

Playmaker Production
Sacred Heart School
Spring 2017

BEAUTY AND THE BEAST

Parent Handbook & Audition Packet
For Grades 2-8

Junior Players Main Cast Tech Team

BEAUTY AND THE BEAST

Step into the enchanted world of Broadway's modern classic, *Disney's Beauty and the Beast*, an international sensation that has played to over 35 million people worldwide in 13 countries. Based on the Academy Award-winning animated feature, the stage version includes all of the wonderful songs written by Alan Menken and the late Howard Ashman, along with new songs by Mr. Menken and Tim Rice. The original Broadway production ran for over thirteen years and was nominated for nine Tony Awards, including Best Musical.

The classic story tells of Belle, a young woman in a provincial town, and the Beast, who is really a young prince trapped under the spell of an enchantress. If the Beast can learn to love and be loved, the curse will end and he will be transformed into his former self. But time is running out. If the Beast does not learn his lesson soon, he and his household will be doomed for all eternity.

This "tale as old as time" is filled with spectacular costume and set opportunities or, even more simply staged, *Disney's Beauty and the Beast* offers a great opportunity to bring your entire community together for family theatre at its best.

GENERAL INFORMATION

STUDENT OPPORTUNITIES

Junior Players

- A Junior Player must currently be in 2nd or 3rd grade.
- **Junior Players do NOT audition for the program.**
- Read through all of the information in the handbook before making a commitment to our Playmaker Production. Please note in particular our rehearsal and tech schedule, our discipline policy, and volunteer requirements.
- All Junior Players are required to register through the website. Online Registration opens December 5th. There are a total of 25 Junior Player slots this year and they fill up quickly. Students will be included in the cast on a *first come, first serve* basis.
- Print out your **Information/Parent Agreement form**. Fill it out and turn it in to the **FRONT OFFICE** or by email (playmakers@sacredheart.org) no later than Friday, January 13th. The Teaching Team must receive information on all conflicts, as well as the costume sizing information by that date.

Main Cast

- Actors in the Ensemble must currently be in grades 4-8. Ensemble actors will be placed in one of several small ensembles that perform throughout the show. Ensemble casting will be listed on the cast list posted January 18th.
- To audition for a Speaking/Singing role, students must be in at least 5th grade and in good standing with the Drama Department and SHS. After completing a Placement Audition, these actors may be invited to a callback audition for the various Speaking/Singing parts in the show.
- Read through all of the information in the handbook before making a commitment to our Playmaker Production. Please note in particular our rehearsal and tech schedule, our discipline policy, and volunteer requirements.
- All Playmakers are required to register through the website before auditions. Space is limited to 55 members in our Main Cast. Students will be included in the cast on a first come, first served basis. Actors auditioning for Speaking/Singing roles should prepare for the audition using the information provided in the section of the handbook – monologues and songs included.
- Speaking/Singing callbacks will be held **the week of January 8th** by invitation only and the roles will be posted to the website by January 16th at 5:00pm. Actors not cast in these roles will be assigned to the Ensemble.

Tech Crew

- **Tech Crew members include returning tech team members or those that have been approved by Ms. Boyd. Tech Crew is selected by invitation only.**
- Tech Team members must currently be in grades 5 - 8.
- Priority for Tech Team is given to returning Team members from the previous year.
- Tech Team Members must register through a website once participation in Tech Crew has been approved by Ms. Boyd. Those invited to be on Tech Crew will be sent an email containing the registration link.
- Read through all of the information in the handbook before making a commitment to our Playmaker Production. Please note in particular our rehearsal and tech schedule, our discipline policy, and volunteer requirements.
- Please note that Tech Team members can **NOT** earn service hours for working on the *Playmakers* production.
- Actors should not assume Tech is a backup position if you do not get the role you want. Team positions are typically filled prior to casting.

