

# *St. Francis of Assisi School and Stagelight Family Productions*

*are pleased to present*



## **Audition Process & Schedule**

Every student who wishes to participate will be cast in the play, space permitting. All students must be registered prior to auditions on Tuesday, February 28. All audition workshops and auditions will be held in the Fr. Seamus Glynn Center. This may be the first time in a production for many of the students. We want them to feel at ease and just have fun!

**Pre-Audition Workshop** – During this one-hour workshop, the students will learn a simple song and dance from the play. They will perform this song and dance at the audition the following day.

<b>Tuesday, February 28<sup>th</sup></b>	K - 3 <sup>rd</sup>	3:30-4:30 pm
	4 <sup>th</sup> - 8 <sup>th</sup>	4:30-5:30 pm

**Auditions** – During auditions, small groups of the same grade students will be asked to dance and sing the song taught at the pre-audition workshop. Once the group is finished, each child will be given a slip of paper thanking them for auditioning. If the director would like to consider a student for a specific part, she will indicate on the paper with a “CALL BACK”.

<b>Friday, March 3<sup>rd</sup></b>	K – 3 <sup>rd</sup>	1:00-2:00 pm
	4 <sup>th</sup> - 8 <sup>th</sup>	2:15-3:45 pm

**Call Backs** – The students who received a slip of paper which said “Call Back” should attend. During call backs, students will be asked to sing, read from the script, and/or dance.

<b>Monday, March 6</b>	Call Backs	3:00-4:15 pm
------------------------	------------	--------------

### **Drop off/Pick up**

Students are accounted for by picking up their name tag 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. All rehearsals are closed and no parents are allowed in the room so that students can work freely with the production staff.

### **Rehearsals**

Rehearsals will begin on Thursday, March 9. The calendar below lists all the rehearsal days/times on campus. The rehearsal schedule is listed below; however, it may be subject to change. If changes need to be made, we will give you advance notice. All rehearsals will be held in the Father Seamus Glynn Center. Rehearsals are closed to family and friends.

#### **Rehearsal Schedule**

##### **Thursday March 9**

K – 8<sup>th</sup>      Seamus Glynn Center      3:00 – 4:00 pm

##### **Thursday March 16**

K – 3<sup>rd</sup>      Seamus Glynn Center      3:00 – 4:00 pm

##### **Friday March 17**

4<sup>th</sup> – 8<sup>th</sup>      Seamus Glynn Center      1:00 – 2:00 pm

Leads      Seamus Glynn Center      2:15 – 3:15 pm

##### **Thursday March 23**

K – 3<sup>rd</sup>      Seamus Glynn Center      3:00 – 4:00 pm

4<sup>th</sup> – 8<sup>th</sup>      Seamus Glynn Center      4:15 – 5:15 pm

##### **Thursday March 30**

K – 3<sup>rd</sup>      Seamus Glynn Center      3:00 – 4:00 pm

##### **Friday March 31**

4<sup>th</sup> – 8<sup>th</sup>      Seamus Glynn Center      1:00 – 2:00 pm

Leads      Seamus Glynn Center      2:15 – 3:30 pm

**April 3 – April 5 – Tech Week at YLHS Performing Arts Center – Schedule 4:00 – 8:00 p.m.**

*\*Note: Students in a lead role may be required to attend additional rehearsals.*

### **Tech Week and Performances**

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

be held in the afternoon or evening at YLHS. A detailed schedule will be handed out at the first rehearsal.

Depending on participation, we may split the students into 2 casts. Each cast is guaranteed 2 performances. Should we only have participation for 1 cast, we will have 4 performances from Thursday April 6 – Saturday April 8. Show schedules will be handed out the first week of rehearsals. Call time is one hour before show time.

### **Performance Dates**

**Thursday, April 6 6:30 p.m.**

**Friday, April 7 6:30 p.m.**

**Saturday, April 8 1:00 p.m. and 6:30 p.m.**

### **Expenses**

Cost for participation is \$150, which includes all rehearsals, production staff, technical staff, sets, facility use, t-shirt and costume.

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

Tickets will be sold prior to and during performance week.

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

### **Tickets**

Tickets will be \$10/each and seats are assigned. Each family will have a MAXIMUM amount of Pre-Sale Tickets. The number of tickets will be determined by the number of students registered. Orders will be filled lottery style (random drawing). After the pre-sale, any available tickets will be sold on a first come first serve basis at tech rehearsal and 1 hour prior to show time. These performances will sell out!

### **Volunteers**

**Volunteering is mandatory.** Every family must sign up for a volunteer committee and fulfill their commitment. Please sign-up at the parent meeting or during auditions. Description of all of the committees and sign-up sheets will be at the sign in table. Thank you!



## Communications/Paperwork

All forms and handouts will be sent home with each child at the end of rehearsal 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 & payments MUST be turned in to the office and clearly marked: Seussical Jr. DO NOT turn in forms to your teacher.

**For further information, please contact:  
Jeannette Lambert at [jlambert@sfayl.org](mailto:jlambert@sfayl.org) or (714) 695-3700 x107**



## Committees:

**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. **Committee Chairs are given priority seating when ordering their performance tickets.**

**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.
- **Concessions** – Purchase concessions; set up and organize concession stands during performances. Volunteers will help with the above as directed; sell items before and after performances and during intermission.
- **Costumes/Make-up** – Distribute, track, and receive costumes back, assist children with costume changes; under direction of producer, utilize make-up to create characters' looks. Volunteer will help keep costumes in order and will assist children with costume changes; may also help with hair and/or make-up.
- **Balloon/Gift Sales** – Purchase balloons and candy, gifts, and flowers (with reimbursement); set up and organize sales table during performances. Volunteers will help with the above as directed; sell items before the show and during intermission.
- **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. Volunteers will help with the above as directed.
- **Program Ad Sales** – Sell program advertisements to local business and families. Flyers and letters will be provided. This is a major source of funding for the play and can be worked into busy schedules. Volunteers will help with the above as directed.
- **Program Layout** – Create the play program layout using fonts and borders, include and edit all ads and break-a-legs, negotiate production with printer, and deliver programs to theater.

- Supervision – Provide supervision of children during rehearsals, tech week and performances. Help students with costume changes when necessary and keep a safe, well-organized, and fun environment. Volunteers will help supervise children.
- Ushers – Take tickets from theatre guests, assist guests with finding seats, distribute programs, and help monitor the NO Photography/video rules during performances.