

September 19, 2016

Welcome to the company of Wakeland's production of ***Into the Woods***.

Please read through all paperwork in this packet with your parents and together please sign and return all necessary forms.

Please take note of the following:

- Please arrange to be picked up from the school NO LATER THAN 6:20 p.m. on rehearsal dates. (finish times may vary as we get close to the production dates)
- Feel free to keep in close contact with us. Our office phone number is 469-633-5736. Call anytime, or you can reach us through email at [tatuma@friscoisd.org](mailto:tatuma@friscoisd.org) OR [leffel@friscoisd.org](mailto:leffel@friscoisd.org)

This year we have once again entered our show into the **Dallas Summer Musicals High School Musical Theatre Awards**.

The DSM High School Musical Theatre Awards are a means to recognize and encourage student achievement and to focus the attention of the community and school districts on the importance of musical theatre in arts education. This year's awards ceremony will be on May 18, 2017.

We look forward to working with you to make this a great performance for our community. You are all wonderfully creative and talented and we cannot wait to see how that creativity and talent grows as we work, rehearse, and prepare for the performances.

Performance dates are:

**Thursday, January 12<sup>th</sup> – 7:00pm**

**Friday, January 13<sup>th</sup> – 7:00pm**

**Saturday, January 14<sup>th</sup> - 7:00pm**

**Saturday, January 21<sup>st</sup> – 2:00pm**

**Saturday, January 21<sup>st</sup> – 7:00pm**

**Sunday, January 22<sup>nd</sup> – 2:00pm**

*Mrs. Alesha Tatum-Howe - Director*

*Mrs. Lin Leffel – Technical Director*

*Mrs. Ashley Leffel – Music Director*

*"I regard the theatre as the greatest of all art forms, the most immediate way in which a human being can share with another the sense of what it is to be a human being." -- Oscar Wilde (1854-1900),*

## IMPORTANT ITEMS and DUE DATES

<u>Due Date</u>	<u>Required</u>	<u>Cost</u>
<b>Tues, Oct. 4<sup>th</sup></b>	<b>MANDATORY PARENT MEETING – 6:00pm</b>	
	<b>ALL -</b> Production Company Contract, Merit/Demerit System, Photo Release Form, Cat Walk/Heights & Scene Shop Waiver, T-Shirt Order Form (optional)	
	<b>Tech Crew -</b> Polo Order Form (only if needed)	
<b>Mon, Oct. 17<sup>th</sup></b>	<b>Actors –</b> Rehearsal clothes & shoes	
<b>My Payments Plus</b> <i>(we will notify you when this is set up)</i>	<b>ALL -</b> T-Shirt Order Fee (optional).....	\$ 15.00
	<b>Tech Crew -</b> Polo Order Fee (only if needed).....	\$ 25.00
	<b>Actors -</b> Costume Fee.....	\$ 75.00

We will provide all shoes (unless you own your own). Shoes will be checked out to students for the duration of the show. Once the show closes and shoes have been checked back in, if we find there is damage to the shoes and they need to be replaced, we will need to collect a replacement fee from you.

In addition, please be aware that all scripts are rentals and need to be returned to MTI at the end of the show run. If your script is lost or damaged, the replacement fee is \$35.00.

<b>Tues, Jan. 3<sup>rd</sup></b>	<b>Tech Crew -</b> All Blacks
	<b>Actors -</b> Makeup Kit

You will need stage makeup for this show. You can purchase a Ben Nye Student makeup kit from [www.norcostco.com](http://www.norcostco.com) for \$20.00 plus shipping, or you can go to Rose Costumes in Denton and purchase makeup kits there.

**If you already own some of these items, there is no need to purchase the item again.**

If you have your own jazz shoes or character shoes, please begin bringing them to rehearsal on October 17<sup>th</sup> with your rehearsal clothes.

**ALL PAYMENTS WILL BE HANDLED THROUGH MYPAYMENTSPLUS.**

**We will notify you once the payments are set up and ready.**

If you prefer to not use the MyPaymentsPlus system, please see Mrs. Howe or Mrs. Leffel for alternate options.

### Rehearsal dress- DUE Monday, Oct 17<sup>th</sup>

#### **ACTORS -**

- Rehearsal clothing will consist of comfortable pants that you can dance in & a plain t-shirt (no logos, please), all of which should be form fitting, yet allow actors to move easily and modestly. Baggy clothing will not be accepted.
- Men's shoes must be soft soled and easy to dance in. Shoes will be worn at all times (unless the director requests you go barefoot for character purposes). As we determine the shoes your character will be wearing for the show, you should start wearing those during rehearsal to get used to them.
- Ladies will be wearing either character shoes or jazz shoes. As we determine the shoes your character will be wearing for the show, you should start wearing those during rehearsal to get used to them. If you have your own, you may bring them as well.
- You may bring a closeable bag with rehearsal clothing in it and a storage space will be provided.