Tech Crew Job Assignments: There are many backstage jobs to fill. We need light board operators, sound operators, deck crew, props masters, and many more helpers to put on our show. All students who sign up for our production program will be “cross-training” for the various backstage jobs. Individual assignments will be made prior to Tech Week.

Tech Crew Schedule Conflicts: It is important that production students attend our scheduled training sessions so they will feel confident fulfilling their backstage roles. Make sure to double check the schedule and note that no conflicts are allowed for actors or Tech Team members during Tech Week and performances.

FEES and REGISTRATION

Playmakers fees include all production costs (costumes, sets, props, scripts) plus show t-shirt and closing party.

Junior Player (Gr. 2 - 3)	Fee - \$135.00 (**Limit 25 actors)
Main Cast (Gr. 4 - 8)	Fee - \$175.00 (**Limit 55 actors)
Tech Crew (Gr. 5 - 8)	Fee - \$35.00 (**Returning Tech Crew or by invitation only)

- **Online Registration** opens Monday, December 5th at 7:00 a.m.
- Actors must be registered in order to audition.
- If a student decides to withdraw from *Playmakers* the following refund schedule will apply:

Withdrawal by January 20th = 100% refund

Withdrawal by January 27th = 60% refund

Withdrawal by February 1 or after = no refund

Playmakers supports all students at Sacred Heart School. No student will be prevented from participating because of financial need. Scholarships are available so please contact Mr. Burroughs at dburroughs@sacredheart.org if you are in need of assistance.

PARENT MEETING

Our parent meeting is a great time to meet the Teaching Team and Board Members and to ask any questions regarding the *Playmakers* program.

MAIN CAST	First Day of Main Cast rehearsal Wednesday, January 18 th at 5:15 PM
JUNIOR PLAYERS	First Day of Junior Players rehearsal, Monday, February 27 th at 4:15 PM
TECH TEAM	No parent meeting for Tech students – Information sent via e-mail.

IMPORTANT DATES

January 3 rd -5 th	Auditions for 5 th through 8 th grades / MAIN CAST CONFLICT FORMS DUE
Wee of January 8 th	Callback auditions for 5 th - 8 th grade, by invitation
January 13 th	Junior Players Conflict Forms due
January 16 th	Cast list of named characters posted online by 5pm
January 18 th	Rehearsals begin for MAIN CAST PARENT MEETING – MANDATORY
Feb 20th – 24th	Midwinter Break – No Rehearsals
February 27 th	Rehearsals begin for JUNIOR PLAYERS PARENT MEETING - MANDATORY
April 17th – 21st	Easter Break - No Rehearsals
May 5 th	Tech Team Load in - MANDATORY
May 6 th	TECH WEEK BEGINS Saturday Dress rehearsal (time TBD)
May 10 th	DRESS REHEARSAL 3:30-7:00pm – ALL ACTORS AND TECH CREW
May 12 th	OPENING NIGHT
May 13 th	PERFORMANCES 2 AND 3
May 14 th	CLOSING MATINEE

COMMUNICATION

The *Playmaker* website, <http://sacredheart.org/Playmakers>, is our primary means of communication. **Please check the website often.** Emails will be sent Fridays and/or Sundays with additional information using the contact information you provided with your online registration for all *Playmakers* communications. E-mail blasts will only be used for last minute changes, additional information, such as costume and tech week updates, or for individual contacts.

VOLUNTEER REQUIREMENTS

It takes a small army to make these productions. That's where our parents come in! *Playmakers* requires parents from each family to sign up for a volunteer position as agreed to in the online registration packet.

Volunteers will be asked to help monitor noise levels and student activity during rehearsal times, as well as supervise daily clean up. If you have a special area of expertise where you would like to offer help, please let us know and we will find a special job for you. All volunteer sign-ups will happen through our Sign-up Genius web account. If you have questions regarding volunteer positions, please email playmakers@sacredheart.org.

MAIN CAST

Parents with actors in grades 4-8 will be asked to sign up for two volunteer jobs, one pre-production job and one performance production job.

