

Information and Registration Packet 2018

Norman Rockwell PTA

in partnership with

Youth Theatre Northwest

will present

Willy Wonka the Musical Jr.

Saturday, April 21, 2018 at 2pm and 6pm

REGISTRATION:

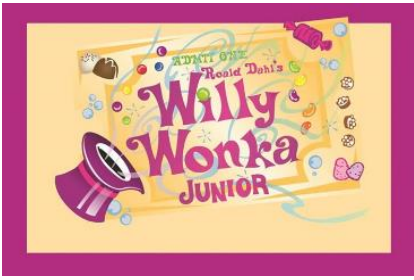
- Rockwell 4th and 5th grade students are eligible to register.
- Limited to 50 cast members, first come, first serve. A wait list will be started.
- **Final deadline for registering is Wednesday, February 14th at 1:30 p.m.**
- Registration forms, fees and photos are due to the School Office.
- Registration checklist:
 - Print and complete these forms: Registration, Cast Member Conflicts/Terms of Agreement, Parent Volunteer Committees
 - Attach \$70 Registration fee payable to Norman Rockwell PTA. *Scholarships available
 - Attach a student photo.
 - Email 2018willywonka@gmail.com to receive your registration confirmation and to be added to the parent communications group.

CAST MEMBER RESPONSIBILITY:

- Follow all school and theater rules. Show respect for others and for the rehearsal locations.
- Know your weekly rehearsal schedule and how you are getting home
- Practice at home and during Spring Break
- Bring to every rehearsal: script, pencil, water bottle, and snack.
- Pull up hair off shoulders for rehearsals.
- Take care of your body and voice, drink plenty of water – the cast is counting on you being healthy!

PARENT COMMITMENT:

- Before registering, review the attached rehearsal calendar. Mandatory rehearsals are mandatory.
- Disclose your cast member's one-time and recurring rehearsal conflicts. (Cast Member Conflicts Form)
- Sign up and follow through for 1 volunteer committee. (Parent Volunteer Committee Form)
- Sign up online to chaperone 1 rehearsals/performances. Arrive on time.
- Be an approved LWSD Volunteer (LWSD Volunteer Application)
- **Attend the mandatory Parent Meeting on February 22 at 6:00pm in the Rockwell Library.**
- Call the Assistant Producer if your cast member will not be attending a scheduled rehearsal on any day.
- Inform your cast member of the weekly rehearsal schedule.
- Make arrangements for on-time pick up from rehearsals. We commit to end on time.



Rockwell Musical Calendar 2018

A reminder that **Mandatory** is **Mandatory**. Every other actor and parent is counting on you to do your part in making this a great production. Thank you in advance for rearranging your schedules to make the Rockwell Musical your first priority for these few weeks. We sincerely appreciate your efforts and respect for each other's time.

February

Feb. 14 1:30pm	Registration Deadline at 1:30 pm in the School Office. Limited to 50 cast members on a first come basis. A wait list will be started for students in excess of 50 that register by 1:30 pm.
Feb. 22 6:00 to 7:30 pm	Mandatory Parent Meeting. Rockwell Library 6:00 pm to 7:30 pm. General parent information and initial committee meetings.
Feb. 27 or 28 For 30 mins Sign Up Coming	Mandatory Auditions. One per student in small groups for 30 minutes. No audience allowed. Please let your actor know that auditions are for determining which role they will have in the musical. They have already been accepted as a cast member.

March

Mar. 1 3:15 to 5:30 pm	Mandatory Group Callback. For everyone. No audience allowed. Small group dancing and singing with others should be expected. Music will be provided.
Mar. 1 8:00 pm	Roles Announced. You will receive an email with full cast roles listed therein. Please remind your student that every role is important and everyone will have an opportunity to shine.
Mar. 5 3:15 to 5:30 pm	Mandatory Read Thru. Students receive their scripts and we read and sing through the musical from beginning to end. We will end on time. (Once an actor has received a script, the actor and parents have made a commitment for rehearsals and the performances.)
Mar. 6 to Apr. 12	Rehearsals. Monday, Tuesday and Thursday 3:15 to 5:30 pm. Wednesday 1:45 to 4:00 pm No Rehearsals Apr. 2 to Apr. 6 (Spring Break) (No rehearsals on Fridays, Saturdays or Sundays.)
Mar 26 To Apr. 12	Special Purpose Rehearsals. Special purpose rehearsals for Photos and Base Costumes etc. will be announced to the actors and via email to the parents. These special activities are conducted during normal rehearsal times.

April

Apr. 1 to Apr. 12	Fittings. Individuals and groups will receive costume fittings. These fittings will be outside of the normal rehearsal time and in a seemingly random order. All actors will receive a fitting and be a part of the costume parade to ensure they are properly costumed prior to the final performance. (Sometimes the fitting is on the day of the final performance.)
Apr. 16 to Apr. 20	Mandatory Tech Week. Monday, Tuesday, Thursday, Friday 5:00 to 8:00 pm at the Redmond Performing Arts Center at Redmond High School. Wednesday 1:45 to 4:00 pm at Rockwell Library. Parents will be responsible for transportation. Actors will be in costume with props and sets and makeup. Specific instructions for each day will be provided just prior to this week.
Apr. 17	School Double Assembly. Actors perform musical numbers as selected by the Director to encourage attendance at the full performance. No costumes, make up or props.
Apr. 21 2:00 pm 6:00 pm	Mandatory Final Performances. At the Redmond Performing Arts Center at Redmond High School. Actors will be provided with arrival times and be released at the end of the second performance. Pizza etc. will be provided for the meal in-between performances.
Apr. 27 6 pm to 7:30 pm	Cast Party. Cast members are invited to get together and see photos from the musical and have some fun again. Pizza etc. will be provided as the meal.

