renting costumes for the show. The \$20.00 covers less than half of the costume rental fees for each costume. The \$20.00 costume fee is due as soon as possible; checks should be made out to Union Pines High School Theatre Arts.

Show t-shirts are optional and we sell them to the cast and crew at a slight loss in order to keep the price low. Shirts must be paid for when the orders are placed.

Please send all money in a sealed envelope with the student's name on it.

You have the opportunity to purchase Family Tickets, which are slightly cheaper than individual tickets. Use the form to order and send payment with the form.

Students will be assigned tickets to sell. Please assist with this. We need to sell enough tickets to cover the costs of the production. Be careful with the tickets. If they are lost we will have to charge you for the tickets.

How Parents Can Help:

Parents, thank you for letting us work with your child. And we thank you for any assistance you can give us with the production. *Cinderella* is a large production and we are in real need of help with props and scenery for the production. Please call or better yet, email with your offers of help!

Parents can help by providing snacks or drinks for Saturday rehearsals, dinners during the last week of the show (someone will contact you about the details if you are willing to help), and concession items for sale during the show.

We need a parent to organize the cast dinners and we need a parent to organize/manage concessions at the show.

If you can sew, know your way around basic make up or hair styles, we can use your help. We need help with costume alterations and sometimes with costume emergencies like broken zippers, lost buttons and split seams.

Painters are needed to work on the scenery. If you have any carpentry skills, you are very warmly welcomed to our Saturday scenery crew calls.

Parents please help us use our rehearsal time wisely by insuring that your child is present at all of his/her rehearsals and is on time. We do not have time to re-rehearse any part of the show because of absences.

When our posters are ready, parents can place them in local businesses.

If a parent is willing to take on the design and sales work, it would be great to have program ads as a fundraiser.

Communication

In order for us to get messages out to our cast and crew quickly we have multiple methods of communication. Winter weather can cause havoc in our carefully planned schedule and if we need to make a change, Mrs. McCanless and Mrs. Osborne want to contact everyone as soon as possible. Because communicating with the cast and crew quickly is vital, we have several methods of communication set up. We want each student to be connected to all of these, if possible. They are:

- Facebook Group – Cinderella at UP Stage 2016. This is where we will have schedules, schedule changes, videos of choreography from rehearsal and it is where students can post questions and work together to work out carpooling, etc.
- Remind 101 (this allows us to send out group texts). This will be used for reminders, alerts about schedule changes and deadlines. The instructions on how to sign up for this are on a separate sheet.
- The show website which is a page on Mrs. Osborne's school site. <http://unionpinesstage.weebly.com/musical-2016.html> . This is where you can get copies of the show documents and forms to print if you have lost your t-shirt order form or family ticket order form or if you want to print the calendar.
- Twitter: Please follow us @UPstagereal . Rehearsal/schedule updates, reminders and announcements are here.
- The Auditorium Door – We post everything here and put changes there right away. Students should check this daily.

The best and most reliable way to reach either Mrs. Osborne or Mrs. McCanless is through our school email.

Mrs. Osborne – josborne@ncmcs.org
Mrs. McCanless – cmccanless@ncmcs.org

Please sign the next page and return it to Mrs. Osborne or Mrs. McCanless. Your signature indicates that you have read and agreed to the guidelines above.

Parents, please indicate on the next sheet any of the ways you can help with the production and the best way to get in touch with you.

We are excited to work with these fabulous students and anticipate many long hours of hard work, some great laughs and many warm memories.

Sincerely,

Mrs. Judy Osborne

Mrs. Cathy McCanless

Please fill out and return this page.

I, *(parent name, please print)* _____ have read the show contract and I agree to have my child, *(student name, please print)* _____ follow the guidelines as stated in the show contract.

(parent signature)

(student signature)

(date)

Parent Volunteer Opportunities

Check off any items you can assist with. Check as many as possible! **You are needed!**

- Scenery construction (Saturdays)
- Props (finding, making)
- Costume fittings (dress rehearsals)
- Publicity (posters)
- Ticket sales (at your business)
- Box Office (tickets sales at the shows)
- Ticket receipts (collecting the student's tickets and reconciling their sales)
- Donate items for concession
- Manage concession sales
- Donate items for dinners
- Program ad sales and/or design
- Organize cast dinners
- _____ (your suggestion)

Parent phone number _____ (cell, home, or work?)

Parent email address:

What is your preferred method of contact?