

St. Pius X Players Summer Production, 2011

Welcome!

On behalf of the St. Pius X Players, I would like to cordially welcome you and members of your family to become a part of our summer stage production this year. The Players are proud of their special mission here at St. Pius and we are also very proud of the quality and caliber of our shows. Our success lies in the hands of our cast, crew, and supporting friends and family. We are excited that you're here. We want you, and we need you. This packet contains important information and forms to be completed and returned along with payment of applicable fees before our first rehearsal. Please read this thoroughly!

As a prospective participant in our production this year, there are several things that are important to know. I will try to be brief, but these points must be understood and adhered to by all in order to ensure a safe, successful, and rewarding experience for all. We require that you acknowledge that you have read this material and understand it – a parent or legal guardian must acknowledge for children under the age of 18. Completed forms are to be returned to the Assistant Director, Director, or Parent Liaison.

Attendance:

Participation in a stage production requires commitment, just as any other team activity. For this reason we ask that you examine the rehearsal schedule and plan ahead to eliminate avoidable absences. Our show dates this year are Friday through Sunday on July 22nd, 23rd, and 24th (matinee), and again on Friday through Sunday on July 29th, 30th, and 31st (matinee).

- 1) A brief orientation meeting will be held on the first rehearsal night. Attendance by a parent or legal guardian of every child under the age of 18 is required for this meeting.
- 2) Principals (performers with major roles) will be required to make ALL rehearsals from July 5th through the show's closing. This applies to all "double cast" principal roles as well – you must attend even if you are not scheduled to work that particular rehearsal. All other performers will be required to make ALL rehearsals during "tech" week (July 16th through July 21st). Unexcused absences may result in re-casting at the consensus discretion of the Director, Asst. Director, Music Director, Choreographer, and Technical Director.
- 3) Planned absences outside of the dates described above are to be disclosed to the Director or Assistant Director before the first rehearsal, or if an emergency arises. You may record these planned absences in the missing rehearsal book which is available at each rehearsal.
- 4) A sign in sheet is provided for every rehearsal. Be sure to sign it when you arrive.
- 5) We welcome, and encourage all of our parents to come and watch rehearsals and see the progress of your child.

Costumes and Attire:

- 1) The Parent Liaison and/or the Director and Assistant Director will provide guidance to all cast and crew members on proper attire and costuming. It is the responsibility of every participant to provide his/her own costuming, personal props, and makeup (if req'd). Volunteers who are able to assist others with costume construction are always needed and greatly appreciated.

- 2) Clothing hanger space will be provided backstage. All cast members are responsible to maintain their own costumes. HANG THEM UP, KEEP THEM CLEAN. Bring (and mark) your own hangers.
- 3) Proper shoes must be worn at all times while on stage. No bare feet! Open back shoes such as flip-flops are NOT allowed on stage at any time. Exceptions for costuming must be approved by a member of the Directing Team.

Supervision:

The Directing Team works hard during each rehearsal and performance. They cannot be responsible to supervise our younger cast members while they are not on stage.

- 1) Cast and crew members under the age of 18 are not allowed to leave the theater building unless accompanied by a parent, legal guardian, adult member of the Production or Volunteer staff, or adult designated by the parent or legal guardian. You must notify a member of the Directing Team if you designate an adult to pick up your child.
- 2) A parent, legal guardian, or designated adult must accompany each child under the age of 13 during rehearsals. We encourage parents to form groups to take turns at supervising multiple children at each rehearsal (maximum of 5 children per supervising adult!). Children are to engage in quiet activities and not be disruptive while they are not actively rehearsing.
- 3) Adult volunteers are needed to provide supervision to our young cast members who will be staged in the Multipurpose Room (MPR) while not on stage during dress rehearsals and performances. Two adults will be required in the MPR at all times. We expect our parents to assist us with this. Please speak with the Parent Liaison or the Assistant Director to schedule your volunteer time.

General Conduct:

- 1) In accordance with Archdiocesan directive, cast and crew members under the age of 18 are not allowed to use cellular telephones, PDA's or other personal communication devices during meetings, rehearsals and performances. It is best that your child not bring them, or they will need to be programmed for silent notification and placed in the collection basket at the Director's desk when they arrive. Emergency contact with your child may be made through a supervising parent/guardian.
- 2) Adults, including those supervising young cast members, are expected to program their cell phones for silent notification during rehearsals and performances. During rehearsals, we ask that adult use of cellular telephones be limited to emergency need only.
- 3) Rehearsal arrival time is 6:45 p.m. unless otherwise announced. Sign in before warm-ups begin. Announcements will be made at 6:45 p.m. and may contain important information regarding rehearsal date/time changes, cancellations, etc. Warm-ups will begin sharply at 7:00 p.m. Please be courteous to others by being prompt.
- 4) Unless otherwise announced, children not in principal roles will be finished by 8:30 p.m. They will be expected to stay for full rehearsals (10:00 p.m.) beginning July 5th.
- 5) Please be considerate of our volunteer Directing Team by being prompt in picking up your child/children at the scheduled end of rehearsals. Call if you are going to be unavoidably late.
- 6) No eating, drinking, or gum chewing on stage.

