



Holy Child Academy

PARENT/STUDENT PLAY HANDBOOK



Friday, March 13, 2019 at 7:30 p.m.

Saturday, March 14, 2019 at 1:00 p.m. and 7:30 p.m.

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PROCEDURES, RULES, AND REGULATIONS

AUDITIONS

Audition materials will be sent home via email in December. Students will rehearse the audition songs in a large group with Music Director, Ms. Patricia Brown. Boys and girls will be called separately with their grade to sing a section of the song for Director/Choreographer, Abby Dietzler. All students will also learn a dance routine and perform it as a group.

This year, all auditions will be held on **Sunday, December 15, 2019, from 10:00 a.m. - 12:00 noon.** Please pack your child a lunch. During lunch, the staff will decide which students will receive a callback. Callbacks help the directors decide on parts that are not yet chosen. At callback auditions, students will sing and read parts in different combinations of roles. All music/lines will be taught first at callbacks. There are times when a part is determined from a student's original audition. Students whose names are on the call back sheet ARE NOT the only students who will get a part in the musical. **All students who audition will be awarded a part in the show.** Students will be able to call their parents when they are ready to be picked up.

On Monday, December 16, 2019, the cast list will be announced during the school day. Our first rehearsal will be on Tuesday, January 7, 2020, after school from 3:30-5:30 p.m.

REHEARSALS

Students should attend all rehearsals for which they are scheduled. **Advanced notice, except in case of illness, is required for absences. No cast members may be absent during production week, March 8-14, 2020.** If a student has an unexcused absence, he/she will not be able to participate in scenes blocked at a missed rehearsal. In some cases, that would mean a student will forfeit his/her role in the play. Rehearsal commitments need to be taken seriously! Please note that most rehearsals will take place on **Sunday mornings from 10 a.m. to noon**, and on **Tuesday and Thursday afternoons from 3:30 to 5:30 p.m.** A more detailed rehearsal schedule will be handed out and posted online in the beginning of January. This schedule will note who is to report to each rehearsal and is subject to change.

RESPONSIBILITY

Each cast member is expected to learn the dialogue and music associated with his/her part. Students will be given a packet of dialogue and song sheets which they are required to bring to every rehearsal. Students should have a **pencil** with them at all times during rehearsals. They may take staging notes or write musical cues on their dialogue or song sheets if necessary. Some cast members will be given a libretto (vocal book). A \$15 fee will be charged to replace lost librettos.

PUNCTUALITY

Students are required to be on time for each rehearsal. When students are consistently late, they miss important instruction. **Please be prompt in picking up your child from rehearsal.** Please note that rehearsals on Tuesdays and Thursdays will conclude at **5:30 p.m.** If your child has permission to walk home, please select the option on the online registration form.

APPROPRIATE BEHAVIOR

Appropriate behavior is expected of every cast member. Inappropriate behavior may result in expulsion from the cast. Students are asked to bring a book to all rehearsals to read during “down” time. During rehearsal, students who are not needed for a scene are expected to be reading or working on their homework. Musical rehearsal is not an acceptable excuse for incomplete homework assignments.

Holy Child Academy cell phone policy is in effect for musical rehearsals and performances.

MULTI-PURPOSE ROOM AND GYMNASIUM

Each student is responsible to keep the rehearsal areas (MPR and gym) clean. Food and beverages are not permitted in the gym and gum is forbidden everywhere in the school. Students are given time to eat snacks during rehearsals on school days.

COSTUMES

Each student will be required to provide some basic costume items. This will include shoes and other personal items. Please refer to the costume list when you receive it in late January. **All costumes are due in school on February 25, 2020.**

GENERAL NOTES

SHOW FEE

Each student is required to pay the \$185.00 play fee to participate; \$140.00 for each additional child per family. The fee helps defray the costs of the play which include sound and light rental fees, costumes, DVD of the performance, t-shirts, rehearsal dinners, and production fees. **This fee is due by Wednesday, December 11, 2019.** You can pay the show fee when you fill out the online registration at holychildacademy.com/springmusical or by printing the form and submitting a check to the business office.

SCHEDULE NOTES

Please review the rehearsal schedule carefully. Sunday, March 8th, marks the beginning of Production Week. There is a separate rehearsal schedule for this week which begins with a mandatory half-day practice, on March 8 from 12:00-5:00 p.m. Please mark this date on your calendar now! Students should bring a snack to rehearsal on March 8. Please note that the rehearsal schedule may change throughout the production, especially if there are cancellations due to inclement weather.

ONLINE INFORMATION

You can find important school play information at holychildacademy.com/springmusical.

TICKET PURCHASING

Tickets will be available for purchase online. Stay tuned for more information. Please invite your family and friends to see the show on March 13 at 7:30 p.m. and March 14 at 1 p.m. and 7:30 p.m.

QUESTIONS OR COMMENTS?

If you have any questions, please contact Mrs. Barrera, the show producer. Mrs. Barrera is best reached via email at abarrera@holychildacademy.com.

PARENT COMMITTEES

The show would not be possible without the hard work and dedication of our parents. We encourage you to sign up for one committee to make the show a success!

SETS

This committee builds and paints the sets. The committee meets in the evening and on selected Saturdays and Sundays beginning in March. The committee breaks down the set on Sunday, March 15.

COSTUMES

This committee creates costumes for the cast according to the director's vision. They also collect the costume pieces as the cast members bring them in. Parents on this committee meet several times. Most of the work is done at school during rehearsals. Sewing is not required, but glue guns, scissors, and pins are!

PROPS

This committee helps create props for the show. Skills encouraged but not required are cutting, gluing, and painting. There will be a meeting to coordinate the creation of props.

REFRESHMENTS

This committee will be responsible for purchasing, organizing, and selling refreshments for the three show performances.

TICKET SALES AND DISTRIBUTION

This committee involves the sale, distribution, and collection of tickets on the show dates as well as pre-sale ticket organization. Mrs. Andrea Devenney, HCA's Nursery 3 teacher, will be the chairperson and will organize the committee and coordinate ticket sales.

AD BOOK AND SCREENS

This committee will work on producing the show's ad book. Members will distribute letters to parents and help create and organize the ads.

DINNERS

This committee prepares and serves dinner for the cast members on the evenings of March 10 and 11. Members will be responsible for bringing in desserts, salads, and drinks as well as helping to serve and clean up. The chairs will select the menu and contact committee members for needed desserts, salads, and drinks. There will only be eight spots available.

SET STRIKE

On Sunday, March 15, all parents and cast members are asked to pack props and costumes for storage and clean up the dressing rooms. Parents will also be striking the stage and sets in the gym. Families will be notified of times closer to the date.