



Cast & Crew Registration Packet

March 8th, 2021

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.

Attached to this packet you will find detailed information about the first month 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 I scheduled for recording days of each scene in May to go until 5:00pm. This is to accommodate students getting into hair, costumes, and eye makeup. The cost for NEW cast this year will be a costume and PPE Mask fee of \$55.00. If students were previously casted into the show LAST year, there are no additional participation fees except if they want to purchase a NEW Frozen Jr. t-shirt with this year's correct dates. We will be renting or purchasing costumes for the show for all cast members as well as having unique PPE singer's masks made for recorded performances, that match each character's costumes. This \$55.00 fee will be used for renting, making or purchasing the main parts of your child's costume, including the PPE masks. Cast will have to provide their own shoes and make-up for dress rehearsals and recording days. (Last year's cast that already paid a costume fee and \$25 dinner fee, those funds will be used towards masks and costumes this year, instead of serving dinner each night in May).

Next, I have included a document so you and your child can connect to our Remind text message app and stay informed. 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

Lastly, I would like to share with you the fundraising options for this show. There is a form for purchasing "Ads" in the production's program (we will still do a PRINTED program for the memory boxes!) to support your child and generate publicity to 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).

If you have any questions or concerns regarding this information, feel free to email me at Christina.Welling@lok12.org

Looking forward to the production starting again!

Warmest Regards,

Mrs. Welling

MASK FEE/ COSTUME FEE/ADS/ T-SHIRT/CD ORDERS

(Please return this order form along with payment to Mrs. Welling by the March 25th rehearsal)

Student Name: _____

Parent Name: _____

Parent Email: _____

MASK FEE/ T-SHIRT FEE/COSTUME FEE/ CAST CD

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

CAST ONLY COSTUME & PPE MASK FEE (\$55.00) \$ _____

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

CAST & CREW SWEATSHIRT (ADULT SIZES AVAILABLE) SIZE: _____ (\$45.00) \$ _____

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

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 or Christine.Wells@lok12.org. There will be opportunity for cast members to TEAMS video call into rehearsals if they are quarantining for an extended period of time.

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_____