



Audition SCHEDULE

Every student who wishes to participate will be cast in the play, space permitting. All students must be registered prior to auditions on Monday, Dec. 10. Registration forms will be available in the office on Thursday, Nov. 29. This may be the first time your student participates in a theatrical production and we want everyone to feel at ease and have fun!

All audition workshops and auditions will be held in the Father Seamus Glynn Center.

Pre-Audition Workshop

Monday, Dec. 10

K - 3rd 3:00 - 4:00 p.m.
4th - 8th 4:00 - 5:00 p.m.

Auditions

Tuesday, Dec. 11

K - 3rd 4:00 - 5:00 p.m.
4th - 8th 5:00 - 6:00 p.m.

All Call Backs

Wednesday, Dec. 12

K - 8th 4:00 - 5:30 p.m.

REHEARSAL SCHEDULE

Rehearsals will begin on Monday, Dec. 17. The schedule below lists all the rehearsal days/times on campus, however, it may be subject to change. If changes need to be made, we will give you advance notice. All rehearsals are closed and no parents are allowed in the room so that students can work freely with the production staff.

Please note that students in a lead role are required to attend **both** rehearsals specific to their grade as well as "Leads" rehearsals noted below, unless otherwise indicated by Director. This schedule is tentative and will be finalized after auditions.

Father Seamus Glynn Center

<u>Date</u>	<u>K - 3rd</u>	<u>4th - 8th</u>	<u>Leads</u>
Monday, Dec. 17	3:00 - 4:00 p.m.	4:00 - 5:00 p.m.	None
Tuesday, Dec. 18	4:00 - 5:00 p.m.	5:00 - 6:00 p.m.	None
Monday, Jan. 7	3:00 - 4:00 p.m.	4:00 - 5:00 p.m.	None
Tuesday, Jan. 8	None	4:00 - 5:00 p.m.	5:00 - 6:00 p.m.
Monday, Jan. 14	3:00 - 4:00 p.m.	4:00 - 5:00 p.m.	None
Tuesday, Jan 15	None	4:00 - 5:00 p.m.	5:00 - 6:00 p.m.
Tuesday, Jan. 22	3:00 - 4:00 p.m.	4:00 - 5:00 p.m.	5:00 - 6:00 p.m.
Monday, Jan. 28	3:00 - 4:00 p.m.	4:00 - 5:00 p.m.	None
Tuesday, Jan 29	None	4:00 - 4:45 p.m.	4:45 - 6:00 p.m.



Drop Off / Extended Care / Pick Up

Students are accounted for by picking up their nametag at rehearsal. Attendance will be taken at the start of every rehearsal. Any absence will be cross-referenced with the student's conflict sheet. Please indicate all absences on your child's conflict sheet. Parents must come to the Father Seamus Glynn Center to pick up their child - no children will be released to the parking lot.

As a reminder, if rehearsal does not begin immediately after school at 3:00 for your child, he / she cannot remain on campus unsupervised. Please arrange accordingly for your child. Extended Care is offered on a Drop-in (hourly) payment plan. Fees for Extended Care are invoiced through FACTS. A one-time registration fee of \$100 per family is required to attend Extended Care.

Tech Week & Tech Week Meals

We are pleased that this year's performances will be held at the Anaheim Center for the Performing Arts at Servite High School. During the final week of rehearsals ("Tech Week"), all rehearsals will be held at Servite.

Anaheim Center for the Performing Arts at Servite

All actors will be required to attend Tech Week from 4:00 – 8:30 p.m. for dates listed below:

Monday, Feb. 4

Tuesday, Feb. 5

Wednesday, Feb. 6

Please note that you can order meals for your performers for Tech Week. The cost is \$5.00 per dinner. Checks can be made payable to SFA. No refunds are available. The form to order meals is attached to the end of this packet.

PERFORMANCES

We will have one cast for this production of Peter Pan Jr. Each actor will participate in 4 shows. It is expected that every actor will attend all of tech week and all performances. Please inform Mrs. Lambert should you become aware of any scheduling conflicts at jlambert@sfayl.org.

Anaheim Center for the Performing Arts at Servite

Date

Call Time

Performance Time

Thursday, Feb. 7

5:30 p.m.

6:30 p.m.

Friday, Feb. 8

5:30 p.m.

6:30 p.m.

Saturday, Feb. 9

1:00 p.m.