REGISTRATION FORM**ATTACH A PHOTO TO THIS FORM FOR IDENTIFICATION****Student Information**

Student Name: (last)(first)

Grade:

Street Address:

City:

Zip:

Height:

Eye Color:

Hair Color:

Date of Birth (MM/DD/YY)

Check one:

Male

Female

Parent Information: Parent #1 (who will receive and respond to all email)

Parent Name: (last)(first)

Street Address: (if different from above)

City:

Zip:

Contact Email:

Cell Phone: ()

Is your child permitted to walk home alone: YES NO

Home Phone: ()

Parent Information: Parent #2 (who will be contacted when Parent #1 is unavailable)

Parent Name: (last)(first)

Street Address: (If different from above)

City:

Zip:

Contact Email:

Cell Phone: ()

Should Parent #2 receive the emails also? YES NO

Home Phone: ()

Performance Experience**Special Skills****Allergies or Important Medical Information**

CAST MEMBER CONFLICTS: Rehearsals are scheduled based on the Directors’ needs to work with actors and scenes. Each director schedules rehearsals differently. As soon as we know how rehearsals will be scheduled for the current year, we will let you know via email. Every other actor in your scene is counting on you to be there so that everyone can learn their lines and staging. Please make every effort to rearrange your schedules to attend all rehearsals. To be clear though, **Mandatory** is **Mandatory**. Please list below any one-time conflicts or recurring conflicts that may still exist. Please also indicate if your student is coming from Safety Patrol or going to the school After-care program. For Example: Leaving Early at 4:30 Every Thursday Competitive Gymnastics For Example: Absent Mar 29 Orthodontist

Absent Arriving Late at _____ Leaving Early at _____	Date: Every:	Purpose:
Absent Arriving Late at _____ Leaving Early at _____	Date: Every:	Purpose:
Absent Arriving Late at _____ Leaving Early at _____	Date: Every:	Purpose:
Absent Arriving Late at _____ Leaving Early at _____	Date: Every:	Purpose:
Coming from Safety Patrol		Going to After-care

TERMS OF AGREEMENT /PARTICIPATION

PHOTOGRAPHY AND PERFORMANCE VIDEO In the course of participating in the Norman Rockwell Musical, WILLY WONKA THE MUSICAL JR, cast members will be photographed and videotaped by volunteers and professionals. By signing this agreement, you agree to have your cast member photographed and videotaped. The photographs will be displayed on a website, accessible with a password by cast member families. Select images will be used for promotional materials displayed at Norman Rockwell and Redmond Performing Arts Center, and will be used in the school yearbook. A video DVD of the performance will be available for purchase.

CAST MEMBER REHEARSAL SIGN-OUT: Norman Rockwell PTA does not assume responsibility for your cast member once checked out at the end of rehearsal. It is the parents’ responsibility to ensure their cast member has a safe plan for getting home. By signing this agreement, you agree to these terms.

SPECIAL NEEDS: It is important for us to be aware of cast member special needs, disabilities, or emotional or behavioral issues. Please notify our assistant producer - Leslie Edmunds at (425) 869-0319 to ensure accommodations and/or the best experience for your cast member.

PARENT VOLUNTEERING: The musical would not be possible without cooperation with and involvement from parents. **Each family is required to provide 1 adult committee volunteer and chaperone 1 rehearsal.**

I agree to the terms of agreement/participation	
Parent/Guardian Signature	Date

The contract must be signed for your actor to participate in the musical.

PARENT VOLUNTEER COMMITTEE FORM

Volunteering Parent Name:	Student Name:
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Please check two committees for which you could volunteer. You will only be asked to volunteer for one committee. Please also check if you are willing to be the committee chair. Training and Instructions will be provided to you.

COMMITTEE DESCRIPTION /RESPONSIBILITIES

Willing to Lead	Committee Name	Responsibilities:
	PUBLICITY:	Give timely and accurate info to PTA Communications and School Office for announcements starting Mar 1 st . Create all-cast poster for main lobbies by Apr 1 st . Create and post smaller posters around school.
	PROGRAMS:	Collect cast member bios and photos from the parents and Photographer. Create and print the program guide by Apr 19 th . Distribute programs to audiences on Apr 21 st .
	TICKETS:	Create Ticket Order forms. Collect money and fulfill ticket orders from forms and from on-line orders by Apr 19 th . Sell and distribute tickets at the performances prior to each show on Apr 21 st . Must be a PTA member to handle money.
	CONCESSIONS:	Purchase, make and resell concessions on performance day Apr 21 st . Must be a PTA member to handle money.
	STAR GRAMS:	Create cards and purchase gift items for envelopes for Star Grams. Sell Star Grams on performance day and distribute Star Grams to actors after the final performance on Apr 21 st . Must be a PTA member to handle money.
	COSTUMES:	Create base costume checklist by role. Organize costume fittings and edits or supplements costumes as needed by Apr 16 th ; Manage costumes during Tech Week and performance day Apr 16 th to Apr 21 st . Guard dressing rooms and bathrooms at Redmond High School. Pick up and drop off Costumes with Youth Theatre Northwest.
	SETS & PROPS:	Pick up and drop off Sets & Props with Youth Theatre Northwest and RPAC. Edit and supplement as needed. Manage backstage prop table during Tech week and performance day. Apr 16 th to Apr 21 st .
	MAKE UP:	Create base make-up list by role. Apply makeup beyond basic and check makeup of all cast members for Tech Week and performance day Apr 19 th to Apr 21 st .
	MEALS:	Coordinates delivery, service and cleanup of cast pizza dinners on performance day and cast party night. Sat Apr 21 at 4:45pm at the RPAC and Fri, Apr 27 6:00pm at the Rockwell Gym.