

Dear Parent/Guardian:

Thank you for allowing your student to audition and be a part of Roy High School's upcoming production of *Hello, Dolly!* We as a production staff are very excited to be producing this show for the community. In order for the production to be successful, it is important for both actors and their parents to understand the commitment involved. We will pass out and post a rehearsal schedule for your student showing the dates and times of rehearsals along with this agreement document that states what we expect of students in terms of attendance and behavior. This agreement ensures that students and parents understand cast and crew member expectations. Please review our expectations and sign the bottom of the letter showing you both understand the time commitment and that your student is able to make this commitment.

Attendance Requirements

Our schedule is set up in advance and we do our best to follow it, **it is imperative that the performers and tech crew are in attendance at every rehearsal they are required to attend.** Most rehearsals are Monday-Friday 3:00pm-6:00pm in the choir room (for music) or in the Large Auditorium, with a few Saturdays as we get closer to performance from 8:00am-1:00pm. Actors and their parents are expected to schedule doctor appointments, family gatherings, etc. at times when the student does not need to be in attendance. **The quality of the production depends on good attendance.** Students will be allowed to miss a rehearsal if absolutely necessary by filling out a missing rehearsal form. They can pick up this form from any of the directors. If students do not show up to a rehearsal they are expected at without completing a missing rehearsal form, prior to their absence, it will be grounds to remove them from the cast. **Please note even with this prior notice the student may only miss rehearsal up to 3 times with the above mentioned form before they will be permanently removed from the cast.**

Special consideration will be given for students missing rehearsals due to extreme circumstances beyond their control or emergency situations. If a student does have an emergency and will be absent or late, it is the student's responsibility to contact Ms. Curtis, Mrs. Doxey, Mrs. Cooper/ Mrs. Rose or Mr. Kirby in person or by phone to let them know. Telling friends or other teachers to tell the directors is not acceptable.

Performers are to be in the rehearsal ready to rehearse when the rehearsal is scheduled to begin. Tardiness or being unprepared prevents the actor from getting the most out of rehearsal and is disrespectful to the director and members of the cast and crew. A performer who is late more than twice will risk being dropped out of scenes or musical numbers, and possibly dropped from the show entirely.

All performers and crew must be in attendance from November 1st through November 25rd (closing night.) There are NO absences during this period even with a missing rehearsal form. "The show must go on!"

Rehearsal Requirements

All performers are expected to take an active part in the production. This includes learning songs, dances and spoken lines by the given deadlines, writing down blocking and director's notes, following instructions by the directors or those helping the director, and using time off stage to work on lines, songs or dances. Notes students should also be practicing at home when possible. Note the memorization deadline for all songs and lines to be memorized is October 21st.

Students are also expected to stay on task, even when not on stage. Students who have to be constantly reminded to stay on task jeopardize their role in the production and future participation in Roy High productions. Cell phones can become a distraction during rehearsals and performances. **Calls and texts can wait until after students leave the rehearsal/performance space. Phones should NEVER be seen or heard when an actor is on stage or getting notes from the directors.**

Students, whether actors or crew, are to respect each other, the directors, Roy High and property at all times. All students will be working with valuable school tech equipment and will be trained how to use it all properly. **If the students handle any of the equipment improperly or break the equipment because of irresponsible or negligent behavior the student or his/her parents will be required to replace or pay for the damaged or broken item (s).** Students can be fined for lost property they were responsible for as well. Note if the student continues to cause damage to equipment they will be removed from the cast. All students are expected to follow all the school and district rules and policies. **A student's behavior at all times should be such that it reflects credit to themselves, their parents, Roy High School and Weber School District.**

Eligibility

The school musical is not a sanctioned Utah High School Activities Association (UHSAA) activity however, as the production staff we still follow the UHSAA/ Roy High’s extra curricular standard of eligibility. **For the students to be to be eligible to perform they must have a 2.0 or higher GPA by first quarters grade, no more than one “F” and no more than .75 attendance credit loss.** We as a production staff feel it is important for students to maintain this standard and believe this encourages students to work towards achieving at least the minimum so they may participate; students who were not eligible when they auditioned will be removed from the cast off 4th quarter’s grades 2014. Eligibility will be checked again at the end of first quarter. We will send around a midterm tracking sheet to determine who might be struggling with the standard and depending on how far below the standard they are, they will either be warned and put on notice or even removed from the cast at that time. If students are not eligible by first quarter’s final grades posting (Oct. 28th) **they will be removed from the cast no matter who they are in the production.** On an additional note we strongly encourage the students to bring their homework to rehearsals for them to work on it whenever they are not on stage.

