

Sacred Heart School Playmakers
Fall Production
3rd and 4th Grades
2017

Parent Handbook



Directed by Britt Boyd

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www.sacredheart.org/playmakers

GENERAL INFORMATION

REGISTRATION, FEES and CANCELLATIONS

Registration

The fall play is for 3rd and 4th grade students only. It is an opportunity for your actors to hone their skills and enjoy the spot light. All students who want to be in the play must be registered by **Tuesday, September 12th**. Registration is first come first serve and opens at am no September 7th.

Fees

The registration fee for All Cast Members is \$135.00. The registration fee includes costume fees, cast party and picture.

Cancellation

If a student decides to withdraw from the fall play, he or she must do so by Thursday, September 21st for 100% refund. No registration fees will be refunded after September 21st.

For questions regarding registration, fees or cancellation please contact playmakers@sacredheart.org

AUDITIONS and CASTING

Separate outside auditions are not held for the fall show. Instead, script readings are done during the first two weeks of rehearsals to try out different characters. Casting will be announced via e-mail, Friday, September 29th.

TIME COMMITMENT

It is a struggle for all of us to use our time well and to fit in all of our important activities. Please do your best to come to all rehearsals for the full amount of time (3:15- 5:00). We will be using every minute to rehearse so it is unlikely that students will have time to work on homework during rehearsals. If there is ever downtime at rehearsals actors should be reviewing lines and blocking.

IMPORTANT DATES

September 12 th	Rehearsals Begin and Parents Meeting
September 12 th	Conflict Forms Due
September 29 th	Casting Announced
October 30 th	Tech Week
November 1st	Dress Rehearsal
November 2 nd and 3 rd	Performances
November 3 rd	Cast Party

CONFLICTS/ABSENCES

- All students registered to participate in the play will be required to fill out a conflict form. Known and potential conflicts must be listed.
- Absences are defined as missing more than 45 minutes of rehearsal. All absences approved by the director prior to casting are considered excused.
- All absences due to illness or injury are considered excused.
- Students must check themselves in at each rehearsal. 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 2 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 consistent with school policy and is true for both excused and unexcused school day absences.

PICK UP AND ESS

All students are to be picked up promptly when their call time ends. Students will be exiting rehearsal through the double doors outside of the Moore Theater. Parents/ Guardians must pick up their students at the door and check them out. Students who are not picked up within 10 minutes of the end of rehearsal will be sent to ESS.

COMMUNICATION

The Playmaker website, www.sacredheart.org/playmakers will be our primary means of communication. E-mail blasts will only be used for last minute changes or for individual communication. We will post all schedules and pertinent show information to the website. **Please check the website often.** All rehearsal schedules will be posted in a timely manner.

COSTUMES

Costumes are basic for this production. More information regarding this, including hair and make-up, will be sent home before tech week.

CLOSED REHEARSALS AND CHAPERONES

Playmaker rehearsals are considered “closed” rehearsals. Family and friends are asked to wait outside of the rehearsal area for your students. This keeps our noise level and distractions to a minimum. You will have the opportunity to observe rehearsals when you are rehearsal chaperone.

BEHAVIOR/DISCIPLINE POLICY

The fall production follows the same rules of conduct students are expected to follow during the school day, as outlined on the SHS website in the Code of Conduct document. For daily rehearsals we will follow a “three strikes-- you’re out” policy. Details of our rehearsal policy will be outlined at our first rehearsal and our parent meeting.

DAILY REHEARSAL ROUTINE

Students will have a snack break from 3:15-3:30 daily. It is a good idea to pack a quick healthy snack—fruit, vegetables, crackers, cheese sticks, granola bars, etc. Please stay away from messy foods or items that take a long time to consume—Jamba Juice, anything frozen, sushi, soup, yogurt, pizza or anything that has to be heated up. All of our snacks will be put away or thrown away no later than 3:30. Please make sure your actor brings a water bottle with a closed top and LABELED with his or her name!

VOLUNTEERS

All theater productions require volunteers to help with the myriad of jobs for each production. Our show is no exception! We need helpers in the following areas: Rehearsal monitors, box office staff, etc. We are asking that each parent volunteer for at least one position during our production. More information will be available at our **PARENT MEETING – 5:00-5:15** on Wednesday, September 12th. Detailed volunteer information will be emailed through Sign up Genius and also be posted on our website.

More information will be available at our parent meeting - 5 - 5:15 on Wednesday, September 12th.

GENERAL REHEARSAL SCHEDULE

Rehearsals are:

Tuesdays and Thursdays from 3:15-5:00 from September 12th through October 26th

TECH WEEK SCHEDULE -All dates from here on are MANDATORY

Monday, October 30 th	3:15pm – 5:00
Tuesday, October 31 st	3:15pm – 5:00
Wednesday, November 1 st	3:15 - 6:15
Thursday and Friday, November 2 nd and 3 rd	4:00 pm Calltime 6:00 pm Curtain

CONTACT INFORMATION

For the quickest response to all of your Playmaker questions please contact playmakers@sacredheart.org