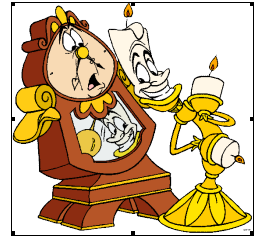
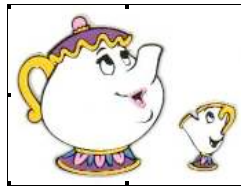


Beauty & The Beast

Parent Letter



Welcome to the 2011/2012 Bel Aire Play! The play is an extracurricular activity sponsored by the Bel Aire PTA, which is made up of volunteers. **Therefore, we rely almost entirely on the volunteering hours of the parents to produce this play.** Only the play and musical directors are hired. The participation fee of \$175 per child enables us to hire these professionals (to ensure a professional experience for these children) and for minimal costume purchases. However, the organization, communication, scenery, props, rehearsal assistance, child supervision, ticket sales, ushers, program preparation, concession sales, etc. are all made possible by parent volunteers.

Due to the number, ages, and safety of the children, it is critical that we have an adequate number of parent volunteers at all times during rehearsals and performances. We also need help with all of the back office responsibilities that are required for this large production. **Remember: When your child signs up for the play this year, you are signing up too!** We need your support, time and energy. We need your smiles, encouragement and firm parenting skills.

What you need to do:

- 1) **Volunteer Commitment Deposit:** Each family must volunteer at **least eight hours per student** or twelve hours for families with more than one child participating. This year, as in years past, we are requiring a \$100 volunteer deposit due by **Thursday, Nov.10th**. This deposit will be returned at the end of the play, upon completion of your required hours, and will only be cashed if you are unable to fulfill all of your required hours.
- 2) **Participation Fee (per child):** A separate online payment for the \$175 Participation Fee (go to Bel Aire Website, click on the lower left corner "Bel Aire Play") is also due by Thursday November 10. Applications for scholarship aide are available for both participation and costume fees. Please contact Principal Patti Purcell at 415-388-7100. No child will be refused the right to participate in the play due to inability to contribute financially.
- 3) **Cast T-Shirts:** In January, we will be ordering Youth Medium, Youth Large, Adult Medium or Adult Large Cast T-Shirts. On your audition form, please order one (1) size larger than your child usually wears. If your child likes an oversized t-shirt, please order one size up! Note: only one group t-shirt order will be placed. **All children will be given a t-shirt as part of their participation in the play!** The kids love them as keepsakes because the back lists all their cast members.
- 4) **Costumes:** Most of the costume fees are included in the play participation fees. However, there may be minor additional items that are required depending on a child's role. The committee chair will be able to inform the students once the costumes have been finalized.
- 5) **Rehearsals:** The specific rehearsal schedule for your child will depend on his/her role: more for leads and principals, less for the chorus (3rd graders). It is crucial that your child attend rehearsals. Theater is an ensemble, and teamwork and consideration for your fellow actors is crucial. Any student, regardless of the role he/she plays and regardless of other extra-curricular commitments, who misses more than two (2) unexcused rehearsals, (missed rehearsals due to illness not included) will be disqualified from participation in the play. **After March 2nd, all rehearsals are mandatory and there are no unexcused absences!**
- 6) **Snack:** Students are responsible for their own healthy snacks during rehearsals. Note: No food is allowed in the multipurpose room, so students will eat their snack outside on the MPR patio BEFORE rehearsals begins from 2:45-3:00 pm.
- 7) **Siblings:** No siblings are allowed at rehearsals unless they are in the play.

Note: If your child changes his/her mind about participating in the play, both checks are refundable before January 23, 2011.



Actor's Production Contract for Bel Aire Play 2011-2012

This performance contract is made between the Bel Aire Play 2011-2012 Play Advisory Committee, Student _____ and his/her parent(s) or guardian(s).

Please review the rehearsal days for the above-named production carefully. The contents should be discussed thoroughly by actors and parent(s) or guardian(s) in order to understand the commitments that must be made in participate in the production. The actor and a parent/guardian should sign this contract to signify an agreement to fulfill the commitments required of students.

By signing this contract for the musical production, the following is understood and agreed to:

During Rehearsals:

1. Actors will arrive 10 minutes prior to call, and sign in each day. Never sign in for another actor.
2. Please call the Play Producer if you are expected to be late or absent.
3. Actors will attend all scheduled rehearsals except in cases of illness. In the event of a legitimate, excused absence, actors will call or email the Play Producer one day in advance.
4. More that two ***unexcused*** absences will result in the child's dismissal from the play with no refund of fees.
5. Actors will learn all lines, songs and dances for his/her part.
6. Actors assume responsibility for care of all scripts, personal properties and costumes.
7. Actors will follow all school rules for behavior towards other students, respect for adults, and school property.
8. Disruptive, disrespectful behavior will not be tolerated. Parents will be notified if a student has been warned. More than two warnings will result in the child's dismissal from the play with no refund of fees.
9. Children must be picked up on time. If a parent is late (more than 5 minutes) three times, your child will be dismissed from the play with no refund of fees.
10. No siblings are allowed at the rehearsals if they are not in the play.
11. Leaving unexcused from campus during rehearsals will result in an automatic dismissal from the play.

During Dress Rehearsals and Performances:

1. Actors will arrive 10 minutes prior to call and sign in.
2. Never sign in for other actors.
3. Please call the Play Producer directly, if you expect to be more than 5 minutes late.
4. All cast members must take curtain call in complete costume.

The Play Producers, Business Manager and Directors thank you in advance for your help and cooperation!

I, _____ (**ACTOR**) have read and agree to follow all of the above rules. I have read and understand the consequences if I do not follow them.

Actor's Signature: _____

Parent's/Guardian's Signature: _____

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Shannan Bishop, Assistant Producer
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