

# 2017-2018 AHS Theatre Cast & Crew Participation Packet

## ***CAST*** turn in by **Thursday, August 24:**

- *One Act Commitment Form* (completed & signed)
- *\$75 Cast Participation Fee* (check made out to ARTSA)
- *\$10 Extra T-shirt Fee* (Only if you want an EXTRA t-shirt: one included in participation fee.) (check made out to ARTSA)
- *\$35 Fee for “Shakespeare in Love”* (Alliance Theatre Fieldtrip 9/21) (check made out to ARTSA)
- *Fieldtrip Waiver Form for “Shakespeare in Love”* (completed & signed)
- *ARTSA Membership & Donation Form* (optional, but encouraged!)

## ***Crew*** turn in by **Thursday, August 24:**

- *One Act Commitment Form* (completed & signed)
- *\$20 Crew Participation Fee* (check made out to ARTSA)
- *\$10 Extra T-shirt Fee* (Only if you want EXTRA t-shirt: one included in participation fee.) (check made out to ARTSA)
- *\$35 Fee for “Shakespeare in Love”* (Alliance Theatre Fieldtrip 9/21) (check made out to ARTSA)
- *Fieldtrip Waiver Form for “Shakespeare in Love”* (completed & signed)
- *ARTSA Membership & Donation Form* (optional, but encouraged!)

All forms and fees must be turned in to Ms. Stoffle in the Black Box Theatre

***Important:*** Calendars, Rehearsal Schedules, Speech Meet dates, etc. are posted online. Students and Parents should check [www.alphatheatre.com](http://www.alphatheatre.com) regularly! ☺ Please “like” our Facebook page (Alpha Theatre Department) and Alpha\_Theatre on Instagram, for real time updates and fun pictures.

# Welcome to the Alpharetta Theatre Department

## How much of a TIME commitment is this for my student?

Please see the rehearsal and show calendar posted on the website [www.alphatheatre.com](http://www.alphatheatre.com) . Consider this time commitment carefully, BEFORE accepting a part in this production. Students who are unreliable/overscheduled affect other cast members negatively. As always, the schedule may change as issues arise, so participants do need to be flexible.

If you are unsure about your ability to fulfill time commitment to this production, please speak to Ms. Stoffle about conflicts BEFORE committing.

## How much of a PARENT VOLUNTEER commitment is this?

The Theatre is a family and we need everyone to help out. This helps to keep expenses down and show our students that their efforts are supported. **There is a minimum of five hours of volunteering required for each family.** There are many options for how to get involved please indicate your preference on the "Commitment Contract".

All volunteers working with students need to complete the Fulton County Schools Volunteer annual registration & training at [www.fultonschools.org](http://www.fultonschools.org) . This training only takes 10 minutes to complete. Please complete it as soon as possible.

## How much of a FINANCIAL commitment is this?

*Here is the list of anticipated costs for participation in this production:*

- **\*\$75 required Participation Fee for Cast (\*\$20 / Crew) Due Thursday, 8/24,** (Checks made out to ARTSA) \*Please note: In the case of financial hardship, payment arrangements (or scholarships) may be available. Please contact Julie Nelson (ARTSA Treasurer, [julienelson@aol.com](mailto:julienelson@aol.com)) for information on how to apply BEFORE Thursday, 8/24.
- **\$35 Field Trip** (to Alliance Theatre to see "Shakespeare in Love" on Thursday, 9/21)
- **Tickets to the shows at AHS** Everyone who attends the show will need a ticket. EVERYONE. Ticketing income is essential for our production budget. Reserved seats can be purchased at [www.seatyourself.biz/alphaproductions](http://www.seatyourself.biz/alphaproductions) closer to the show date.
- **Costuming** (varies) Most cast members' costume costs will be covered by the participation fee. However, cast members will be asked to bring certain items from home. Additionally, a few cast members will have added costuming costs (usually lead characters). Ms. Stoffle will notify these cast members/parents upon casting.

The following items will need to be supplies by each cast member prior to dress rehearsal for their own personal use

Base/Foundation Makeup, Eye Liner, Mascara, Lipcolor, Blush

Make up brushes or applicators, Sponges (Blenders)

Makeup Remover Wipes

Deodorant (yes, please ☺)

Shoes & Hosiery

False Eyelashes & glue if needed

Hairspray

Bobby pins

Anything else of a personal nature that you need for your costume.

Sharing personal belongings is not acceptable. Skin infections, staph and eye infections can be dangerous. Also, it's gross! DO NOT SHARE PERSONAL ITEMS, AND DO NOT EXPECT CAST MATES TO LOAN THEIRS TO YOU!!!

A gentle reminder: Students are responsible for loss, damage & cleaning costs for mismanaged costumes.

