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Dear Theatre School Families,

Welcome to the artsIQ Theatre Workshop experience presenting *Disney's The Lion King Jr.*! Your production team has been hard at work for the last few months, planning and organizing this season's youth production schedule. This handbook is designed to be your road map through the MTVarts artsIQ program. Keep this handbook to refer to during the production process.

Please read the handbook carefully. Give yourself time to digest the information. Also, take the time to decide which volunteer committee you would like to take part in. Review the various options and decide as a family what your support role will be in the production.

Any questions or concerns can be directed to your production manager at carrie@mtvarts.com or (740) 501-2160. Solid communication between production staff and families is important for a smooth running, quality and fun show.

We are delighted to welcome you to our MTVarts family and look forward to creating a great youth production.

Thank you,
Carrie Hyman
Production Manager

Contact Information

Carrie Hyman
Production Manager
carrie@mtvarts.com
(740) 501-2160

Other Important Contacts:

General MTVarts questions/concerns: (740) 358-0168

Ticket Purchases: www.mtvarts.com

You will receive information about this production in the following formats:

- Email: ***It is essential that we have both your email address and an accessible phone number on file!***
- This handbook
- Rehearsal Announcements

MTVarts Mission Statement:

We will inspire our community to dream, give them the courage to pursue those dreams and instill confidence that comes from acquiring the necessary skills to fulfill their dreams. Be the art that is in you!

Paperwork

The production packet, including signed contract, registration and payment is due to reserve your child's spot within the workshop. Please be sure it is filled out completely and that we have an email on file (to keep you completely updated with events and new information.)

Required Paperwork:

- Parent/Volunteer Form
- Actor/Parent Contract
- Bio Form
- Program advertisement information and payment
- T-shirt size

Committee Descriptions

Please indicate on your child's application or via email to the Production Manager which committee you would like to participate. For more information, please email the production manager.

Parent Team (name TBD): Susan McDonald

- **Show Shop:** Help assemble and assist with sales of the show shop in the lobby of the theater before the show and during intermission.
- **Costume/Prop:** Help find/make costumes and props in conjunction with the Costume Madame and/or Properties Manager.
- **Snack Coordination:** Coordinating the letter and receiving of snacks for full rehearsal and tech week.
- **Hair/Makeup:** Instruction and application of makeup and hairstyling for tech week and production of show

Rehearsal Parents/Backstage - Leader: Kristen Campbell

Responsible for attending assigned rehearsals to help supervise and assure the safety of the cast when not onstage. Helps to maintain order and quiet. Must stay at the end to help clean up and ensure each child has been picked up. Work in the backstage area throughout the show supervising cast. Parents are responsible for their assigned backstage area (i.e. dressing room, green room, etc.) Also, they are responsible for communicating with the Backstage Crew and ensuring the cast makes it onstage in time.

Backstage Crew - Leader: TBD

Assist the stage manager with running of the show. Must be available for Tech Week rehearsals (September 19-23) and 4 performances Thursday, September 24 at 8:30a, Friday, September 25 at 8:30am and 6pm and Saturday, September 26 at 1p. No experience necessary.

Attendance

- Cast members are required to attend all rehearsals to which they are called. If you have a conflict, you must post it in Virtual Callboard by the end of the Workshop portion.
- If a cast member does not attend a rehearsal for which they were called, and the production manager was not notified (“No Call/No Show”), the cast member may be removed from the songs and/or scenes that were rehearsed that day.
- If a cast member receives 3 No Call/No Shows, they will be removed from the production altogether and no refund will be given.
- Last minute absences may result in the actor being removed from whatever songs or scenes were rehearsed on that day.
- No conflicts during Tech Week or Performances will be accepted.
- All pre-planned absences (vacations, doctor appointments, etc.) must be posted on Virtual Callboard by the audition. All other conflicts will be at the director’s discretion.
- Be on time!! Please arrive 10 minutes early and allow yourself time to warm up, get settled and ready to work by the time rehearsal begins.
- The rehearsals are critical! Please get lots of rest and stay healthy!
- No refunds or credits will be issued after the show is cast.

Yes! Program Performance

In addition to the public performances, we are in communication with the Yes! Program to present the show to county schools on Thursday, September 21 and local schools on Friday, September 22 in the mornings.

Rehearsal Information

- All cast members will be required to attend each and every rehearsal for which they are scheduled. If you must miss, please make arrangements with the production manager (please see Attendance policy).
- As much as you might wish to watch your child's progress in the show, we ask that you respect our closed rehearsal policy. No friends or guests are allowed to attend rehearsals and all families will need to wait outside for their actor or actress to finish (with the exception of our rehearsal parent volunteers).
- Cast members should always come to rehearsals prepared, warmed up and ready to rehearse. Please bring water, your script, and a pencil to every rehearsal. Follow along with what's going on onstage and stay involved!
- When not onstage, cast members are required to do homework, read a book, read their script or watch the rehearsal. Excessive talking and goofing around while rehearsal is in progress is not permitted. Rehearsals require a lot of waiting. Don't be surprised if your child tells you about some down time at rehearsals.
- Everyone is expected to clean up after rehearsal!
 - Put props away
 - Pick up trash / Clean floors
 - Make sure that all personal items are accounted for.
- Be on time! If you are running behind please inform the Production Manager ASAP.

