



Performing December 19-21, 2025

Registration/auditions will be held:

- **Saturday, October 18th at 11:00am.** Auditions will last approximately 2 hours – please allow for flexibility on the end time as it may go a bit longer if needed.
- **Location: The Westchester Townhouse, 8501 Emerson Avenue, Westchester, CA, 90045**
- **A parent (for all minors) must accompany their child/ren to their initial registration/audition time** for a brief orientation session, lasting about 20 minutes
- Great roles are available for all ages – from 8 years through adult, and all who register should be cast in the show (up to the maximum number of registration slots).
- Auditions are used to determine the specific role(s) each cast member will be offered in the show.
- Family participation is welcomed! Many parents, children/siblings and extended family members have enjoyed memorable shows together (no previous experience required!)

Music West, Inc., a local nonprofit, family-friendly entertainment group, has produced numerous musicals including Hello, Dolly!, 1776, The Sound of Music, The Music Man, A Christmas Story, Guys and Dolls, A Christmas Carol, Anything Goes, Annie, Oklahoma!, Singin' in the Rain, South Pacific, and more!

Featuring full-scale sets and multi-piece **live musical accompaniment** in the orchestra pit, four performances are scheduled for:

- Friday, December 19th (7:00PM show)
- Saturday, December 20th (7:00PM show)
- Sunday, December 21st (2:00PM & 7:00PM show)

Visit www.musicwest.org

or contact us at info@musicwest.org

See our background and past shows at: www.musicwest.org

**Note: This is a non-equity, non-paid production performed by special arrangement with the licensing company. Any auditioners belonging to an equity/actor's association must disclose this relationship prior to auditions to the Production Team.*



A California Nonprofit 501c(3) Corporation

Winter 2025 Show

Welcome to Music West! We are very pleased that you are interested in joining us for this exciting and enjoyable production. In this packet you will find the following items:

- General Information and Etiquette Policy
- Cast Member Audition and Registration Form
- Medical/Emergency/Publicity Permission Form
- Cast Role Descriptions and Audition Sides/Songs

Please read and return completed forms at your registration/audition day. Blank forms will also be available at the registration table at auditions.

GENERAL PRODUCTION INFORMATION and PROCEDURES

REGISTRATION/AUDITIONS:

- Please arrive on time for a brief orientation prior to the actual audition. **Participants under 18 must bring a parent/guardian.** If permission slips are completed, parents have the option to either stay for the rest of the session, or return to pick up their child/ren at the end.
- Everyone will be offered the opportunity to sing from a selection of Holiday Songs and numbers, either with the group or alone.
- You do not need prior experience to register for this production and come to auditions. We only ask that you come dedicated and ready to enjoy a fun and fulfilling show experience!

EXPECTATIONS:

Rehearsals/Attendance

Music West is very flexible with regard to accommodating the schedules of cast members who are involved in other activities; however, we just ask that you maintain a “balance” – i.e., please do not have show rehearsals always be the *first* activity to be missed. All known conflicts must be listed on the audition form, or communicated to the Directors as they arise. Too many conflicts or missed rehearsals may result in a reduced role.

Rehearsals are generally held Mondays and Thursdays from 6:00-8:30PM (up to 9PM closer to tech week). Not all cast members will be called to every rehearsal; scenes to be run will be posted on the rehearsal calendar. Ensemble characters will likely only need to attend 1-2 rehearsals per week for the first several weeks. At this time, rehearsals are planned to be held at **The Westchester Townhouse** (8501 Emerson Avenue, Westchester, 90045).

Regular rehearsals are likely to begin **Monday, 10/20**. The first rehearsal will be held at The Westchester Townhouse and will be an all-call so scripts can be distributed.

Participation Fee

A \$200 materials fee per cast member will be due by October 25th. Payment may be made by cash, Venmo, or check made payable to Music West, Inc. Please see one of the Directors to provide payment. Family discounts may be available – please ask the Directors for details.

Program Tribute Request

As one of our primary fundraising avenues, every family is required to purchase (or obtain) a minimum of one, \$50 program business or personal tribute. Program tribute packets will be distributed to every family within the first month of rehearsals. Tributes are offered at different cost levels, so a few smaller tributes (such as business cards) can be used to reach the fundraising target.

