

CAST MEMBER / PARENT RESPONSIBILITIES OVERVIEW



St. Mark Community Youth Theatre In Partnership with
District 214 Community Education

2018 Revue Show

It is important that you read through this information thoroughly

The King's Players is a not-for-profit theatre company. We work together as a team to pool resources and develop our individual talents to put on a successful show. Therefore, we ask you to please carefully read through this Cast Member/Parent Responsibilities Overview and then review, initial, and sign your name on the Casting Agreement form to signify agreement with these responsibilities (signatures are required for both cast member and parent/guardian). Your signature will indicate that you understand the production policies and guidelines, and agree to meet them.

Fee:

A non-refundable participation fee of \$150 or \$250 is due today, May 22, 2018.

(Please see page 5 of this document for clarification on the two-tier volunteer fee structure.) Make checks payable to **SMLC/TKP**. This fee is used to help offset production expenses such as sets, theatre rental fees, orchestra, sound, etc. In return, by participating in this production, cast members will receive vocal, dance and acting instructions through the rehearsal process and a *2018 Revue Show* t-shirt. Some roles may require an additional costume fee. Any costume pieces purchased with money beyond the initial \$150/\$250 fee will be the property of the cast member at the end of the show; they will not be considered part of The King's Players' wardrobe. You will be notified as soon as possible about the cost of any additional costume pieces and when to pay for them.

Costumes:

While most costumes in the show will be sewn by our staff of seamstresses and will remain the property of The King's Players, cast members will be expected to assist in obtaining some of their own costume pieces and shoes that meet the guidelines and requirements outlined by the Costume Designer. The Costume Designer and Director must approve all costumes. Each cast member will be responsible for providing dance shoes or tap shoes as required for their role. More specifics on footwear and costuming will be forthcoming.

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Rehearsals:

Rehearsals will typically be Sundays (1 - 5 p.m.) and Monday, Tuesday and Wednesday (7- 10 p.m.). You will be given a rehearsal calendar which will help you identify when you need to be at rehearsal, given the role you have. Rehearsals will initially take place at St. Mark Lutheran Church and will eventually move into the theater at Forest View Educational Center. All cast members will be expected to be present from start to finish, or as required by the director. Tech week rehearsals often run long, so we ask for your flexibility during tech week.

- There is an orchestra sing through, family worship service, and potluck on Saturday, July 21 at 4:00pm. All cast members are expected to attend.
- **Tech rehearsals are mandatory for all cast.** Tech week rehearsals will be July 22-25.
- Performance dates are July 26-29. Thursday, Friday and Saturday performances will begin at 7:30pm and Sunday matinee performance will begin at 1:30pm. Call times for the cast will be announced by the directors closer to the performance dates.

Our first rehearsal is Monday, June 4th at 7p.m.

At the first rehearsal, cast members will be given a folder in which to keep the show scripts, music and important papers. Cast members will be responsible for bringing their folder and a pencil to each rehearsal. Throughout the rehearsal period, papers will be sent home with cast members containing important information about the production. Parents are responsible for asking their cast member about any papers which may have been handed out, and are responsible for the information contained in them.

Additionally, cast email “blasts” will be used to communicate with families. Parents and cast members are responsible for checking their email before all rehearsals. Please set your email options to allow “bulk” mail from tkp@thekingsplayers.org.

When possible, information will be requested electronically (for example, cast biographies). Additionally, we intend to use e-mail for reminders about form deadlines, special events, and routine scheduling issues as well. It is important that we have an email address for each cast member and parent.

We have closed rehearsals. The only individuals allowed at rehearsals are cast members and staff, unless otherwise required by the staff.

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Attendance Policy:

Participation in this show represents a significant commitment of time for each cast member. We expect that this King's Players' show will become a top priority over other activities during the two months of rehearsals/performances.

Cast members will be expected to attend all scheduled rehearsals except those which have been previously approved as a conflict by one of the directors. Within this packet, there is a **conflict form** which we are asking all cast members to turn in by **Monday, June 4**. On this form, you must list all of the specific dates you know that you will not be able to make a rehearsal. If you have any conflicts which arise after June 4, they must be turned into one of the directors for approval as soon as the conflict arises. We expect your first commitment to be to this show's rehearsal schedule.

Illness:

If your child becomes ill or unable to make a rehearsal at the last minute, you must call or text Leah Kadamian at 773/255-4901 or email tkp@thekingsplayers.org **at least one hour prior to rehearsal** time. If they become suddenly ill within the hour preceding rehearsal, please text or call Jan Scott at 847/204-9764 so that we are not expecting them at rehearsal.