2:00 p.m.

5:30 p.m.

6:30 p.m.



PARTICIPATION EXPENSES

Cost for participation (excluding the cost of tech week meals) is \$185 for the first student and \$150 for the second and beyond. Fees include all rehearsals, production staff, technical staff, sets, facility use, costume rental, a cast t-shirt and 1 DVD per family.

No student will be turned away for financial hardships. Scholarships are available by contacting jlambert@sfayl.org.

Costumes will be rented from Stagelight Family Productions – no exceptions. The total cost is included in your participation fee. Due to the nature of costumes, they will remain at the theater and will not be sent home. All cast members will receive a Peter Pan Jr. t-shirt which is also included in your participation fee and may be worn on Fridays with uniform bottoms.

Program ads, sponsorships, and cast photos will be available for purchase. These are optional, not mandatory.

TICKETS

Tickets will be \$15/each and seats are assigned. Each family will have a MAXIMUM amount of 16 Pre-Sale Tickets. You will be provided a special access code to order your tickets in January if you have signed up for the mandatory volunteer hours (2 hours). After the pre-sale window has closed, any available tickets will be sold on a first come first serve basis.

Tickets will be available through the St. Francis website, by phone (number to be provided at a later time) and at the box office at Servite. Tickets can be downloaded to your phone, printed at home, or picked up at Will Call. No tickets will be sold through the SFA school office. All tickets are final sale.

COMMITTEE CHAIRS & VOLUNTEERS

Volunteering is mandatory. Every family must sign up for a volunteer committee and fulfill their commitment. Please sign up at the parent meeting, during auditions or after rehearsals.

Committee Chair – Committee Chairs oversee their committee duties and volunteers. Responsibilities include contact and schedule volunteers from a given list, and ensure all assignments are filled.

Volunteer – Under the direction of the chairperson, volunteers will run jobs and complete tasks associated with their committee. At least one parent from each family must volunteer to work one or more committees, giving a minimum of two hours of time. **Pre-sale ticket orders will only be processed for families that have volunteered for a committee.**

- **Cast Party** – Plan and organize the cast party. Volunteers will help set up before the party, work during and help clean up after the party.
- **Cast / Break-a-Leg Grams** – Purchase by friends and family members for cast. Volunteers set up and organize the stand during performances as well as sell items before performance and during intermission.



- **Costumes** – Volunteers will help distribute, track and receive costumes back and assist children with costume changes; also under direction of the producer, may help with hair and utilize make-up to create characters' looks.
- **MIB's (Men / Moms in Black)** – Under the direction of the producer, run scene changes and move set pieces during tech week and run of the show.
- **Set Load In & Strike** – Parents will assist the production crew with loading up the set from the warehouse and installing it on stage at Servite on Sunday, Feb. 4 in the afternoon. Parents will assist the production crew with striking the set after the final show on Saturday evening and offload the set into the warehouse for storage.
- **Program Ad Sales** – Sell program advertisements to local businesses and families. Flyers and letter will be provided. This is a major source of funding for the play and can be worked into busy schedules. This commitment will need to be completed by Thursday, Jan. 24th.
- **Rehearsal Coordinator** – Provide support during rehearsals to Mrs. Lambert, which includes check-in for Actors with nametags, remain outside of Seamus Center during rehearsal to provide Actors with assistance if needed and help with dismissal of students to parents.
- **Supervision** – Provide supervision of Actors during, tech week and performances. Help students with costume changes when necessary and keep a safe, well-organized, and fun environment.
- **Tech Week Meal Service** – Pick up food from local vendors and deliver to the Servite Theatre for students during tech week for dinner. Mrs. Lambert will arrange catering with vendors and volunteers will pick up the food, set up the meals for service, and serve the students during their dinner break. After students have eaten, volunteers will clean up the meal so that no mess is left behind.
- **Ushers** – Take tickets from theater guests, assist guests with finding seats, distribute programs and help monitor the NO photography / video rules during performances.

Communications / Paperwork

All forms and handouts will be sent home with each child at the end of rehearsals and can also be found on the Parent Tab of the St. Francis of Assisi website. If your child is absent, please check the website for the forms you have missed. All forms and payments MUST be turned into the office and clearly marked Peter Pan Jr. Please do not turn in forms to your teacher.

For further information, please contact:
Jeannette Lambert at jlambert@sfayl.org or (714) 695-3700 x 107