Rehearsal Dress Code

All cast members must come to rehearsal ready to work. Please wear appropriate modest clothing that is loose and allows movement. No flip flops!

Theater Rules & Etiquette

- Arrive on time. Sign in immediately.
- NO CELL PHONES are permitted during rehearsals.
- Do not leave the theatre or rehearsal area for any reason unless you have permission from the production manager or parent volunteers.
- Always keep your voices down and do not run in the theater.
- Absolutely NO horseplay is allowed in the theater or rehearsal rooms. The only options for students that are not onstage are: homework, reading, learning your script, or observing the rehearsal.
- Always tell a member of the production team if you must use the bathroom.
- MTVarts uses a closed rehearsal policy. No friends, guests, or parents are allowed to watch rehearsals (with the exception of approved parent volunteers).
- Be careful backstage. Don't touch anything backstage (set pieces, curtain, etc.) without permission.
- NO FOOD OR GUM IS ALLOWED IN THE THEATER! While we encourage you to bring a snack to Tech and Dress rehearsals, they must be eaten in the lobby or green room during break time only.
- Closable water bottles, clearly labeled with your name, are the only drink allowed backstage. They are not permitted in the front of house.
- Please clean up after yourself!
- Please let the Production Manager know if you have arranged someone other than a parent to pick up your child.
- Remain in the assigned area when you are not onstage.

Costume Information

** Each cast member must have a small laundry basket or box with their name clearly marked to hold all of their personal belongings in the dressing room during performances. **

Most character costumes will be provided for each cast member. However, you may be asked to provide basic costuming items (shoes, tights, socks, etc.).

All costumes that are supplied by the youth workshop are the property of MTVarts (and their partners) and will be collected after the show closes. You will be responsible for the safe return of the costume at the end of the play.

Each child will be costumed based upon the character and time period of the play. **Encourage your child to be accepting of their assigned costume and to show respect to their hardworking costumers!**

NEVER eat or drink anything except water while in costume.

Hair & Makeup

Specific information about hair and makeup will be given during rehearsals with a take home handout (especially regarding characters needing special makeup).

Cast members must supply their own stage makeup.

Everyone will need their own hair and makeup kit containing the basics, including: foundation, powder, blush, eyeshadow, eyeliner, mascara, lip color, wet wipes, brush, comb, bobby pins, hairspray and ponytail holders.

Please do not share makeup or hair brushes! It's a good way to pass germs!

Backstage Rules

- There will be a sign in sheet at drop off for Tech Week and Shows. Sign in immediately upon arriving at the theatre.
- Put on your costume and makeup immediately after you arrive on performance days (or before arrival).
- All cast members should wear appropriate underclothing with their costume. There is a big age difference with the students and everyone feels more at ease if everyone is dressed modestly.
- Remain in the green room during the show until you are needed on stage.
- Keep your things in a basket with your name clearly marked on it.
- Label everything!
- Safety is always a concern. Please use caution when backstage.
- There is absolutely NO TALKING backstage. Never run in or around the theatre.
- No one is allowed in the wings unless they are entering or exiting the stage. If you're in the wings: If you can see the audience, they can see you!!!
- Before you leave:
 - Put away your costume(s) and make sure it is ready for your next performance.
 - Always hang up your costume in the appropriate place.
- Clean up after yourself!

Ticket Sales

- Tickets are general admission and are \$15 each.
- Families are encouraged to help advertise by taking flyers to work, local businesses and emailing to friends and family.
- Posters advertising the play will be available for distribution.

T-shirts

Cast t-shirts will be available to all cast members with their tuition fees. Size information will be collected on the participation form.

Volunteers, friends, and family will be able to pre-purchase t-shirts for \$10. Please contact the production manager by the end of the workshop to order a t-shirt. After this time, shirts will be available in the show shop for \$15.

T-shirts will be distributed at rehearsal before the First Friday performance.

Congrats Ads

Families and friends can purchase Congrats Ads for those in the cast and crew for \$50. Due date for these ads is Friday, September 1. These will be business card size. (Other sizes available upon request for a higher fee.)

Program Bios

Each cast member will get a short biographical highlight in the program. Please fill out the Bio Form and return it to us by Friday, August 5.

Program Ads

We are selling ad space for the program to help offset printing costs. These ads can be purchased in business card, quarter page, half page and full page sizes.

Cast Party

Our last hurrah! A time to recall all the wonderful memories from auditions to closing night and recognize all of the tremendous volunteers who helped make it possible. Don't miss this party! Details coming closer to performance dates.

AND NOW, ON WITH THE SHOW!!!