## Production Notes and Important Information

**Email Communication** Parents and students: Please provide an email address which you will check **DAILY**. Some emails will contain time sensitive updates. If you are not getting email, please email [NanBodeep@yahoo.com](mailto:NanBodeep@yahoo.com) or [Christina.Singleton05@gmail.com](mailto:Christina.Singleton05@gmail.com) to be added to the list.

**Website & Calendar Communication** Announcements will be posted online at [www.alphatheatre.com](http://www.alphatheatre.com), on the FB page and/or Instagram. The calendar (including rehearsal schedule) will be updated regularly. Please have access to these sites.

**Rehearsal Attendance** All cast members are required to attend all rehearsals for which they are scheduled. Not everyone is required at all rehearsals. Ms. Stoffle will provide a character & scene specific schedule on the website.

**Excused Absence:** Follow FCS guidelines for illness & family emergency only. You must attend at least ½ day of school to participate in rehearsal or a performance that day.

**Pre-approved absence:** A *written* request (parent note) must be submitted one-week in advance to Ms. Stoffle for approval. Plan accordingly.

**Unexcused Absences:** Unexcused absences will not be tolerated. Unreliable attendance affects the performance and other students.

**Sports and other school activities:** While we understand students are involved in other activities, students must be responsible for time management. Ms. Stoffle must receive proper notice of on-going conflicts. Students *may negotiate* a shared schedule between the Director and other activity advisors/coaches but this *must be done prior to rehearsals beginning* for the production. Please be advised that if a student cannot attend all dress rehearsals and performances for the entire duration, the student will be removed from the production.

**\*\*Bottom Line: Please do not become overcommitted. Make courteous choices.**

***\*\*\*THERE WILL BE NO EXCUSED ABSENCES DURING DRESS REHEARSALS or PERFORMANCES or WEEKEND WORKSHOPS.***

**Cast/Crew Attitude Expectation** All students involved in the production share equal importance. Arrogance and misconduct in any form will not be tolerated. Students not exhibiting kind and team building behavior will be removed from the show, without refund.

### **Production Requirement: SET STRIKE**

Each cast/crew member is expected to participate in STRIKE (taking down the set), cleanup and costume collection follow the final show performance. **NO EXCEPTIONS**. Cast/Crew members may not leave until dismissed. Seriously...even if Grandma wants to go to dinner! Please plan accordingly. Seriously! EVERYONE. ☺

# One Act Play Cast/Crew Commitment Contract

❖ Please return this form and participation fees NO LATER than Thursday, August 24th

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student email: \_\_\_\_\_ *Please provide an ACTIVE email (daily use).*

1<sup>st</sup> Parent/Guardian Name/email: \_\_\_\_\_ / \_\_\_\_\_

2<sup>nd</sup> Parent/Guardian name/ email: \_\_\_\_\_ / \_\_\_\_\_

Parent Cell Phones: (1<sup>st</sup>) \_\_\_\_\_ (2<sup>nd</sup>) \_\_\_\_\_

Student Address: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_

**PARENTS:** This school production is dependent on volunteer participation.

*Please indicate your preferences for volunteering. There is a mandatory minimum of 5 hours of volunteering expected of each family per production.*

**Yes / No--Costume committee:** Shop for supplies, cut, iron, assemble, etc.

**Yes / No--Set committee:** Help with set build, design, painting, collection of supplies, etc. **Work days are scheduled for 8/26, 9/9, 9/16, 9/23, 9/30, 10/7, and 10/14.**

**Yes / No--Prop committee:** Help locate props needed for this production.

**Yes / No--Concession committee:** Help organize, setup/decorate & sell concessions at shows, etc.

**Yes / No--Concession Donation:** Donate food/drinks/supplies for concession stand.

**Yes / No--Hair/Make-up Committee:** Help w/supplies & do hair/makeup during show week.

**Yes / No--Ad Sales/Business Partnerships:** Help solicit local businesses to advertise in program/playbill.

**Yes/No--Playbill:** Help layout the Playbill (online) and get it ready to print. (Work from home)

**Yes/No--Ticket Sales:** Sell tickets at the door on the day of the shows

**Yes/No--Cast Marquee:** Create a display for Cast/Crew photos for the Auditorium Lobby

Student (Cast & Crew) **T-Shirt Size** (adult sizes).... S / M / L / XL

Additional T-shirt? YES / NO (include additional \$10) S / M / L / XL

1. I have attached required Participation fees & other optional fees (Check payable to ARTSA)
2. I have read and hereby agree to **all the rules and expectations** outlined in this participation packet for the ONE ACT PLAY production.
3. I understand that each cast/crew member is expected to attend required rehearsals & cast/crew workshops that will/may include afterschool practices each day, and weekend dates as listed on the website calendar. Practice dates may change as needed, and cast/crew members will be required to attend.
4. I understand that there is a **five-hour minimum requirement of volunteer hours per family** for this production. At least one parent must be involved.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_