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## Family Information Packet

Welcome to ACT. We are excited that you have chosen to participate in one of our productions. We are confident you and your child will have an amazing time. ACT strives to produce high caliber shows, with children as young as 6. As you can imagine putting on this type of show takes a village. ACT depends on ALL of the parents in the production to make this work. So, please know you will be called on and EXPECTED to help in a variety of areas during the production. We thank you in advance.

### Auditions

All audition materials are posted online at [www.applausechildrenstheater.com](http://www.applausechildrenstheater.com). The character descriptions are listed there and script/monologues are listed on one page and audition music is listed on a separate page. The better prepared you are the easier auditions will be.

Please arrive at auditions at least 10 min before your audition time. Make sure you have your audition form with photo if you have not turned it in prior to audition day.

Auditions are closed to everyone except the person auditioning and a parent if the child wants their parent in the room. (parents we know you enjoy watching, but this can also be distracting so we will trust you know your child best) During auditions your child will perform the MONOLOGUE that goes with the part they are auditioning for first (from memory is best but NOT required) then sing the song that also goes with the part they are auditioning for. They may do more than one. They may bring props or anything that they feel will help their audition.

After the monologue, your child may be asked to read a dialogue with one of the audition panel. So just be familiar with those.

If your child is very young and only wants to be in chorus, he/she may come in and just introduce himself to us and sing Happy Birthday and that is it. Auditions should be fun!

**CALL BACKS:** On the LAST day of auditions we will call anyone we would like to see on CALL BACKS day to read and sing again for leading roles. If you get a call back this is your chance to REALLY PREPARE!!!!

ALL WHO AUDITION WILL BE CAST IN THE SHOW BUT NOT ALL WILL BE CALLED BACK FOR A LEAD.

## Casting

All casting decisions are at the sole discretion of the director. The director will always cast a show in the best possible way for the overall quality of the show. There can be some disappointment when roles are announced in the world of theater. Your child may have their heart set on a specific role, but WITH YOUR HELP they can learn that theater takes a team. Leads can not put on a show without a chorus, and NO part is better or more important than another. It is the passion for performing on stage that should be in their hearts. If at any time an actor is heard bragging that he/she has a better part than someone else, he/she will lose their part. We at ACT are a family and there is NO ROOM FOR THAT BEHAVIOR. The director may choose to double-cast certain roles to give more children an opportunity to have parts as well as ensure we have actors in case of illness.

(conflicts in rehearsals make a big decision in casting)

## Rehearsals

Rehearsals are usually on Tuesday, Wednesday, Thursday from 4:30-6:30 or 7:00 as we get closer to opening night. However, your child will not come to every rehearsal. They will only come to the days we are working on scenes they are in. After casting you will be able to see the days they attend on your calendar. You MUST SIGN YOUR CHILD IN AND OUT each day. Do not just drop them off no matter how old they are. Your child will come only to the rehearsals if we are working on a scene, he/she is in. As we get closer to the show, we will have rehearsals more often as we will run the entire show. Being at ALL rehearsal are very important, unless your child is sick. Teaching a dance when everyone is not there and trying to fit them in later is extremely difficult so, if your child misses rehearsal, especially a dance rehearsal, they may be taken out of that scene.

**Actors need to arrive at least 5-10 min before rehearsal begins so we can start on time!! Each actor needs to bring a water bottle and a small snack, if you feel your child needs one. Wear rehearsal type clothing: leggings for girls, sweats or athletic shorts for boys and dance shoes.**

Regular and mandatory rehearsals at ACT are open, and we encourage parents to stay and watch. This is also a good way to get some of your required hours in as we need parent help at rehearsals. If you watch these rehearsals, remember the same rules apply to the observers as to the performers: no food or beverages (except water) are allowed; keep conversations to a minimum, and no street shoes in the rehearsal room. ONLY DANCE SHOES ARE ALLOWED (Or socks or bare feet)

## Volunteer Opportunities

While ACT has an amazing Board of Directors, they can not put a production of this size on all alone. ACT is primarily a volunteer organization. Volunteerism is essential and critical to our success. We Depend on volunteers to accomplish most of a show's production workload. A typical ACT show requires around 5000 hours of volunteer time, with a VOLUNTEER SHOW COORDINATOR managing each show's volunteer workforce. Please DO NOT make this a "DROP AND DASH" experience for you and your family. Instead, we encourage you to come in, meet people and get involved! Theater is a family, we are an ACT family, we need you and we want your family to be part of our community. Your child will make some amazing new lifetime friends here at ACT so get involved and meet them too. The gratification of building something for the sets, the fun of running the spotlight, the much-needed skill of moving sets around a darkened stage quickly and accurately during a show, the creativity of helping with costumes or props, the gift of learning each child's name as you work at rehearsals or back stage or in the dressing room... being an integral part of creating an amazing theater production is an experience you will cherish. Most importantly an experience your child will cherish with you.

