

General Information Sheet

Catch Me If You Can

Company Member Responsibilities

1. Attendance

- Attendance is mandatory for all rehearsals, dress rehearsals, and performances. Students should be on time and prepared to work at the time listed on the rehearsal schedule. If there are any prospective conflicts, they must be indicated on the audition form no later than September 30, 2021.
- Excused absence: An excused absence is any missed rehearsal due to a conflict noted on the audition form, illness, or any other unforeseen emergency (death in the family, etc.).
- Unexcused absence: An unexcused absence is any absence from rehearsal that was NOT indicated on the audition form, or telling the production team the day of a rehearsal. Accumulating 3 unexcused absences may result in your dismissal from the company, regardless of your role.
- Lateness: Being late for rehearsal means that you arrive after the scheduled start time. 3 late arrivals will equate to an unexcused absence.

2. Costumes

- Each Company Member is responsible for the acquisition of approved costumes for all aspects of this production. Any rental of costumes is done as a last resort only and with the approval of the director. We will attempt to keep any personal payments for costumes to a minimum, but certain costs may be necessary and will be shared by both MTS and the company member.
- **Crew members must acquire all black clothing (long sleeve shirt, pants, shoes, and socks).**

3. Participation Fee

- The online submission of \$150, and the parental permission form, must be submitted online before September 30, 2021.
- The participation fee covers 5 tickets to the show, 3 tech week dinners, cast t-shirt, and cast party. If the fee and permission form are not submitted online by the due date, the student may be removed from the production. A permission slip must be on file for all students involved with the production.

4. Behavior

- Proper behavior is expected of all Company Members at all times; be it onstage, offstage, backstage, in the lighting and sound booth, in The Duffy Center, Stewart Hall, on Malvern grounds, or anywhere where two or more members of the Company are present.
- All sites are tobacco-free.
- Any misrepresentation of yourselves, your families, or your schools will not be tolerated and all Company Members must adhere to Malvern Preparatory School rules.

5. Parental Involvement

- The success of any production is measured not only by the talent onstage, but also by the generous support of parent volunteers. Within the next few weeks, you may be receiving emails from the director and some parents requesting assistance with the tech week dinners, cast party, and chaperoning backstage. We hope that you will find a time that works best for you to assist the production team with these endeavors.

6. Production Dates (Company Call for all performances is 5 pm unless otherwise noted)

- Friday, November 5 at 7:00 p.m.
- Saturday, November 6 at 7:00 p.m.
- Friday, November 12 at 7:00 p.m.
- Saturday, November 13 at 7:00 p.m.

7. Dress Rehearsal Schedule (Tentative)

- Saturday, October 30 from 9:00 a.m. until 3:00 p.m.
- Sunday, October 31 from 1:00 p.m. until ???
- Monday, November 1 from 4:00 p.m. until ???
- Tuesday, November 2 from 4:00 p.m. until ???
- Wednesday, November 3 from 4:00 p.m. until ???
- Thursday, November 4 from 4:00 p.m. until ??? (as needed)

General Rehearsal Schedule

Weekday rehearsals are 3:30-5:30 unless otherwise noted. Saturdays are 10-2 unless otherwise noted.

The crew schedule will be determined by each Crew Moderator:

Props	Ms. White and Ms. Lee
Set Construction	Mr. Muntz and Mr. Sammartino
Lighting	Mrs. and Mr. Napoli
Sound	Mr. McLaughlin
Costumes/Hair/Makeup	Dr. Fry and Dr. Sayers
Ushers	Ms. Cantor
Orchestra	Mr. Delpizzo