Calendar/Communication

The Production Team will provide a projected rehearsal calendar via email, usually with an approximately two-week “look ahead”, and we will also send a Weekly Update via email to outline and/or confirm that week’s rehearsals/activities.

If you ever have a question about whether you are needed for rehearsal or not, or have a last-minute scheduling change (illness, etc.), please email the Production Team at info@musicwest.org or call/text us at (585) 568-7429. *Good communication is one of the main keys to a wonderful and enjoyable production experience!*

Casting

We will strive to complete the show’s casting as soon as possible after auditions have concluded – please be patient (though we know it is hard!). When completed, the cast list will be emailed to all registered participants (and/or parents) via the email(s) you provide on your registration form. **You must reply to the email or call/text to confirm acceptance of your part** (or ask any questions). Non-respondents may have their parts re-cast if we have not received your response by the requested due date in the Casting email (usually by about 3 days following the casting announcement).

If you have any questions, please feel free to ask any member of the Production Team. Thanks for your enthusiasm and we look forward to working with you!

-Andres Fierro and the Music West, Inc. Production Staff

Music West, Inc. Etiquette and Policy Agreement

This agreement applies to all cast members and parents:

- Encourage each other at all times and treat each other with kindness. Please keep all “negative” critical comments to yourself, and refrain from making comments that cast members or volunteers may interpret as rude or hurtful.
- Respect the authority of the Music West Staff. While we welcome suggestions for improvement or engaging discussions, please do not debate decisions in front of other cast members. The leadership team is responsible for the outcome of the show, and they have the big picture in mind at all times.
- Absolutely no gossip or unkind language will be tolerated. If you have a concern, either about the show, the staff, or a cast member or parent, bring it to the attention of a Music West director immediately. Gossip destroys the unity of any organization.
- Music West has a zero-tolerance policy for unkind words or posts about other cast members/volunteers on social media avenues. Negative or critical comments about casting or talents on platforms such as Facebook, Instagram, Snapchat or other similar avenues are unallowable. Taking, posting and/or sharing photos or videos of cast members/volunteers at any Music West activity may only be done with prior permission.
- If you give your child permission to spend time with a Music West staff member or volunteer outside of specified rehearsal times, Music West is not liable for any potential damages or injuries should any arise.
- Music West has a standard of excellence that is expected of our members both on and off the stage. This includes not only the choice of language we choose to use, but our behavior, attitude, and life choices as well. Music West members who do not conduct themselves under this standard of excellence may be requested to leave the group. Music West maintains a family-focused atmosphere, and discussion topics and behaviors are expected to be age-appropriate at all times.

Rules and Procedures for Each Rehearsal

- Be on time, and please do not leave early. Try to arrive no more than 15 minutes early nor stay more than 15 minutes past rehearsal unless prior arrangements have been made. Late pick-ups can be difficult for the Music West volunteers.
- Read all emails/messages, and please be flexible. Sometimes the needs of the show dictate that rehearsal times may need slight adjustment at the last minute.
- If an emergency or illness arises and you must miss rehearsal, please email info@musicwest.org or call/text (585) 568-7429 to inform the Music West staff.

Dress Code

We ask participants to set a good example for all ages, particularly with regard to how one dresses for rehearsals.

- Wear closed-toe shoes at all times. Absolutely no flip flops, open sandals or “heelies”.
- Please do not wear clothing with questionable or offensive pictures or phrases, or political/social agenda comments or promotions.
- Wear comfortable clothing that allows you to move freely, especially for dance rehearsals!



WANT TO FILL THIS OUT ONLINE? [CLICK HERE!](#)

Cast Member Audition and Registration Form

NAME _____ PHONE _____

Date of Birth: _____ Height: _____ Hair Color: _____

School/Grade or Employer: _____ T-Shirt Size: _____

ADDITIONAL PARTICIPANT (if applicable):

NAME _____ PHONE _____

Date of Birth: _____ Height: _____ Hair Color: _____ Eyes: _____

School/Grade or Employer: _____ T-Shirt Size: _____

EMAIL ADDRESS(es) (including a parent for participants under 18): _____

PARENT(S) NAME and PHONE (if participant is under 18) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE _____ WORK PHONE _____ CELL PHONE(s) _____

Alternate/Emergency Contact and Phone: _____

PRIOR EXPERIENCE: Have you ever performed on stage, in a choir, danced in a recital, worked backstage, studied acting, music or dance, or just have an interest in any of these? Any fun or interesting hobbies or activities in which you're involved? Tell us about them and what you think you do best.... Use the back if needed!

