

OLIVER

PARENT/STUDENT INFORMATION SHEET

This information sheet is a way of addressing specific issues that have come up during previous productions. It is not means to replace the Actor's Contract. Rather, our goal is to compliment that contract and give you a more detailed description of responsibilities that both parent and student have regarding the production of Unexpected Broadway.

Attendance is crucial. Students need to understand that rehearsal times are scheduled in advance. We will do our best to give each group of students who need to be at a specific rehearsal advanced notice. Please refer to the Sentinel, bulletin boards, school postings, the school website (Seton-school.org and click the tab "Musical"), and the login-based system at setontheatre.org for schedules and information. As we draw closer to the performance dates, practices may be extended to include additional weekday nights and extended weekend hours. During Tech Week (full cast for complete production run through including dress rehearsal with hair, makeup and costumes, full orchestra, sets, sound and lighting) **ALL CAST MEMBERS ARE REQUIRED TO ATTEND EVERY TECH REHEARSAL.** Attendance will be taken at all rehearsals. It is the student's responsibility to have their attendance verified for each practice that they attend. It is the student's responsibility to contact one of the directors in advance of impending absences due to conflicts (unless it is a sudden illness or emergency). Excessive absences cannot be accepted as it will disrupt the integrity of production numbers that have already been rehearsed and choreographed. Unfortunately, actors who have missed too many rehearsals may find that they will have to withdraw from their production number. All cast members are required to participate in "strike" the day after the last performance. The stage will be disassembled, classrooms and gym will be cleaned and any costumes or materials must be turned in to the chairpersons. Failure to attend will forfeit the strike check of \$25 per actor.

Any areas of the school used for the play rehearsals/performances will be cleaned at the end of practice. Students are responsible for cleaning the rehearsal areas (Faustina and other classrooms used as well as the gym), rooms designated as dressing rooms and bathrooms **BEFORE** they will be allowed to go home after any rehearsal or performance. It is **NOT** the responsibility of the production staff to clean up after them. Once students begin brining costumes to school, they should be kept with the student. It is a good idea to use a garment bag, sport bag or equipment bag to store all clothes, costumes, shoes and accessories. **EVERY ITEM SHOULD HAVE THE**

STUDENT'S NAME ON IT. Non-play related items, such as, but not limited to books, calculators, cell-phones, etc. are the sole responsibility of the student to whom they belong. If you do not want to lose it, either don't bring it or keep track of it.

For most rehearsals, students should eat before rehearsal begins; however, as we near performance date, rehearsal times will be extended. Students should be responsible for bring their own food or money to buy food. If a student needs to leave during a rehearsal break to buy food, the chaperones and/or director must know and parental consent must be given. If a parent does not want their child leaving the school, please advise Lisa Bailey in writing.

Parents and students are ultimately responsible for purchasing and acquiring costumes. The production team has a group of costume designers, creators and advisors who will assist with costumes.

Students are responsible for providing their own makeup. Makeup requirements will be provided in early to mid-March so that students/families can find discounted and affordable makeup. Top brand named makeup is not required. For males, we will provide certain items (foundation, blush, and bronzer) and collect a small fee for this purchase. In the past it has been very difficult for the males to provide their own makeup; and we have found that this is the most cost-effective way to handle this situation. All males, unless excused by the make-up coordinator/mentor will have their makeup applied in the makeup room two hours before each dress rehearsal/performance.

Contracts, \$25 strike checks (per actor) and bios are due not later than February 11, 2012. They may be turned into the front office, through the purple envelope or handed in at practice.

Any questions, please contact by email, text, or phone call:

Direction, Creative, Cast Related: Lisa Bailey (703) 881-8333 baileymanassas@aol.com

Producing, Administration, Volunteers: Matt Moore (704) 474-7946
matt.moore@triuneproductionstudios.com

If you would like to volunteer in any of these areas, please contact the following chairpersons:

Chaperone:

Stage Construction: Tim Cook (540) 347-5052 TJTeam93@aol.com

Lights/Sound: Pat Mooney (703) 791-2517 mooneyfam14@comcast.net

House Manager:

Asst. House Manager:

Ad Campaign: Cyndi Higginbottom (703) 361-8461 SLHetc@verizon.net

Joe Marter (703) 222-4480 jmarter@cox.net

Tickets:

Set Design:

Props:

Ticket Sales:

Costumes: Jill Cook (540) 347-5052 TJTeam93@aol.com

Lynne Morrison - lmodule@aol.com

MaryBeth Rogers (703) 594-2719 mb.rogers2@verizon.net