

West Sylan Drama Presents:

The Arabian Nights

Cast Parent Information Letter

Dear Parents,

March 2, 2019

Your child has been cast in this year's school musical *The Arabian Nights*! We want to welcome both our returning cast members and our first timers. Kacey Manny is the Director, and is returning for her ninth year at West Sylan having successfully Staged and Co-Directed; *Joseph and the Amazing Technicolor Dreamcoat*, *Guys and Dolls*, *Midsummer Night's Dream*, *School House Rock Live!*, *Romeo & Juliet*, *Annie*, *Hamlet* and *The Little Mermaid*. She became the sole director in the spring of 2014 for *Twelfth Night* and continued with *Honk!*, *Alice in Wonderland*, *Shrek Jr*, *The Jungle Book*, *Into The Woods*, *Robinhood*, *James and the Giant Peach, Jr.*, and *Once on This Island, Jr.*

Please read through the following packet carefully. Please keep pages 1-3.

On Thursday, March 7th at 5:45pm there will be a brief mandatory parent meeting in the choir room- 138. The director and producer will be happy to answer any questions you may have. **Please complete this packet and bring it to the meeting. Please pay the cast fee of \$150 (crew fee \$100) using pps.schoolpay.com. Otherwise, include a check made out to West Sylan Middle School for \$150. Fee includes all rehearsals, a pizza dinner, a Tshirt, and cast party.**

Producer: Stacey Hanf

Contact: sylvandrama@gmail.com [503-351-7676](tel:503-351-7676)

Information:

This information packet gives you dates and contact information. In addition, please check our website at www.WestSylanDrama.com for tickets, updates and news. There is also a link to our blog on the website which I will update with news, requests, changes and schedules. Please check the blog regularly. We suggest you have your child check the blog as well, as they will not receive emails; only parents will receive our emails.

Contracts and Obligations:

A contract is included. Please review this with your child and return it at the next rehearsal. We want our cast members to understand the level of commitment and cooperation required in making this show a success. Committing to this school musical is to agree that it is the first priority, not something to squeeze in between sports practices or other activities.

A CAST activity fee of \$150 for each actor is required to participate in this show. This fee helps us to provide Professional Directors, most costume items, lights, sound, ETC. Plus, the fee includes a dinner on a show night, cast party, and a cast t-shirt. If the activity fee poses a financial hardship, please speak to or email the producer: Stacey Hanf at sylvandrama@gmail.com. We have scholarship funds to ensure that every student can participate in theater at WSMS.

In order to have a successful production, we need parents (at least one per family) to volunteer. Our program is Parent Driven and shows will not happen without everyone's help! Please consider chairing a job, sharing a chair job or helping in as many areas as you are able. If this is not possible, you can make a minimum donation of \$100 to the West Sylvan Drama.

Rehearsals are mandatory. Putting on a school play is a big job for everyone involved. The level of commitment is equal to that of playing a club sport. The entire cast is impacted when students are not present for rehearsals. Please try and schedule appointments/activities at other times. If a student must miss a rehearsal please notify Stacey Hanf (503) 351-7676. It is presumed that all members of the company will be present at all dress rehearsals and shows.

West Sylvan students should go to the choir room (room 138) after school on Tuesday and Thursdays. They are to meet in the lower gym on Mondays and Wednesdays. Rehearsals will start at 4pm so they will have just enough time to go to their lockers, collect their belongings and return to the choir room. Bring snacks and water. Students are not permitted to return to their lockers after rehearsal at the request of the school.

Students may get opportunities to study during rehearsals, so please bring homework.

The kids are expected to clean up any mess they make in the choir room or gym. This has been a problem in the past as kids leave food wrappers and water bottles lying around. Please remind your children to clean up after themselves at all times.

No adult will stay with the cast after 6:00pm, so please ensure they are collected on time. If there is an emergency Stacey (503-351-7676) can be contacted on the cell phone, preferably by text.

Rehearsals are Monday - Thursday from 4:00pm to 6:00pm. Not all students will be called every day. We will send monthly rehearsal schedules noting when each role is called.

Mandatory Dates - No Absences!

