



Parent Handbook



LGYT is excited to kick off the summer with our productions of Aristocats, Kids and Guys & Dolls, Jr. Aristocats, Kids is for the younger set, ages 7-10. Guys & Dolls, Jr. is for 10-13 year olds. 10

year olds may sign up for either production, but may be considered for either upon the discretion of the Artistic Team.

Production Team

Producers

Randi Chen

Penny Doy – Guys & Dolls

TBD – Aristocats Kids

Director

Brian Houg

Asst. Directors

Rodd Farhadi – Aristocats

TBD - Guys & Dolls

Vocal Directors

Sharonrose Cannistraci Cook – Guys & Dolls

TBD – Aristocats

Choreographers

Janice Englegau – Guys & Dolls

Aimee Otterson - Aristocats

Communications

The musical is a huge undertaking that involves scores of cast and crew members and parents. Coordinating and communicating information and schedules with the production team, the students, and parents is not an easy task. As hard as we try to avoid it, inevitably, there are last minute changes to the schedule and other important information that needs to be communicated quickly to a large group. In order to keep everyone up-to-date on all aspects of the play, we will have two methods of communication:

- Web page: **www.lgyt.net**

We strongly recommend you “bookmark” this address, as you will need to access it daily. The page will be the repository of all news related to our production. All notices, forms, rehearsal changes and other announcements will be available here. You MUST check this web page daily.

Webmaster: Randi Chen 858-1803 teamchen@comcast.net

- Email: In the event of last minute messages from the directing or production team, we will contact you through email. Alternatively, if you have questions, you may email or call one of the producers.

Randi Chen 395-5443, 858-1803 teamchen@comcast.net

Penny Doy 356-4509, 660-5200 doys@comcast.net

If you have questions, concerns, complaints or ideas for improvement, please take them to a producer for resolution.

Critical Dates

All at Blossom Hill School

Cast Application Packets Due

At auditions.

Auditions (all held at Blossom Hill Multi-Purpose Room)

Aristocats, Kids: Tuesday, May 4, 5:30 - 8:30pm
Saturday, May 8, 10am - noon
Guys & Dolls, Jr.: Wed. May 5, 5:30 - 8:30
Saturday, May 8, 1:00 - 3:00

Mandatory Parent Meeting (attend one)

Tuesday, May 4, 5:30
Saturday, May 8 1:00

Cast List Announced

Tuesday, May 11 Cast list posted on website.

Read Throughs

Wed. May 12 Aristocats 5:30-8:30pm
Thur. May 13 Guys & Dolls 5:30-8:30pm

Rehearsals

May 15 – June 10

Weekdays (1-2 a week) – 5:30 – 8:30 Cast members will not be scheduled for the entire rehearsal time, and very few rehearsals will be longer than an hour - or go past 7:30 until June

Saturdays – several hours between 10am-2pm

June 12 – performances

Weekdays (2-4 per weeks) – 5:30-8:30pm

Saturdays (every) – 10-2pm, longer in the last few weeks

Heat Week

Starts July 5 for Aristocats, Kids

July 11 for Guys & Dolls, Jr.

Performances

All performances will be held in the Blossom Hill MPR. Show times and (call times) are TBD.

Aristocats, Kids July 23-25

Guys & Dolls, Jr. July 30– Aug. 1

Strike

2 hour post production required of all families! Sunday, Aug. 1 after the last performance (approx. 3pm).

Audition Preparation

Audition Checklist:

Bring completed packets with you to auditions.

- Cast application and conflict calendar
- Logistics
- Expectations
- Performance contract
- Play Biography
- District Waiver
- One Check Form

Have your child dress in comfortable clothes and appropriate shoes (sneakers/dance shoes.)

It is also a good idea to:

- Read the Parent Handbook
- Bookmark the play webpage www.lqyt.net
- Mark the parent meeting and other critical dates on your calendar

Mandatory Parent Meeting

A parent or guardian of each cast member MUST attend one of the mandatory parent meetings. If it is not attended and no other arrangements are made, your child will not be able to participate in the play.

Cast Rehearsals

Not every child will be scheduled to attend each and every rehearsal. Cast members will be assigned to rehearsal groups based on their role(s) and will receive a detailed, role-specific rehearsal schedule that will describe who attends which rehearsals and when. While we initially do not plan Sunday rehearsals, they very likely will be scheduled near “show time.”