JUNIOR PLAYERS

Parents with only a Junior Player member are asked to sign up for one job, either one pre-production or one performance production job.

Parents with actors in both the Main Cast and Junior Players follow the same requirement as those with only Main Cast actors. Additional service is welcomed, but not required.

TIME COMMITMENT

The *Playmakers* Team is dedicated to providing a quality educational and artistic experience to as many students as possible. Since we all have many time obligations and family commitments we are striving to give you detailed information on rehearsal schedules so you can make informed choices for your student and your family. We cannot guarantee your child will have rehearsal the same days each week; schedules will be created and distributed well in advance based on the conflicts we receive on audition forms. We will do our best to honor the schedule we present by making as few or no changes to the schedule and by always starting and stopping on time. We ask that you do the same with prompt pick-up at the end of rehearsals and communication on potential conflicts or absences.

CLOSED REHEARSALS

Playmaker rehearsals are closed rehearsals. Siblings staying after school who are not in the show must sign in to ESS. Family and friends are asked to wait outside of the rehearsal area for Playmaker students. This keeps our noise level and distractions to a minimum. Parents will have the opportunity to preview the performance during their pre-show volunteer jobs.

WEEKLY REHEARSAL SCHEDULE

Rehearsals for Main Cast begin Wednesday, January 18th. Rehearsals for Junior Players begin Monday, February 27th. The entire rehearsal schedule will be available on the Playmakers website

and will include dates when specific characters are called and is based off the conflict sheets submitted at auditions. Please refer to the guide below for an idea of how many days a week actors may be called.

JUNIOR PLAYERS (Grades 2-3) 1 day a week

ENSEMBLE (Grades 4-8) 2-3 days a week

PRINCIPALS (Grades 5-8) 3-4 days a week

Main Cast Rehearsals

Main Cast will be called based on the needs of the show and the conflicts given on audition form. For the Main Cast, rehearsal schedules will vary from week to week depending on which scenes are being worked on; some weeks actors may be called for fewer days than others and all will be at rehearsal more in the weeks before opening. Rehearsal schedules depend on how many scenes characters are in – more scene work means more rehearsal time. Specific rehearsal schedules will be distributed no later than the first day of rehearsal.

Please be as thorough as possible with your conflicts when filling out your audition form.

Junior Players Rehearsals

Junior Players will rehearse one day a week. We will meet all Junior Players in the Primary hallway near Ms. DuPuy's 3rd Grade class at 3:15 and walk them over to the Moore Theater. Please pick your child up from the Moore Theater at the end of their rehearsal. Parents and guardians must come to the door to sign out your child.

Snacks: Actors will have until 3:30 to enjoy a snack. Please send a snack to school with your Junior Player that they can eat at the beginning of rehearsal time. They will need that little energy boost to get them through all of our singing and dancing! If your child has any food allergies, please let us know.

TECH WEEK SCHEDULE (mandatory)

Tech week begins on Saturday, May 6th. It should be assumed that the Main Cast will be called on May 6th for the entire day. In addition, the week of May 8th every performer will be required to attend tech rehearsals immediately after school for a minimum of 2-3½ hours. **No excuses for conflicts can be accepted during tech week. It is mandatory.**

PERFORMANCE SCHEDULE

MAY 12th	FRIDAY	5:30 PM	CALL	MAIN CAST AND TECH TEAM
	OPENING	6:00 PM	CALL	JUNIOR PLAYERS
		7:00 PM	CALL	CURTAIN

MAY 13TH	SATURDAY MATINEE	2:00 PM	CALL	MAIN CAST AND TECH TEAM
		2:00 PM	CALL	JUNIOR PLAYERS
		3:00 PM	CALL	CURTAIN
MAY 13TH	SATURDAY EVENING	5:30 PM	CALL	MAIN CAST AND TECH TEAM
		6:00 PM	CALL	JUNIOR PLAYERS
		7:00 PM	CALL	CURTAIN
May 14th	SUNDAY MATINEE	1:00 PM	CALL	MAIN CAST AND TECH TEAM
		1:00 PM	CALL	JUNIOR PLAYERS
		2:00 PM	CALL	CURTAIN
		4:00 PM		CLOSING PARTY