Cast members must attend ALL rehearsals for their character, but absolutely cannot miss:

Parent Meeting	Thursday March 7, 5:45pm, choir room 138
All Cast:	March 4-7 and March 11-14, 4-6 pm
Non School Day Rehearsal:	March 16, 10am – 4pm
Non School Day Rehearsal:	April 13, 10am –4pm
Pre-Dress Rehearsal week:	April 29-May 2, 4pm-6 pm
Dress Rehearsal:	May 6-8, 4pm – 8pm
Show Dates & Times:	May 9, 10, 16, and 17, 7pm show (4pm -9pm call) May 11, 2 pm show (12pm-4pm call)
Strike-Mandatory Wrap Up**	May 18, 10am to 1pm
Cast Party:	May 18, details TBA

***Please note: Saturday, December 15th is a mandatory clean up day (Strike). All cast, crew and one parent are required to help clear off the stage between 10am and 1pm. Generally, this usually only takes about 2 hours. If a cast or crew member does not participate in this activity, he or she will not be permitted to attend the Cast/Crew party that evening.*

Cast Parent Contact & Volunteer Form

Please return this packet by the end of the parent information meeting on **March 7**. The school office is closed at 4:30pm and we need this contact information in case of emergency. Thank you.

Student Name: _____ Student Cell _____

Student Block Teacher _____ Grade _____

Parent Names: 1. _____ 2. _____

Phone Numbers:

Home: 1. _____ 2. _____

Work: 1. _____ 2. _____

Cell: 1. _____ 2. _____

Email address

1. _____ 2. _____

Please check box if both parent emails are needed to receive email updates. Otherwise, only the parent listed as number 1 will receive emails.

Please circle your child's t-shirt size

T-Shirt size: YS YM YL / SA MA LA XLA

Please write above information **LEGIBLY!!!!!!!!!!**

Volunteer Information

In order to have a successful production, we need parents (at least one per family) to volunteer. If this is not within your abilities we will accept donations of \$125 in lieu of volunteering. This is in addition to the cast fee.

Please check the areas which interest you and as many as possible. The roles are broken down so everyone has an opportunity to help in more than one area. If you're not comfortable taking a lead, please look at the smaller jobs. There will be support for all roles. Some roles are already filled with a chair and just need committee members.

Producers – Stacey Hanf and Alicia Green

- Supports the Director and maintains the fluid progress of production
- Maintains open lines of communication with cast and parents
- Supports and guides other lead volunteers
- Ensures all projects mesh and finish on time

Design & Logo: Chair – *Suzanne Khalil*

- Design Print posters and t-shirts (Logo provided)

Promotion/Advertising: Chair – *Allyson Kenney*

- Distribute Posters
- Promote Show using social media
- Help sell business ads for the program
- Help sell personal ads for program

Box Office: Chair – *Helen Shum*

- Work with ticket sales website and manages purchased tickets

- Volunteer at box office on show nights
(a sign-up genius will be sent out for specific nights)

Costumes: Chair – *Flavia Mariuccini*

- Collect or Shop for costumes
- Sew/ Launder/ Iron costumes

Props: Chair: *Alicia Green*

- Help buy, borrow, or make props
- Assist crew as needed

Set Construction Assistance: Chair – *Open* _____

- Construction of stage sets
- Painting of sets
- Find/deliver supplies

Photo/Video: Chair– *Photos: Lora Woodruff, Video: _____*

- Take photos of cast and crew at rehearsals and during shows
- Take head shots

Concessions: Chair – *Meg Kinealy and Korey Schafer*

- Coordinate Concessions, Roses and Post Card Sales
- Coordinate Volunteers for shopping and show nights

- Sell Concessions on Show Nights
- (a sign-up genius will be sent out for specific nights)
- Shop for concessions

Show Nights Coordinator: Chair – _____

- Coordinate Volunteers for Show Nights
- Make & Post Volunteer show night list on Dressing Room Door

- Manage changing rooms
- Make-Up- Help apply makeup on show nights (4pm)
- Costumes- Help company dress on show nights (4pm)
- Set Up- Set up chairs on show nights (3:30pm)
- Clear off- chairs on show nights (8:30pm)

T-Shirt Chair: Chair – *Stacey Hanf/Suzanne Khalil*

- Compile student t-shirt sizes and works with vendor to get all t-shirts for cast/crew photo

Dinner Coordinator: Chair – *Elizabeth Rouffy, Mirian O’Mahony, and Cheryl Holland*

- Coordinate dinners and volunteers for 4 show nights

Help with show night dinners
(a sign-up genius will be sent out for specific nights)

