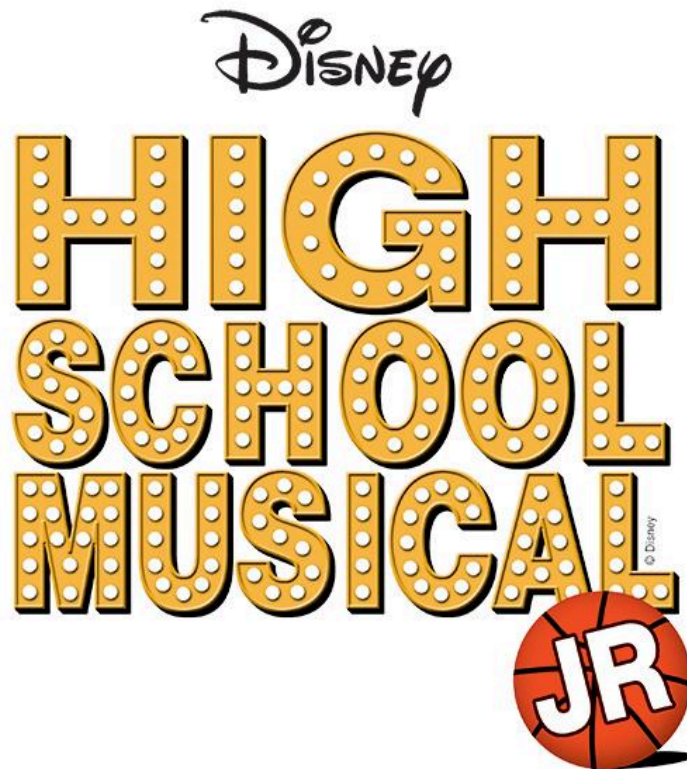




PARENT/STUDENT PLAY HANDBOOK



Thursday, March 13, 2025 at 7:30 pm

Friday, March 14, 2025 at 7:30 p.m.

Saturday, March 15, 2025 at 7:30 p.m.

PROCEDURES, RULES, AND REGULATIONS

AUDITIONS (MAIN CAST ONLY)

Audition materials will be sent home via email in December. Students will rehearse the audition songs in a large group with the music director. Boys and girls will be called separately with their grade to sing a section of the song for Director/Choreographer, Abby Dietzler, and our music director. All students will also learn a dance routine and perform it as a group.

This year, auditions will be held on **Monday, January 6, 2025, from 3:00-5:30** Please pack your child a snack. The staff will email that night to announce which students will receive a callback. Callbacks help the directors decide on parts that are not yet chosen. Callbacks will be held on **Wednesday, January 8, 2025**. At callback auditions, students will sing and read parts in different combinations of roles. All music/lines will be taught first at callbacks. There are times when a part is determined from a student's original audition. Students whose names are on the call back sheet ARE NOT the only students who will get a part in the musical. **All students who audition will be awarded a part in the show.** Students will be able to call their parents when they are ready to be picked up. On **Thursday, January 9**, we will have our first cast rehearsal and the cast list will be announced. Rehearsal will be from 3:00-5:30 pm.

REHEARSALS

Students should attend all rehearsals for which they are scheduled. Advanced notice, except in case of illness, is required for absences. No cast members may be absent during production week, March 9-15, 2025. If a student has an unexcused absence, he/she may not be able to participate in scenes blocked at a missed rehearsal. In some cases, that would mean a student will forfeit his/her role in the play. Rehearsal commitments need to be taken seriously! Please note that most rehearsals will take place on **Mondays and Thursdays from 3:00-5:30 and Wednesdays from 3:00-4:30**. A more detailed rehearsal schedule will be handed out and posted online in January. This schedule will note who is to report to each rehearsal and is subject to change.

Children's Chorus rehearsals are different than the main cast (but will still fall on either a Monday, Wednesday, or Thursday). More information will be sent out in January regarding the Children's Chorus schedule.