A general rule of thumb for rehearsals is this:

Lead role	4-5 rehearsals per week
Supporting role	3-4 rehearsals per week
Ensemble	2-3 rehearsals per week

Loose fitting, comfortable clothing and dance shoes or sneakers must be worn at all rehearsals in order for the student to participate. No flip-flops, boots, sandals, etc are allowed. We will provide a detailed rehearsal schedule but CHANGES WILL OCCUR. Please look at the website daily.

Production Schedule

Please check the website for the current production schedule.

Parent Responsibilities

Both you and your child will have critical roles in the production. We absolutely can't do it without parent participation. Parent volunteers are needed to accomplish the behind-the-scenes aspects of the production

Time

Each family (for both cast) is asked to contribute a minimum of 25 pre-production volunteer hours plus 2 volunteer hours after the show. The majority of post-production work will occur immediately after the final performance. There are numerous areas in which to volunteer your time and talents. You may buy out of your volunteer time in addition to your child's participation fee. See "One Check Form" for details.

Volunteer Sign Ups

Please see the section "Play Committees" to learn about the different volunteer opportunities. Please indicate on the Logistics form three committees you would be available to contribute your volunteer hours. Thank you for your flexibility if we ask for help in another area.

Post Production Time

Even after the curtain goes down, there is still work to do! We need every family to put in two hours of time in post-production activities: clean-up, returning rental equipment, striking the sets, DVD distribution, etc. Sign up lists for post-production will be available as we get closer to the show. The majority of help is needed immediately after the last show and before the cast party can begin.

Play Committees

Play production requires a lot of different skills and talents at various times. If you can't help during the day, many of the jobs can be done on weekends and in evenings:

- Sale of concessions
- Sew/procure costumes
- Supervise in the dressing rooms or green room during dress rehearsals and performances.
- Help with publicity.
- Help assemble and paint stage and sets on weekends.
- Help strike the stage after the last performance.

Volunteer Job	Responsibilities
Cast Party	Organize cast party after final performance for cast, crew and family members.
Costume Design and Coordination	Work with director and parents to put together costumes for cast members. Arrange costume parade and coordinate with photography liaison for costume photo shoot.
Costume Sewing	Work with the costume designers/coordinators to sew and create cast costumes and fit shoes to cast.
Cuer	Be stationed in the Green Room and know the script well and when to send kids to the stage. Must attend tech runs.
Dressing Rooms	Oversee staffing and supervision of boys' and girls' dressing rooms during performances.

Flower Concessions	Provide flowers to sell before, during and after the intermission of performances. Coordinate staffing for all performances.
Food Concessions	Arrange for food and drinks to sell before, during and after the intermission of each performance. Setup, sell, cleanup. Coordinate staffing for all performances
Green Room Supervisors	Provide cast & crew snacks during intermission. Provide supervision of cast while they are in the Green Room. Maintain quiet noise levels in Green Room.
Hair & Makeup	Provide hair and makeup services for cast members during dress rehearsals and performances. Staff all performances.
House Manager	Manage all aspects of audience services, including seat set-up and strike, facilities management and ushers, clean up after each performance and set room for next performance. Staff all performances.
Microphones	Work with Sound crew to create document detailing microphones use (including any changes). Attach/remove microphones from cast as needed. Coordinate microphone changes with props committee (as some mic changes need to happen backstage). Microphone Chair to coordinate staffing for all performances.
Lighting/ Sound Load In and Strike	Load lighting for the set. Take down the lighting after the last performance.
Photography	Responsible for photo shoot for cast members in full costume, crew in uniforms, dress rehearsal and impromptu (candid) photos. Create display in lobby using rehearsal photos and "publicity" shots of cast members. Create, produce and distribute photo CD.
Program	Working with producer and director, coordinate design and printing of program.
Props	Create or gather props required from director's list. Manage and keep track of props during dress rehearsals and performances. Staff all performances.
Publicity	Generate publicity to promote ticket sales and create general excitement for the show around the schools and in the community. Also responsible for Tshirts.
Rehearsal Supervisor Coordinator	Coordinate one or two supervisors for each rehearsal. Also, when rehearsal is at home school, prepare the MPR, check in kids until the scheduled supervisor arrives.
Set Design, Decoration & Painting	Design sets and coordinate with construction crew to build sets. Create backdrops and large pieces (not props).
Set & Stage Construction	Coordinate construction of the set pieces and backdrops for the show.
Stage Manager	Train and manage backstage crew members during dress rehearsals and performances. Staff all performances.
Ticket Sales	Arrange seating chart, print tickets, sell and distribute advance tickets to cast and crew families and manage general after-school ticket sales. Coordinate with publicity person to promote ticket sales and with house managers. Staff all performances.
Video Production	Arrange for and coordinate DVD production and distribution.