Program Preparation: Chair – Lora Woodruff

- Compiles biographies, headshots and ads and creates a program (template available)

Cast Party: Chair- open _____

- Plans cast party (Sat. Dec 15th, 7 pm), waivers, fee paid by families
- Orders and brings cake, helps with thank you gifts

Important Items needed:

I have or have access to a big truck or pick up

I am available to help out on short notice

I have expertise in one of these areas _____

I have contacts in Portland or Beaverton that might be of help

I cannot help so will donate (Payable to West Sylvan Middle School) \$ _____

I would like to donate \$ _____ for cast scholarships **

Thank you for volunteering. We can't do this without you.

Please do not hesitate to email me if you have any questions or concerns.

Best regards,

Stacey Hanf
West Sylvan Drama Producer
sylvandrama@gmail.com

**Many children want to be part of West Sylvan Drama, but do not have the funds to do so. Our goal is that every student who wants to be part of our program, can! Please consider donating to our West Sylvan Drama scholarship fund above and beyond the cast fee. 100% of all monies collected go directly into the scholarship program.

West Sylvan Drama ~~ Cast Contract ~~ Spring Play 2019

The Arabian Nights

CONGRATULATIONS!

Student Name: _____

You have been cast in West Sylvan's production of *The Arabian Nights!*

Please read your contract carefully, understand what you are committing to and agree to all conditions.

- I will check the blog regularly and be on time for all rehearsals
- I will let the producer know of all conflicts with rehearsals on this contract
- I will attend all mandatory dates and shows with no exceptions*
- I will notify Stacey Hanf (text 503-351-7676) with emergency absences or I will email questions to sylvandrama@gmail.com
- I will wear appropriate clothing which allows me to move freely during rehearsal. No flip-flops, no short skirts. I will supply my own black base layer clothing and black shoes for shows (unless otherwise directed).
- I will not chew gum
- I will bring a healthy snack and a water bottle to rehearsal
- I will keep my phone off and away (unless I have permission from the directors or producer)
- I will not disrupt rehearsals
- I will bring my script every day
- I will respect the school and do my best to keep all areas clean
- I will keep my grades at a C or better in all classes
- I will not miss more than 4 days of school
- I will be enthusiastic, generous and kind
- I will be respectful and helpful to all students and adults
- I will follow the director's instructions at all times and will support all casting and staging decisions
- I will wear the costume chosen for me by the costume designer in its entirety
- I will be inclusive of every student younger or older. I will be a good role model

I understand all of these conditions and agree to abide by them. If I violate any conditions I understand that I could be removed from the program or my role.

Student Signature _____ Date _____

I understand all of the conditions of this contract and will assist my child in adhering to them. I will support the directors and school in all decisions regarding adherence to this contract and production related decisions.

Parent Signature _____ Date _____

West Sylvan Drama Release of Liability

Please be sure to print legibly and fill out the entire form.

Parent Name _____ Student Name _____

Home Address: _____

Primary Phone: _____ Secondary Phone: _____

E-mail: _____

West Sylvan Drama Release of Liability Form **

I wish to be part of the cast, crew or volunteer for West Sylvan Middle School Drama. I understand that the nature of activities that I may perform in my capacity as cast, crew or volunteer may involve physical activity, contact with unidentified or unfamiliar persons, or other potential risk of bodily injury or damage to property, knowing this, **I assume full and complete responsibility for any personal injury and/or property damage that I may sustain or cause during my participation as cast, crew or volunteer. In addition, I hereby release, hold harmless & Covenant not to file suit against West Sylvan Drama, Directors, Producers, Volunteers and Successors from any and all loss, liability or claims I may have arising out of my service as cast, crew or volunteer.**

Student Printed Name _____

Student Signature _____

Parent or Guardian's Signature (if cast, crew or volunteer is under age 18):

Date: _____

Check List:

1. Complete and return all forms in this packet by
February 21 (keep pages 1-3 for your information)
2. Pay the \$150 activity fee using pps.schoolpay.com, or send a
check payable to West Sylvan MS
3. Put Stacey Hanf's number (503) 351-7676 in your cell phone
in case of emergency
4. Post the schedule page on your bulletin board
5. "Like" West Sylvan Drama on Facebook and Instagram
for additional news
6. Congratulate your kid; he or she has been great!