RESPONSIBILITY

Each cast member is expected to learn the dialogue and music associated with his/her part. Students will be given a packet of dialogue and song sheets which they are required to bring to every rehearsal. Students should have a **pencil** with them at all times during rehearsals. They may take staging notes or write musical cues on their dialogue or song sheets if necessary.

PUNCTUALITY

Students are required to be on time for each rehearsal. When students are consistently late, they miss important instruction. **Please be prompt in picking up your child from rehearsal.** If your child has permission to walk home, please let us know.

APPROPRIATE BEHAVIOR

Appropriate behavior is expected of every cast member. Inappropriate behavior may result in expulsion from the cast. Students are asked to bring a book to all rehearsals to read during “down” time. During rehearsal, students who are not needed for a scene are expected to be reading or working on their homework. Play rehearsal is not an acceptable excuse for incomplete homework assignments.

Holy Child Academy cell phone policy is in effect for musical rehearsals and performances. Cell phones will be collected at the beginning of rehearsals and students will not be permitted to use their computers.

MULTI-PURPOSE ROOM AND GYMNASIUM

Each student is responsible to keep the rehearsal areas (MPR and gym) clean. Food and beverages are not permitted in the gym and gum is forbidden everywhere in the school. Students are given time to eat snacks during rehearsals on school days.

COSTUMES

Each student will be required to provide some costume items. This will include shoes and other items. Please refer to the costume list when you receive it.

GENERAL NOTES

SCHEDULE NOTES

The full rehearsal schedule will be available in January. Please review it carefully. Sunday, March 9th, marks the beginning of Production Week. There is a separate rehearsal schedule for this week:

- Sunday, March 9, 2025 - 12:00 to 5:30 pm
- Monday, March 10, 2025 - 1:30-5:30 pm
- Tuesday, March 11, 2025 - 3:00-8:30 pm
- Wednesday, March 12, 2025 - 3:00-8:30 pm

Please mark these dates on your calendar now! **No one is excused from rehearsals during production week.** Please note that the rehearsal schedule may change throughout the production, especially if there are cancellations due to inclement weather. Children’s chorus will be called for parts of these rehearsals, but not the whole time.

TICKET PURCHASING

Tickets are required for each performance and will be available for purchase online. Stay tuned for more information.

QUESTIONS OR COMMENTS?

If you have any questions, please contact Mrs. Barrera via email at abarrera@holychildacademy.com.

HELP NEEDED

The show would not be possible without the hard work and dedication of our parents. We encourage you to sign up for one committee to make the show a success! More information will be shared during our required parent meeting in January. Stay tuned for the date and time!

SETS

This committee builds and paints the sets. The committee meets in the evening and on selected Saturdays and Sundays beginning in March. We need as many volunteers as possible to help make this a success!

COSTUMES

This committee creates costumes for the cast according to the director's vision. They also collect the costume pieces as the cast members bring them in. Parents on this committee meet several times. Most of the work is done at school during rehearsals. Sewing is not required, but glue guns, scissors, and pins are!

PROPS

This committee helps create props for the show. Skills encouraged but not required are cutting, gluing, and painting. There will be a meeting to coordinate the creation of props.

REFRESHMENTS

This committee will be responsible for purchasing, organizing, and selling refreshments for the three show performances.

TICKET SALES AND DISTRIBUTION

This committee involves the sale, distribution, and collection of tickets on the show dates.

AD BOOK

This committee will work on producing the show's ad book. Members will distribute letters to parents and help create and organize the ads.

DINNERS

We will be serving dinner for the main cast and stage crew on Tuesday, March 11, and Wednesday, March 12. The school will provide the main portion of the meal. We will be asking for volunteers to send in food/drinks and help supervise the dinners. A Sign-Up Genius will be sent out closer to the date.

SET STRIKE

On Sunday, March 16, beginning at 10:00 am, all parents and cast members are asked to pack props and costumes for storage and clean up the dressing rooms. Parents will also be striking the stage and sets in the gym.