The Closing Party immediately follows the Sunday matinee. During the party, parents help with STRIKE (cleanup of the set and gym area). **Everyone stays until all spaces are cleaned up and ready for school.**

COSTUMES

Costumes are one of the most exciting things about being in a play and our costumer is sure to make everyone look great! While most costume pieces will be provided, both Main Cast and Junior Players are asked to provide appropriate undergarments and shoes. All costume pieces must be returned to Playmakers on the day of the last performance. Tech Team will be wearing their specially designed t-shirts for performances and are asked to provide their own black pants.

Additional information on costumes, make-up, and hairstyles will be sent out prior to Tech Week.

PICK-UP and ESS

All students need to be picked up promptly when their call time or rehearsal time ends. Students will be exiting rehearsals through the double doors outside of the Moore Theatre. Parents and guardians of Junior Players must come to the door and sign your child(ren) out. Students who are not picked up within 10 minutes of the end of rehearsal will be sent directly to ESS.

CONFLICTS/ABSENCES

Conflict Form Due Dates

MAIN CAST: AT TIME OF AUDITION JANUARY 3RD THROUGH JANUARY 5TH

JUNIOR PLAYERS: FRIDAY, JANUARY 13TH

Absences are defined as missing more than 45 minutes of rehearsal or more than half of your called time that day (e.g. missing 30 minutes when your call time 3:30-4:30). Rehearsal conflicts and absences are difficult on everyone, and every Playmaker is important to the process. Main

Cast must fill out potential absences on the information/audition sheet and bring it to auditions. Junior Players must turn their forms into the Main Office by Friday, January 13th. Tech forms will be distributed and collected in early February.

- All absences approved by the director prior to casting are considered *excused*.
- All absences due to illness or injury are considered *excused*.
- Peer-to-Peer and other academic conflicts are considered *excused* if the student checks into the Moore prior to leaving for tutoring. Messages passed from classmates do not count as checking in.

All other absences are *unexcused*. Students who fail to show up are considered unreported. All Playmakers who have 3 or more *unexcused* or *unreported* absences will be put on probation and will require a parent/director conference to determine his/her ongoing role in the show. **If you are absent from school on a rehearsal day, you may not attend rehearsal. This is true for both excused and unexcused school day absences.**

PLAYMAKER BOARD

The [Playmaker Board](#) is governed by a hard-working group of volunteers who oversee all aspects of our Playmaker program. Listed below is our Current Board for the 2016-2017 School Year.

Britt Boyd	Director	Colleen Dillon	Ticket Sales
Annette Griffith	Co-Chairman	Lisa Herb	Jr. Players
Christen Leeson	Co-Chairman	Danielle Limp	Communications
Patti Cook	Advisor	Shelly Marston	Treasurer
Heather Cooney	Advisor	Donna Medeiros	Volunteers
Lynette Dawson	Marketing Lead	Karla Obernesser	Hospitality
Cristin Donovan	Post Production (Tech Week)	Sandi Plenge	Fall play lead

CONTACT INFORMATION

For *Playmakers* questions please contact the following people:

Tech Team	Cris Donovan, cristindonovan@outlook.com
Junior Players	Lisa Herb, lisa_herb@hotmail.com
Casting, Schedules, Absences, Roles & Production and all other inquiries	playmakers@sacredheart.org

PLAYMAKER DISCIPLINE POLICY

REHEARSAL GUIDELINES/BEHAVIOR EXPECTATIONS

Playmakers follows the same rules of conduct as students are expected to follow during the school day, as outlined on the SHS website in the Code of Conduct document. Expectations for rehearsal etiquette and proper treatment of our facilities will be presented at the first rehearsal and at the parent meeting. For daily rehearsals, the *Playmakers* Teaching Team and chaperones will implement the following guidelines based on respect for program resources, teachers, and fellow students.

