

U-PREP
Musical
FOUNDATION



Parent/Student Information & Permissions

Hello Parents & Students! This fall our U-Prep Musical Company will be performing Guys and Dolls!

Many may not know or understand all what it takes to put on a live stage show like this. There are significant financial costs for the show: performance rights, costumes, set and prop materials. There are also countless volunteer hours poured out in a myriad of skill sets that make the production possible!

The next three months will be a very busy and exciting time for you and your student. Auditions begin the first week of school and practices will begin the first Monday, August 19th. There will be sets to build and costumes to design and make. There will be a lobby to decorate and a cast party to plan. For those of you that have been involved with our shows in the past, you already know what a great experience this is for your students. For those of you that are becoming involved for the first time, welcome! You are going to love it!

To help you prepare for this wonderful adventure, I've put together some information that may answer some of your questions and concerns. If you have any additional questions at any time during the next few months, please feel free to contact me. I'll get you answers or direct you to the person that has the answers. Please add yourself to our texting group by texting "@UPrepGAD" to 81010 or "@UPrepGAD" to (424) 488-0185. Most of our messaging will go out through this method.

Justine Wildauer
Production Manager
949-6682

productions@uprepmusical.org

What will be required of my student?

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. The first rehearsal for **ALL CAST MEMBERS** is on Monday, August 19th from 3:30-5p.m. with a **MANDATORY PARENT MEETING** that Monday, August 19th 5:30-6 p.m. in Room 128. Performances will be on November 15-16th and 22-23th. Please **mark your calendar NOW** with these important dates and the dates of the performances. Please plan on being **very flexible** the last couple of weeks as performance nears. Rehearsals will be changed and added as needed.

A large part of making your students' character come to life on the stage is their costume. We ask that each performer contribute a \$30 costume fee towards the purchase of their costume pieces including their footwear. Full payment is required by **Friday, August 23rd**. Your students will also need to purchase a show t-shirt in the amount of \$15 for the cast photo and marketing. 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 turtleneck, etc.

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 12, 2019. No late ads will be accepted, no exceptions.**

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.

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 theatre experiences (Junior Theatre Festival, group trips to shows out of town, costume/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.

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 19, 2019 from 5:30-6 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 2 parent work days. Each student is **REQUIRED** to have **one adult** at **one** 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. The work days are Saturday, October 19, 2019 from 9 a.m.-12 p.m. and 1-4 p.m. and Saturday, November 2, 2019 from 9 a.m.- 12 p.m. and 1-4 p.m. Please choose which one is most convenient for you.

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 in the 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 2-4 adults per show to hand out programs and act as show ushers during all the performances. This year our tickets will again 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 24, 2019 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.

PLEASE RETURN THE FOLLOWING 3 PAGES

STUDENT and PARENT/GUARDIAN CONTRACT

Signatures & Contact Information

Please sign where indicated and provide the needed contact information requested below. The following pages **must be completed and turned in** before your student can become a cast or crew member. **This contract is due no later than the end of auditions on August 14th.**

Contact Information: We will use this information to contact you about work group volunteering, to send work schedules, and to remind you of food donations and other items, etc...

Student Name: _____

Student Number: _____

Parent/Guardian Name(s): _____

Email Address: _____

Phone Numbers: _____

* It is much easier for the organizers and work group leaders if we can contact you by email. If you agree to be contacted by email, please check your email account regularly over these next few months and up until the show ends. Please note that we now have a general information texting group for this show. You can add yourself by simply texting **@UPrepGAD to 81010**.

Participation Agreement: I have read what is required of me to participate in and support this show and agree to the time asked of me.

- **I understand that my family will be required to contribute \$50 worth of ads and/or personal dedications.**
- **I understand that though there is a \$30 costume fee to participate, due 8/23/19. My student may need to purchase personal items in accordance with their costume needs (undergarments, leotards, etc.)**
- **I understand that my child will be required to be respectful to all adults and other students. If my child's behavior is inappropriate, he or she will be asked to leave the cast.**

Statement of Responsibility for Insurance:

1. I am aware of the legal requirements of insurance for students who participate in extra-curricular activities. I have a valid accident and hospital insurance policy in effect for the remainder of the school year that will provide scheduled benefits pursuant to the minimum medical fee schedule in use by the California Industrial Accident Commission for purposes of industrial accident benefits for medical and hospital expenses resulting from accidental bodily injury to students participating in, or practicing for extra-curricular activities of at least \$1500 for:

STUDENT NAME _____ GRADE _____

2. I understand that the University Preparatory School and U-Prep Musical Foundation does not provide any form of student accident insurance, nor does the school district endorse a particular insurance provider. I also understand that it is the parent/guardian's

responsibility to carefully evaluate insurance plans and coverage before purchasing a particular product.

3. I further agree that in the event this policy is canceled or modified during the current school year, I will immediately notify the school office.

*******Parent Signature:** _____

*******Student Signature:** _____

Volunteering for Work Groups: I have read and understand that I have been asked to volunteer time to the show production. My work group choices are indicated below and I have indicated my order of preference with a 1, 2, 3, etc.

Poster Distribution Lobby Sales Tech Week Dinners
 Costumes/Props Lobby Decor Cast Party
 Ticket Sales Sets

I Can be a Group Leader for _____ group

I am available to work **DAYS** **EVENINGS** **WEEKENDS**

Backstage Food Contributions: I agree to contribute some food for the cast party and my food choice is listed below:

Please circle: **Chips & Dip** **Brownies/cookies** **Fruit/Veggies** **Soda/Water**

Note: Parents are welcome and encouraged to attend the cast party.

T-SHIRTS

The t-shirt cost for the performers is \$15 this year. Please circle the size of shirt you would like to order your student. If you'd like additional shirt orders for your family, please specify the additional orders (size and quantity) as well.

Adult Small Adult Medium Adult Large Adult XL Adult 2 XL

ADS

I understand that my family is **required** to contribute \$50 worth of ads and/or personal dedications. I understand that all ads are due no later than October 12, 2019, no exceptions. This requirement is PER FAMILY rather than PER STUDENT. I further understand that any ad sales

ABOVE \$50 will be split 50/50 into my student's account to be used towards production fees and/or any other production costs.

PHOTOGRAPHY/VIDEOTAPING

I give my permission for my child _____, to be photographed and/or videotaped in the University Preparatory production of *Guys and Dolls*. I understand that NO compensation will be given to me or my student for the photographs or the videotape. I understand that the pictures or part of the video may be used to promote U-Prep in the future. I understand that videotaping and photographing the show is NOT ALLOWED, including dress rehearsals. I understand that I can purchase photographs and video recording of the show at an additional cost.

DUE DATES

This contract is due before the end of auditions on August 14, 2019. Any student without a contract in by August 14, 2019, will NOT be cast in the show.

****Parent Signature**_____