General Questions

Will it be any fun?

Absolutely! Ask anyone who's participated in our LGYT production last summer. It's a lot of work and a big time commitment, but it is also very rewarding, satisfying and a lot of fun for both performers and adults. Please be sure to seriously consider the time and volunteer commitment before submitting your child's application.

Who is our artistic staff?

Our director, Brian Houg is a long time director, in addition he is a 5th grade classroom teacher. He has directed countless Blossom Hill productions, 5 joint Daves Avenue/Blossom Hill productions, and of course, the inaugural LGYT production of Willy Wonka, Jr. We are also fortunate to have Sharonrose Cannistraci Cook as our vocal director for Guys and Dolls, she has worked with Brian Houg through many productions, including last summer's LGYT's Willy Wonka. We are also welcoming back our choreographer, Janice Englegau, who has choreographed Willy Wonka, as well as the Daves/Blossom Hill production of Wipeout. The Director and Choreographer will be assisted by several people, including Rodd Farhadi (asst. Director) and Aimee Otterson (Choreographer).

What if my child has conflicts with some of the rehearsals?

All known conflicts need to be noted on the conflict calendar which must be turned in with the application packet. Your child's ability to attend scheduled rehearsals will be one of the factors in determining the role your child receives. If there are too many conflicts, your child will be asked to reconsider participating in the play.

Can I buy tickets early?

Each cast family will have the opportunity to purchase six advanced, pre-sale tickets at the normal price. Parents who buy-out of their volunteer time are still eligible for the six advance pre-sale tickets.

Who do I go to when I have a question/comment/suggestion/problem?

Please first contact your producer(s) or the appropriate committee chair. Please do not go to the director, vocal director, or choreographer directly— it is the producer's responsibility to coordinate and support all the volunteer parents. Do not go to the Recreation Department with routine questions or issues as they will refer you back to the producer.

How do I get reimbursed for things I've purchased for the play?

For your convenience, the reimbursement form can be printed off the website. Please fill out the form, attach all receipts, and have it signed by the committee coordinator. Turn in all reimbursements to the producer for approval. You will receive a reimbursement check from the LGYT treasurer. If you would like to donate items you've purchased or services you've paid for on behalf of the play, please fill out a reimbursement form but indicate at the top in bold letters that it is a donation and no reimbursement is needed. This helps keep track of what we are really spending on the play.

Audition Questions

What happens at auditions?

The director, choreographer, and vocal director want to get a general idea of each child's abilities in order to place them in an appropriate role. Each child will be learning a song, dance part, and small scene during the audition process. The directing team will watch and listen to the children over the audition period and make their casting decisions based on their observations.

What should students bring to auditions?

Your child should have had a snack and restroom break prior to arriving. They must wear comfortable clothes and dance shoes or sneakers to auditions. Long hair must be tied back. They don't need to bring anything else or prepare in any way.

Are parents or family members allowed to watch the auditions/rehearsals?

Parents are welcomed to watch rehearsals while volunteering as rehearsal supervisors. Parents are not allowed to observe auditions.

When and where will the cast list be posted?

The cast list will be posted on the website according to the dates listed in the "Critical Dates" section.

Rehearsal Questions**Where are the rehearsals held?**

All rehearsals are held at Blossom Hill School.

What if my child has a conflict with a scheduled rehearsal?

Efficient rehearsals depend on full attendance. We ask for known conflicts as part of the application so that we can do our best to accommodate those conflicts when casting and scheduling rehearsals. However, we understand that unforeseen conflicts can arise and we ask that you give as much notice as possible to the director in these cases. It is up to the director to excuse the absence. If absences occur too frequently, your child could be taken out of their role. If your child becomes ill, we understand that this is an unavoidable conflict. Please do not send your child to rehearsal if they are ill. The health and well being of your child is more important than the rehearsals and we don't want the illness to spread to other children. Please be sure to email the director (brianhoug@gmail.com) as soon as you know that your child will not be able to attend rehearsal.

Will the children be able to eat a snack at rehearsal?

Your children should have a snack before arriving at rehearsal. They should bring a water bottle to rehearsals to limit their need to leave the area for a drinking fountain. During longer rehearsals, they will be given lunch breaks.

Is there a check-in/ check-out process for rehearsals?

Yes. The kids will have to sign in with the rehearsal supervisor when they arrive at the rehearsal location. At the end of rehearsal, the parent or carpool driver must sign your child out unless you have noted on the Logistics Form that they may sign themselves out. Please remind your child to not sign themselves out when they first arrive at rehearsal as this is how we confirm that everyone has been accounted for after the rehearsal.