\*\*So, please volunteer as many hours as you possible can beyond what is required. **We ask for 10 hours from each family prior to the show and help with at least 2 performances.** Share your knowledge with us or learn a newskill, WE NEED YOU!!

**TAKING ON THE ROLE OF A LEAD COORDINATOR FOR A GIVEN COMMITTEE WILL FUFILL YOUR HOURS.**

Here is a partial list of volunteer opportunities. Please read and then fill out the Volunteer form and sign up on Sign Up Genius for jobs.

- **Backstage Supervision ( Back stage volunteer coordinator needed)**  
Supervise performers' behavior during dress rehearsals, and performances at the theater and assist performers with whatever they might need while backstage. Check them out after each performance.
- **Concessions: (Lead needed)** Organize concessions, flowers, trinkets to be sold during the production.
- **Costumes: Work with the director to help with sewing and non-sewing needs such as: measuring performers during auditions, manage costume**

**fittings, repair costumes, add gems, or other items to costumes. Put all costumes into bags for performers. Help with check in and check out.**

- **Hair/Make up: Work with the Hair and make up team to assist performers with hair and makeup before productions and at dress rehearsals.**
- **Lobby Display (This needs a Lead) Create a display of cast photos for the theater lobby as well as decorate the lobby according to the theme of the production.**
- **Microphones: Assist before and after show in putting mics on the performers, replace batteries after each show.**
- **Photography: Work closely with our media Lead to take cast pictures, pictures during the show and rehearsals, coordinate photo shoots if need be.**
- **Media: Work closely with our Media Lead to hang posters, contact newspapers, radio, magazines, and other needed organizations for advertisement.**
- **Props: (Lead Needed) Work closely with the Director to establish a list of props and then search, make, or call on parents to try and collect needed props. Organize the props before and during the show.**
- **Rehearsal supervision: 2 parents are needed at each rehearsal to supervise children, call absentee children.**
- **Set Construction/Paint: Do you have building skills of any level? Build small or large projects for our sets. Paint our sets or small pieces of our sets.**
- **Spotlight: Operate spotlight during rehearsal and during the show**
- **Stage crew: (Lead Needed) Move set pieces/scenery during tech/final dress rehearsal and performances.**
- **Raffle crew: Work closely with the Raffle Lead to collect items for our Raffle, wrap raffle items, set up and take down items during and after show, contact winners, deliver, sell tickets.**
- **Tickets: Work closely with ticket Lead to sell tickets during rehearsals, productions, and help keep track of performers ticket sales.**

- **Tear down: MEN (trucks help) work with set tear down on the given date to take sets to storage and props to storage, Woman or kids help will be needed with cleaning the theater after tear down.**

Here at ACT we are aware that many other children's activities have an OPT-OUT fee for parents who would rather pay a fee instead of volunteering. However, we need your hands and your time!!! Many of our jobs can be done at home if you are a Lead. So, we do not have an OPT-OUT fee. Believe me you will enjoy getting involved.

## **Tickets**

Tickets usually become available for the production 2 months before opening night. Each family is required to sell 10 tickets. The tickets will be available for approximately 1-2 weeks for performers to sell before we open them to the public so, this is the time to sell them to your family and friends to ensure they are able to get tickets. Each family receives 2 free tickets with their play registration fee so it is important for you to let us know during that week what day you need your tickets for. Each show you choose to watch you will need to purchase a ticket. Remember we rely on ticket sales to pay for our show and keep our doors open so GET OUT THERE AND SELL!!

## **Check List**

- **I have read the Information Packet**
- **I have filled out the Audition Form and attached a photo of my child**
- **I have signed the Liability Form**
- **I have signed the Volunteer Check List with areas that I have talents in and am willing to help and will sign up on SIGN UP GENIUS ASAP**
- **I have paid all remaining fees**
- **I have signed up for an AUDITION SPOT**
- **PLEASE JOIN REMIND.COM TO RECEIVE ALL OF THE MESSAGES DURING THE SHOW.**

