

Sacred Heart School Playmakers
Fall 2018 Production
Parent Handbook

ALICE IN WONDERLAND

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FROM THE LEWIS CARROLL NOVEL



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GENERAL INFORMATION

REGISTRATION, FEES and CANCELLATIONS

Registration

The fall play is for 3rd and 4th grade students only. Registration will open at 7:00am on September 10th and close once the capacity of 25 students has been reached.

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 20th for 100% refund. No registration fees will be refunded after September 20th.

Waitlist

All actors must register through the Playmakers website. There is a total of twenty spaces available for the Fall Productions and registration fills very quickly. Once registration fills, a first come, first served waitlist will be maintained. To be placed on the waitlist, families must email playmakers@sacredheart.org – the time stamp on these emails will be used to determine waitlist order.

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 on or before Tuesday, September 25th.

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- 4:30pm for regular rehearsals).

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 10th

Registration opens at 7:00am

September 13th

Rehearsals Begin and Parent Meeting

September 20th Conflict Forms Due
September 25th Casting Announced

October 30th Tech Week
November 1st Dress Rehearsal
November 2nd and 3rd Performances

CONFLICTS/ABSENCES

- All students registered to participate in the play will be required to fill out a conflict form, which must be submitted by September 20th. Known and potential conflicts must be listed. These conflicts are considered excused.
- Students are expected to be available for at least one rehearsal day each week.
- Absences are defined as missing more than half of the rehearsal.
- 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 two 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. Email 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 3:15-3:30pm 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—e.g. 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 – 4:30–4:45pm** on Thursday, September 13th. Detailed volunteer information will also be posted on our website

GENERAL REHEARSAL SCHEDULE

Rehearsals are held on Mondays and Thursdays from 3:15-4:30pm from September 13th through October 25th.

TECH WEEK SCHEDULE -All dates from here on are MANDATORY

Monday, October 29 th	3:15 – 5:30pm
Tuesday, October 30 th	3:15 – 5:30pm
Wednesday, October 31 st	3:15 – 5:30pm
Thursday and Friday, November 1 st and 2 nd	4:30 pm Call time 6:00 pm Curtain

CONTACT INFORMATION

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