While we remain vigilant in our attendance policy, we also would prefer that sick cast members recover before returning to rehearsals. We expect parents and cast members to use their best judgment in deciding when an illness is serious enough to stay home. If we don't have a message or a prior written conflict notice before a scheduled rehearsal, a cast member will be given an unexcused absence for that rehearsal. After one unexcused absence, a verbal warning will be given. After a second unexcused absence, a parent or guardian will be called. If a cast member has more than 2 unexcused absences, TKP reserves the right to remove that individual from the show.

Tardiness Policy:

We also reserve the right to dismiss any cast member tardy more than three times, unless previously noted on the conflict sheet.

Attire Policy:

Cast members are required to wear gym shoes to each rehearsal. Absolutely no open toe, open heel, stocking feet or bare feet are allowed. Cast members should also wear clothing that is easy to move in, especially for dancing. While the rehearsal space may get hot during our summer rehearsal schedule, please take into consideration the appropriateness of your attire and remember that you will be dancing.

Food & Beverage Policy :

Water is the only item we are allowed to have in any active rehearsal space. A separate space for eating will be utilized as needed.

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Tickets:

Tickets to all performances can be purchased in advance at www.thekingsplayers.org. Tickets are also sold at the door for all performances, but tickets cost more if purchased at the door. Please contact Beth Seaman at pbseamantravel@gmail.com with any ticket inquiries or a need for wheelchair seating.

Set Strike Policy:

On Monday, July 30, 2018, we'll need cast/parent volunteers to participate in the striking of the set and in returning all areas to their original state.

Website:

Please check www.thekingsplayers.org regularly for updates. Our website is a great place to find forms, stay up to date with announcements, and find contact information for the staff.

Cast Member Behavior Expectations:

You are now a King's Player, and Character Counts! All six pillars of character apply within The King's Players as much as they do in your everyday life: Respect, Responsibility, Trustworthiness, Fairness, Caring and Citizenship. In fact, as you are now a King's Player, your behavior outside of this production is reflective of The King's Players Community Youth Theatre Group. The King's Players reserves the right to dismiss any cast member whose behavior is not in line with the six pillars of Character Counts!

This is a great opportunity for you to work as a group toward a common purpose — to use your talents to give our community a top-notch Broadway musical production! We will successfully attain our goal only if each cast member, parent and production staff member works as a team with dedication, spirit and enthusiasm!

Our time at rehearsals needs to be used wisely — without stops and starts due to lack of focus or attention on the part of cast or production staff members! Without exception, you must follow the direction and requests of the production staff in order for us to be ready by show time. There will be down time at rehearsals. Use your time wisely. Get to know other cast members, work on lines/dances in small groups, read, play a game quietly, etc.

The King's Players operates out of St. Mark Lutheran Church, and we are a youth ministry of this church. We openly welcome all area youth to be a part of our group, whether you currently have a church home or not. We will be praying or having group devotion at cast rehearsals and before each show, as we remember to thank the Lord for the ability to work in fellowship to entertain the community with our God-given talents. At the cast party, one cast member will be given the "Char-Actor Award" for exemplifying what it means to be a King's Player, through his or her commitment and behavior as demonstrated throughout the rehearsal and production process.

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Parent Participation:

All parents **will need to volunteer** their time in some capacity to help in the production of this show. TKP operates under a “Two Tier” volunteer policy. This policy stipulates that parents who volunteer more of their time will pay a lower participation fee (\$150), and parents who are unable to volunteer much time will help support the production by paying a higher participation fee (\$250).

Tier 1 (\$150 Participation Fee)

Parent(s) agree to support the production by volunteering at least 15 hours of time on one or two of the following teams:

1. Construction Team
2. Paint Team
3. Ad Sales Team
4. Marketing Team
5. Props
6. Costumes/Make-up
7. Stage Crew
8. Special events

Tier 2 (\$250 Participation Fee)

Parent(s) agree to support the production by volunteering a minimal amount of time ushering or manning the concession stand at the theater during the show.

Scholarships

If the fee is an impediment to your child's participation, please call Jan Scott at 847/204-9764 about scholarship opportunities. All financial assistance will be handled discreetly.

Please use the Casting Agreement form included in this packet to indicate that you understand the production policies and guidelines, and agree to meet them. If you have any questions or concerns, please see a member of the production staff.

Contact:

General questions can be sent to the main email address tkp@thekingsplayers.org.

For other questions please call:
Jan Scott at 847/204-9764

Leah Kadamian at 773/255-4901