Financials:

- 1) A form is enclosed in this packet for you to complete and return with appropriate payment for fees and optional material purchases.
- 2) A deposit is required for all scripts for principal roles. This fee is refundable upon return of the original clean and undamaged script prior to the first scheduled performance. Markups in the script must be made only in pencil and must be erased prior to turning it back in.
- 3) A DVD recording of the play is made as a courtesy to the cast and crew of the production. These DVD's are for private use and are not to be copied or redistributed. A small fee is asked to cover the cost of production. These are generally delivered at the cast party, but may be delayed depending on our volunteer schedule. Purchase is optional.
- 4) A cast picture will be taken at the dress rehearsal. Announcement will be made as to the date and time. A small fee is charged to cover the cost of production. Purchase is optional.
- 5) Cast and crew tee shirts will be made available for purchase. We highly encourage all to purchase one or more to wear to rehearsals and to advertise the production. Purchase is optional, but recommended.
- 6) Each participating family is expected to bring at least one concession sale item – i.e. baked goods, etc. It is also expected that each member of the cast bring two 2-liter bottles of Coke, Diet Coke, 7-Up, or Diet 7-Up. For your convenience, you may instead opt to contribute \$10 per adult and child to the concession fund. We'll pick up the goods for you!
- 7) Over the years, we have strived to avoid having to charge any registration fees to our participants. Beginning this year, we are asking for a nominal fee to help cover the many administrative costs that we incur – costs of copying, printing, advertising, providing chorus props, set materials, etc.
- 8) A form for purchasing ads in our play program is provided in this packet. Ad forms must be returned no later than July 1st.

Volunteers:

We are always in desperate need of volunteers for many “off stage” roles. Please consider, or encourage someone you know to volunteer for the roles and activities listed below. Ask a member of the Directing Team for more information about any of them.

- Stage Manager
- Distribution of Tee-Shirts
- Publicity Manager
- Parent Liaison
- Concession Sales
- Logistics Coordinators (lunch and refreshments for set construction weekends).
- Set Construction and tear down (strike)
- Stage Crew
- Technical Crew
- Program Publishing

Nancy Kearney, Director

ORDER FORM

Please print legibly!

Contact Name		Telephone	
Address		Cellular	
		email	

A

Fee Type	Optional	Cost Per Registrant	# of Registrants	Total Cost
Registration Fee	No	\$10 (Maximum of \$20 per family)		

B

Fee Type	Optional	Cost Per DVD	Qty Ordered	Total Cost
DVD (Cast A)	Yes	\$10		
DVD (Cast B)*	Yes	\$10		

**If show is double cast.*

C

Fee Type	Optional	Cost Per Photo	Qty Ordered	Total Cost
Cast Picture	Yes	\$10		

D

Fee Type	Optional	Optional Concession Fee*	# of Registrants	Total Cost
Concession Sale	Yes*	\$10 (Maximum of \$20 per family)		

**An optional fee of \$10 per child and per adult may be paid instead of bringing concession items.*

E

Indicate Number to Order In Each Size Box

Fee Type	Optional	Cost Per Shirt	Child Sizes					Adult Sizes					Total Cost	
			XS	S	M	L	XL	S	M	L	XL	2XL		3XL
Tee - Shirt	Yes	\$15												

F

Indicate Number to Order In Each Size Box

Fee Type	Optional	Cost Per Shirt	Child Sizes					Adult Sizes					Total Cost	
			XS	S	M	L	XL	S	M	L	XL	2XL		3XL
Tee - Shirt	Yes	\$15												

Add subtotals of A through F above:

Please make checks payable to "St. Plus X Players"

Total Due

Please write a separate check for script deposits.

G

Fee Type	Optional	Fee Per Script*	# of Scripts	Total Cost
Script Deposit	No	\$25		

**Refundable if script is returned cleaned, undamaged, and on time. Requires separate check.*

St. Pius X Player 2011 Advertising Rates

You can advertise in our summer stage play program for as little as \$15.00. Promote your company or just show your support for your favorite cast and crew members while supporting the arts in our community

Rates based on camera ready art. (Except By-lines ads)
All ads are black & white

**PLEASE MAKE CHECKS PAYABLE TO
St. Pius X Players**

All Materials due in by July 1st

For details or more information
Call – (504) 427-6483

ST. PIUS X PLAYERS
RESERVES THE RIGHT TO REFUSE
ANY ADVERTISING
DEEMED INAPPROPRIATE

**Full Page Ad
Approx 5" x 8"**

\$50.00

**Business Card Ad
Approx 2" x 3.5"**

\$15.00

**Bylines \$3.00
One line up to 6 words**

**Half Page Ad
Approx 4" x 4.5"**

\$35.00