Rehearsals are Mondays and Thursdays from 6:00-8:30PM (up to 9PM on some occasions), unless otherwise scheduled and notified. Please see the weekly email updates for the detailed calendar. **NOTE – not all cast members will need to attend every rehearsal!**

Please list all known prior commitments or schedule conflicts such as vacations, work/school, etc. – this will not necessarily affect your casting but could result in a part reassignment if too many undisclosed conflicts arise after auditions. We use this information to try to create and maintain a balanced rehearsal schedule. Use the back if needed.

CONFLICTS:

Oct. 20th through Nov. 24th (Mon./Thr. 6:00-8:30pm) _____

Dec. 1st through Dec. 11th (Mon./Thr. 6:00-9:00pm) _____

Tech Week (Dec 15th through Dec. 17th. 6pm-9:30pm) _____

Performances (Dec. 19th-21st, 7pm Evening Shows, 2pm Matinee 12/21) _____

Materials Fee:

- \$200.00 due by October 25 (see one of the Directors to pay by cash, Venmo, or checks payable to Music West Inc.)

Fundraising and Volunteering:

- Each family is responsible for purchasing or obtaining a minimum of one, \$50.00 business or personal program tribute, and are expected to promote/support additional fundraising efforts throughout the season.
- Each family is responsible for volunteering in one of the following areas: costume team, backstage/stage crew, set construction, ticket sales, concessions, house management, or cast dinner support. More information will be available in the coming months.

Agreement: Cast member and Parent/guardian signatures indicate agreement to understand and follow all stated Music West policies and procedures as attached.

X

Parent/ Guardian Signature (if cast member is under 18)

X

Parent/ Guardian Signature (if cast member is under 18)

X

Cast Member Signature

X

Cast Member Signature

Permissions and Authorization to Consent to Medical Treatment

I/We (the undersigned) agree to allow representatives of Music West, Inc., to arrange for medical treatment for the undersigned, should it be necessary for the undersigned to require medical treatment while participating in this activity. I hereby give the supervisory personnel permission to use their judgment in obtaining medical service for the undersigned, and I give permission to the physician selected by the supervisory personnel to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the Directors and Volunteers of Music West, Inc., and other supervisory personnel from any liability in connection with this request, and agree that Music West, Inc. personnel will not be held responsible for injuries which occur to the undersigned while participating in any Music West function.

Music West, Inc., INSURANCE PROVIDED BY NONPROFITS INSURANCE ALLIANCE COMPANY (NIAC).

Primary Locations: The Westchester Townhouse, 8501 Emerson Ave., Westchester, 90045
and additional locations as noted in email communications.

Auxiliary Location
for Tech/Performances: Visitation School Auditorium; 8740 Emerson Ave, Westchester, CA 90045

Date range of activities: Oct. 25 – Dec. 21, 2025

Name(s) of Cast Member(s) _____

In case of emergency please provide the following additional contact information:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Insurance Co. _____ Policy or Group # _____ ID# _____

Policy Holder Name/Phone: _____ () _____

Any known allergies: _____

Any known medical conditions or chronic ailments: _____

If under 18: Names of any persons authorized to pick up child(ren) from rehearsal or performances:

_____ (IF CHECKED) I provide my consent for my child/children (if under 18) to walk or cycle to/from rehearsals. If cycling or using a scooter, all state laws (including wearing helmets) must be followed.

_____ (IF CHECKED) I provide my consent for my child/children (if under 18) to utilize a ridesharing service (Uber/Lyft or similar) for transportation to/from rehearsals or activities.

PHOTO AND VIDEO RELEASE

I hereby give my consent to Music West, Inc. to use my or my above-listed child(ren)'s voice, verbal statements and/or portrait or picture (motion or still) for production publicity purposes or any lawful purpose in connection with Music West's primary non-profit activities. Or, check here if consent is not granted: _____

Cast Member signature (Parent/Guardian signature if under 18)

Date