Students and parents are also required to fill out and sign the Drug Testing Consent Form for all Extra Curricular School Activities.

Student Cost

There will be a mandatory \$30 musical participation fee, this money will help us to provide refreshments during extra long rehearsals as well as help cover some of the **many** other show expenses. Fee Waivers do not apply however if you are unable to pay this fee please see Ms. Curtis or Mrs. Doxey and other arrangements can be made for your student. **This fee needs to be paid to the bookkeeper in the Roy High School Musical Account under Fee** by October 15th. The students will also have the opportunity to by an optional production T-Shirt for an additional \$10 to help advertise and commemorate their experience in the production. This should also be ***paid into the Musical account under T-shirt*** if they would like one (will be \$40 total with the shirt and fee.)

Costumes

Students will need to provide all their own costumes for this production because our budget just simply does not allow us to costume 50 cast members. Because this is a period piece there are very specific costumes types/styles for this era. For girls you can use old full length skirts, long sleeve blouses with high collars, ruffles and lace were all the fashion and big hats with a lot of embellishments; feathers, cherries, ribbons etc. For boys’ full piece suits, white low collared shirts, vests, suspenders, and hats. We provided pictures of what the costumes should look like in this era on the Drama board so you have an idea of what you are looking for.

You can also use the help of Ye Olde Costume shop at 2817 W 6000 S, Roy, UT 84067 (801) 776-1010, but note you will need to get and cover the expense for your costume rentals yourself through her company, if you need help come see Mrs. Doxey or Ms. Curtis. Note all costumes must be approved by the directors during the costume parade on November 8th. If the costumes are not acceptable the student will be responsible for making the changes necessary to look the part they are expected. If you have questions or concerns please talk to Ms. Curtis or Mrs. Doxey when possible.

Thank you for your help, **we so appreciate your support!**

I have read this contract and my student and I agree to all the requirements listed above.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Parent Volunteer Form

Because we want to focus our time on **DIRECTING** this musical, we really need your help *producing* it. Please read through and check off any of the following ways you are willing and able to help. *You will be reimbursed for any purchases pre-approved by the director.*

Note we especially need anyone who can sew costumes this production!

Costumes

- _____ Delivering rental items (requires a car)
- _____ Organizing rental items
- _____ Buying fabric, notions, accessories
- _____ Ordering dance shoes
- _____ Sewing, repairing costumes

Props

- _____ Locating obscure items
- _____ Running to DI or other stores to purchase items
- _____ Building obscure items

Publicity

- _____ Design/Coordinate cast t-shirts
- _____ Oversee distribution of posters
- _____ Contact local media
- _____ Coordinate banners or other signage
- _____ Design/make the production program

Morale

- _____ Coordinate and/or bring snacks to rehearsals
- _____ Help provide dinner with other parents between the matinee performance and night performance on Saturday for the entire cast & crew
- _____ Plan and host a cast closing party

Fundraisers

- _____ Coordinate and/or sell concessions during performances
- _____ Coordinate and deliver Break-a-Leg O Grahams during the shows
- _____ *Get contributors willing to donate money, food or supplies in exchange for advertising in the program.

_____ Helping students get ready with hair, make-up and costumes on performance days.

_____ *Helping students who are not your own by providing or paying for their costumes

_____ Donating a case of water or candy for the concession stand during the show

_____ Donating 1x4's, 2x4's, $\frac{3}{4}$ " plywood, screws tools or other construction materials

_____ Helping to build set items.

_____ Donating paint and or painting supplies

_____ Help painting the set

_____ *Making a monetary or other supply donation

Are there any other ways you would be willing to help?

Parent Name

Phone # _____

(Best one to reach you at during the day.)

Student Name

Phone # _____

