

U-PREP Musical FOUNDATION

Digital Response Form Link: [UPrep Mary Poppins Student/Parent Contract 23/24](#)

What will be required of my student?

Rehearsals

Your student will be required to attend all rehearsals and all performances. Specific rehearsal times will be given to the students when they are cast. Rehearsals are usually scheduled for Monday through Thursday each week. They can run from 3:30 -5p.m., with increasing hours as the performance date approaches. How often and when your student will need to be at rehearsals depends on the part they are assigned. Please plan on being **very flexible** the last couple of weeks as performance nears. Rehearsals will be changed and added as needed.

***First Rehearsal will be Monday August 21, 2023**

Participation Fee

A large part of making your students' character come to life on the stage is their costume. We ask that each performer contribute a \$50 performance fee towards the purchase of their costume pieces. This performance fee will include your student's musical t-shirt. Your student may also be asked to provide personal items or street clothes that can be used as a base to their specific costume, i.e., shoes, white shirts, black jazz pants, black turtlenecks, etc.

***Participation Fee is requested by September 1, 2023**

Program Sponsors/Dedications

Each family will be **required** to obtain \$50 worth of ads and/or personal dedications (any combination to reach \$50) for our show program. The ad sales requirement is to offset our printing cost of the programs as well as our production costs. This requirement is **per family**. Multiple students from one family only need to turn in a combined total of \$50 worth of ads and/or dedications.

***All ads for the program are due by October 13, 2023**

No late ads will be accepted, no exceptions.

Any ad sales ABOVE the \$50 requirement will be split 50/50 between our production costs and your student's account to be used towards their participation in future theater experiences (Student Enrichment, group trips to shows in Sacramento, dance shoes costs (if applicable), etc. This is a quick and easy way to fundraise to offset the expensive costs of production as well as bring benefit to your student's further learning and experience in the arts.

Text-only personal dedications (limited to 20 words) are \$10 each and are **optional**. These dedications are good luck notes from friends or family members i.e., “Break a leg Johnny.” or “Good luck on your performance, Sally.”

Many families, to meet the \$50 ad requirement, opt to purchase business card ads and use that space for their dedication. If you choose to do this to meet your \$50 ad requirement, you may submit a digital photo of your student(s) and your dedication message. Both the photo and message will be incorporated into a standard business card ad space in the printed program.

What will be required of me as a parent/guardian?

It takes a large amount of parent/guardian participation to make these shows the best experience possible for our students. For your student to participate in this wonderful stage show experience, we ask that you volunteer some time to help with a few of the many work groups described below. There’s something for everyone to do and we can use as much time as you can spare!

Firstly, there is a **Mandatory parent meeting on August 28, 2023 from 5:00-6 p.m. in room 128.** It is our hope that at this meeting we can clearly communicate our plans and expectations for the next three months as well as answer any questions you may have regarding this project.

We will have 3 parent work days divided into work blocks. Each student is **REQUIRED** to have **one adult** at **2** of the work sessions. Many hands make light work. On the work days, there will be such things as painting, sewing, gluing, and decorating to do. Please look at your schedules and sign up on the permission slip for which session you would like to work.

***Saturday Work Days** (a sign up genius will be sent out. Please sign up for 2)

- October 7, 2023 / 9am-12:15pm & 11:45-3pm
- October 21, 2023 / 9am-12:15pm & 11:45-3pm
- November 4 2023 / 9am-12:15pm & 11:45-3pm

You will also be asked to donate a food item for the cast/crew party following the striking of the set, the Sunday after the closing night’s show. Our parents are invited to attend this cast party as well.

What are the parent/guardian work groups, what do they do, and how much of my time do they require?

It is our hope that you are able to assist on at least **two** committees in preparation of our show.

For each work group listed below, we will need a Work Group Leader. A work group leader is someone that can organize the group’s troops and create the work schedules. If that is something in which you might be interested, please indicate so on the “Signatures and Contact Information” pages. Again, we can use as much time as you can give.

Here is a list of the work groups available:

Poster Design and Distribution:

We need 3 to 4 adults that can deliver posters and flyers to an assigned section of the greater Redding area. This will include businesses in your assigned area. Poster distribution will start around the beginning of September. You will be given approximately 25 posters/flyers to distribute and post in local businesses.

Costumes and Props:

If any of you have experience sewing or are willing to learn, we will need your help! To make these shows the best, it takes some really great costumes. Sewing projects will be assigned and deadlines set for completion. All materials will be provided to you. Costume fittings and alterations will take place starting around mid October. We will also need creative types that can organize or create souvenirs to be sold in our lobby during our shows to help bring in additional funds for our program.

Ticket Sales:

This year we'll be hosting ticket sales online. The link will be on our website: UPREPMUSICAL.org beginning in October. The box office at the U-Prep Lobby will be open when we can get volunteers to work. We would like it to be 1 night a week during the month of October, while the students are rehearsing. Tickets will also be sold before each public performance beginning 1 hour prior to show time; we will need at least 2 adults scheduled for each box office shift during each show.

Show Ushers:

We will need 6-8 adults to hand out programs and act as show ushers during all the performances. This year our tickets will be reserved seating so assisting patrons with their seat assignments will be necessary.

Lobby Sales: Pictures/Souvenir Sales Table & Show Concessions:

We will need 8-10 adults to manage the sales tables during each evening performances and the Saturday matinees. Sales will start one hour before show time, during show intermissions, and directly following the performance. These tables will host our t-shirts, photo sales, and souvenirs as well as our concessions. We also need help obtaining items to be sold at the concession stand. These can be donations or contributions from local vendors.

Lobby Decorations:

We will need 2-4 adults to decorate the lobby and take down the decorations when the show is over. The lobby is the first thing our audience sees. It sets the tone for the show. Therefore, it is important that the lobby is appropriately decorated. The decorations also include the window boxes located just to the immediate right and left of the front doors.

Sets:

We will need many adults to help build sets. This can be done on the committee's own time schedule, though most often is on Saturday and Sundays, every weekend from mid September through to opening weekend. Other times may be arranged as well.

Tech Week Dinners:

We need one to two persons who would be willing to coordinate the dinners for our tech week rehearsals. This would include ensuring that each evening's meal is arranged and then facilitating the cleanup of the cafeteria afterward each evening.

The Cast Party:

The cast party will be held Sunday afternoon, November 18, 2018 following the final show Saturday night. Cast members will first participate in the breakdown of the stage and then will be released to attend the party. The cast party will be from approximately 12:00 p.m.-4 p.m. We will need 3 to 4 adults to set up the party food and to help the cast members clean up afterward. All parents are invited and encouraged to attend.

Thank you for taking the time to review this information. Please continue to complete the form.