



**Cast & Crew  
Registration Packet**

January 21<sup>st</sup>, 2020

Dear Parents of the *Frozen Jr.* Cast and Crew,

Now that we are into the production process full swing, I have some information that I need to share with you so that we can keep things moving along. First off, there will be a meeting for all parents of the Cast and Crew next week **TUESDAY January 28th at 6:30pm** in the choir room (room 117). Please come if you are interested in hearing how you can help make this production a success and want to donate your time in some way. We could REALLY use help on the Set and Prop Design Crew run by Mrs. Wells, dinner preparation and service during dress rehearsals, hair and make-up help during dress rehearsals and the shows, and lastly fundraising for this expensive show.

Additionally, attached to this packet you will find detailed information about the first few months of rehearsals as well as an order form for various items such as rehearsal CDs for cast members and show t-shirts for all cast and crew. You will also see that we start dress rehearsals in late April. During those dress rehearsals, we would like to organize food for the students since the rehearsals will most likely go into their dinnertime. Parents and students are not obligated to participate in this "dinner fee" of \$25, however, doing so will help ensure that all students are provided food during dress rehearsal. If you are interested in participating, please fill out the attached document and send it in with cash or check written to "LOCS", by the **Wednesday, January 29<sup>th</sup> Rehearsal**.

Also, an added cost for cast this year will be a costume fee of \$30.00. I am looking into renting or purchasing costumes for this show for all cast members. This \$30.00 fee will be used for renting, making or purchasing the main parts of your child's costume. Cast will have to provide their own shoes and make-up for dress rehearsals and show nights.

Next, I have included a document so you and your child can connect to our Remind text message app and stay informed (an invite will also be sent via email). I will also be using School Messenger to send out important information as is necessary through the production process. In addition, information is posted on the Waldon choir website under the menu option for "Spring Musical". The URL to the choir website is: [Waldonchoirs.weebly.com](http://Waldonchoirs.weebly.com)

Lastly, I would like you to share with you the fundraising options for this show. First, we will have THREE "dine in or take-out" fundraisers coming up to help raise money for the cost of the show. Please mark your calendars (flyers attached to this packet and I will distribute flyers electronically closer to each date as well). There is also a form for purchasing "Ads" in the production's program, to support your child and generate publicity for the show from local businesses. These "Angel Ads" will allow families and friends to submit 3-line ads in support of their cast or crew member; Business Ads may be purchased as well (see other document in packet).

1. **January 29<sup>th</sup> 2020- Buffalo Wild Wings Musical Fundraiser** at the 770 N. Lapeer Location: dine in or carry out counts ALL DAY! 20% of proceeds go back to us for every flyer shown. Show your flyer or tell the staff at BWW you are a part of the fundraiser.
2. **March 24<sup>th</sup> 2020- Panera Bread Musical Fundraiser** at the Baldwin Rd. Location: dine in or carry out from 4:00pm-8:00pm and a portion of proceeds go back to us! The more flyers they see the more proceeds we receive! Show your flyer or tell the staff as you order that you are a part of the fundraiser.
3. **April 8<sup>th</sup> 2020- Buffalo Wild Wings Musical Fundraiser** at the 770 N. Lapeer Location: dine in or carry out counts ALL DAY! 20% of proceeds go back to us for every flyer shown. Show your flyer or tell the staff at BWW you are a part of the fundraiser.

If you have any questions or concerns regarding this information, feel free to email me at [Christina.Welling@lok12.org](mailto:Christina.Welling@lok12.org)

Looking forward to this production!

Warmest Regards,

Mrs. Welling

# DINNER FEE/ COSTUME FEE/ADS/ T-SHIRT/CD ORDERS

(Please return this order form along with payment to Mrs. Welling by the January 29<sup>th</sup> rehearsal)

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Email: \_\_\_\_\_

## DINNER FEE/ T-SHIRT FEE/COSTUME FEE/ CAST CD

PLEASE LIST ANY FOOD ALLERGIES: \_\_\_\_\_

CAST, MAKE UP & HAIR, LIGHTING & SOUND, & BACKSTAGE CREWS DRESS REHEARSAL DINNER FEE(\$25.00)\$ \_\_\_\_\_

CAST ONLY REHEARSAL CD- RECOMMENDED FOR ALL LEADS! (\$10.00) \$ \_\_\_\_\_

CAST ONLY COSTUME FEE (\$30.00) \$ \_\_\_\_\_

CAST & CREW T-SHIRT (ADULT SIZES AVAILABLE) SIZE: \_\_\_\_\_ (\$15.00) \$ \_\_\_\_\_

## FUNDRAISER: ANGEL ADS IN THE PRINTED PROGRAM

**Angel Ads:** Place an Angel Ad that will appear in the printed program, congratulating cast or crew members on a job well done:

- Help us fundraise by placing ads from friends and family members! The cast and crew will not see these special messages until the show nights, when they can take home a printed program as a keepsake!
- Each angel ad is \$10.00
- Your Message: 3 lines maximum please. I will include the exact spelling and Upper- or Lower-Case letters, as written below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW MANY? \_\_\_\_\_ (Please specify if you are purchasing more than one Angel Ad) \$10.00 ANGEL AD: \$ \_\_\_\_\_

Sample Angel Ad:



TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_

**\*If paying by check, please make them out to LOCS\***

# CAST & CREW STUDENT CONTRACT

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Dear *Frozen Jr.* Cast and Crew:

In order to participate in the *Frozen Jr.* production, all students will be expected to maintain good attendance, grades and appropriate behavior in school. The following eligibility guidelines have been established for all participants:

- ❖ Students must maintain good attendance. A student who has a substantial number of absences to school or after school rehearsals or meetings could be removed from the production at any time.
- ❖ Students must maintain good behavior. Any behavior resulting in a suspension will be reviewed by teacher and administrator to determine eligibility in continuing in the production. In addition, poor citizenship in school or after school rehearsals or meetings more than once could result in being removed from the production.
- ❖ Students must maintain good grades. A semester grade of “1.5” or “1” in two or more classes will result in ineligibility to be a part of the production.
- ❖ Students are expected to follow the student handbook. Failure to follow the student handbook, resulting in discipline due to disrespect towards staff and students could result in being removed from the production.

Periodic checks of attendance, grades and citizenship will be made. Parents and students will be notified if their role in the show is in jeopardy. If any illness or emergency effects attendance at rehearsals or meetings, it’s important to communicate the situation to Mrs. Welling (all cast members) or Mrs. Wells (Set & Props Design Crew and Back Stage Crew) via email. Their emails are [Christina.Welling@lok12.org](mailto:Christina.Welling@lok12.org) or [Christine.Wells@lok12.org](mailto:Christine.Wells@lok12.org)

**Student: I have read and understand that being a part of the *Frozen Jr.* production as a cast or crew member is a commitment. In order to participate in all the fun, I am responsible for maintaining good grades and citizenship in school. I am also responsible for maintaining good attendance in school and at all rehearsals or meetings or I may be removed from my role in the show.**

**Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_