- **RESPECT FOR RESOURCES** – Playmaker rehearsals and performances use several spaces in the school and many different kinds of equipment. All students are expected to respect the theatre equipment at all times (i.e. curtains, lighting instruments, sound equipment, scripts, props, sets, and costumes). It is imperative that students only use equipment that is specifically assigned to them including, but not limited to, all of the above items. Additionally, students may not use any of the equipment during rehearsals unless specifically requested by a Playmaker teaching team member or supervising adult, including any other teaching equipment for drama or other subjects. Equipment includes, but is not limited to musical instruments, sports equipment, computers, phones, and any other items stored in the classrooms or on the stage.
- **RESPECT FOR TEACHERS and CHAPERONES** – The Playmaker Program includes many adult instructors and supervisors, such as additional professional teachers and parent chaperones. Students are expected to respond to requests from all adults with proper vocal responses, appropriate language, and cooperation.
- **RESPECT FOR FELLOW STUDENTS** – Playmaker participants are expected to show their support of fellow students in three important ways:
 1. Verbally – All students should use proper language and tone of voice when interacting with fellow students during rehearsals and performances, both on and off the stage.
 2. Physically - Unless students are specifically rehearsed and instructed to be physically combative on stage, no student should interact with fellow actors through pushing, hitting, kicking, or any other aggressive physical behavior at any time on or off of the stage.
 3. Emotionally – Working as a performing artist requires emotional vulnerability. All students need to support the artistic work of other actors through supportive comments, encouragement, and positive feedback. Only the director or teaching staff is allowed to give “notes” (constructive criticism) to other actors. Heckling, teasing, or provocative comments are strictly prohibited.

THREE STRIKES, YOU'RE OUT

Playmakers will issue “strikes” for students who are not following the rehearsal guidelines. A “strike” is a reminder to the student that their behavior does not meet Playmaker expectations. A strike may be given by any member of the teaching team or a daily parent supervisor. Strikes will be tallied for by the director. A student is allowed only three strikes before further disciplinary measures are taken.

Depending upon the severity of the behavior, the following additional disciplinary actions may be taken:

- **Parental Notification** – A parent will be notified by phone if a student receives a strike during any one rehearsal or if a student “strikes out”. Additionally, any one of the following behaviors may result in immediate probation: improper vocal responses or language, inappropriate physical interactions with fellow students, blatant disrespect for facilities or Playmaker resources, or an ongoing lack of participation in the program.
- **Probation** - Students who receive parental notification are expected to adjust behaviors by the following rehearsal and to continue to follow the behavior guidelines for subsequent rehearsals. Failure to meet rehearsal expectations may result in suspension from the program.

*****JUNIOR PLAYER PROBATION *****

If a Junior Player is put on probation they may only return to the program if accompanied by a parent during ALL subsequent rehearsals and/or performances.

- **Suspension** – Students who fail to meet behavior expectations during probation may be suspended from the Playmaker program until a parent/director conference can be held to discuss a student’s ongoing participation. Consequently, student participation in the program may be limited or revoked by the director, including changing of roles and/or line load, participation in certain scenes and songs, or limited backstage access. Pro-rated tuition refunds may be granted for students who do not continue with the program. Due to production costs, no refunds will be granted for any students who leave the program after February 1st.

ALL FOR ONE AND ONE FOR ALL: KNOW YOUR STUFF

Memorizing lines, lyrics, and cues is one of the major responsibilities of all performers. We’re in this together! Performers who struggle with the material make it difficult for the entire cast to rehearse. Playmakers who are not actively working on memorization or cues by the following due dates may be asked to meet with the director to discuss the continuation of their role.