#### **TECHNICIANS -**

- Shop clothing must consist of form fitting apparel that minimizes the risk of your clothing being caught in any type of machinery. Baggy clothing is not acceptable. Also, please make sure to wear clothing that you don't mind getting dirty or getting paint on.
- You must come in closed toe, closed heel shoes. Sneakers or work boots are preferred and they must have a no-slip sole. No Toms will be allowed.
- No dangling jewelry should be worn in the shop. This includes, but is not limited to, earrings, bracelets and necklaces.
- Long hair must be tied back at all times.
- You may bring a closeable bag with shop clothing in it and a storage space will be provided.

# Production Company Contract

## Being a member of an acting company

Being a part of *Into the Woods* requires a great deal of time and dedication. You hereby commit to do your part to make this production a successful experience and a happy memory for everyone involved. You acknowledge no role is better than another and agree to work with the directors and company members to create the ensemble needed to make the show a success. You were chosen over many other people to be a part of this Production Company, so, respect yourself, those around you and live up to everyone's belief in you.

### PROFESSIONAL ATTITUDE FOR ALL COMPANY MEMBERS

- \* Check the callboard daily.
- \* Attend all calls for rehearsal and crew.
- \* Rehearsals and crew calls are **never** missed without prior permission.
- \* Check the Show Schedule and clear all dates indicated.
- \* Any absence must be cleared **in advance** with the directors. (This means asking if it is okay to miss – not telling the director that you are going to be gone.)
- \* CHECK the show CONTRACT to keep track of demerits and possibilities of being removed from the show.
- \* All line deadlines are to be strictly honored.
- \* All company members will assist in building of the set and the collection/making of props.
- \* All company members will assist in the strike at the conclusion of the run.
- \* All company members are responsible for the maintenance of the auditorium, shop, storage areas, and dressing rooms and for cleaning up after themselves and returning equipment/tools/supplies to their proper place.
- \* Conversation backstage, either in rehearsal or performance, should be restricted to matters concerning the production. Repetitive requests to be quiet will result in you being sent home from rehearsal and/or removed from the show permanently.
- \* Cell phones need to be turned off and out of sight during rehearsals
- \* Your grades must not suffer while you are a part of this production. If your grades begin to drop, you will do something about it. If you do nothing and fail, you will be removed from the production.

### YOU AND YOUR APPEARANCE

- \* Actors, please check with your director before any haircuts, dye jobs, tanning etc. that will change even minutely the look with which you auditioned and were offered the role.
- \* Actors, be open to discuss with your director changes that may be necessary to better physically characterize your role. This may include a different hairstyle and or color; using a self-tanning lotion; remaining out of the sun to keep skin natural in color; an exercise regime, etc.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Parent name (please print) \_\_\_\_\_

Parent Contact Number \_\_\_\_\_ Parent Email \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Student name (please print) \_\_\_\_\_ Student ID Number \_\_\_\_\_

Student Contact Number \_\_\_\_\_ Student Email \_\_\_\_\_

# WHS Theatre Merit/Demerit System

We are going to use a system of demerits to keep track of the company. It is important to be able to count on responsible behavior for success and safety. If you accumulate a total of ten (10) demerits, you will be removed from the production.

## Demerits/Penalties will be given for the following reasons:

- |   |   |
|---|---|
| • Absent without notice   | Director Discretion – potential removal from production                         |
| • Absent WITH Notice (sickness exception)                         | One Time per Production Schedule (not including conflicts given on application) |
| • Unexcused tardy/early leave                                     | One Time per Production Schedule  |
| • No script, no pencil  | 1 demerit each rehearsal  |
| • Gum   | 1 demerit each rehearsal  |
| • Inappropriate rehearsal attire                                  | 1 demerit each rehearsal  |
| • Horsing around, bad language or behavior                        | 1 demerit each time corrected   |
| • Cell phone distraction during rehearsal                         | 2 demerits each time corrected  |
| • Using script after deadline                                     | 2 demerits each rehearsal   |
| • Failure to clean-up after yourself                              | 2 demerits each rehearsal   |
| ○ Costumes, food, prop, etc.                                      |   |
| • OTHER issues may be added as deemed appropriate by the director |   |

It is the responsibility of the student to contact the director if they will be absent. If a student is sick, please call or email me before 3:00pm.

Mrs. Tatum-Howe: 469-633-5736  
Mrs. Leffel: 469-633-5736

tatuma@friscoisd.org  
leffel@friscoisd.org

A rehearsal schedule will be provided to you. Please take note of the times of each rehearsal. It is imperative that cast and crew members show up on time and leave at the appropriate time. (Directors and students are equally busy and need to get home.)

Students need their scripts, pencils and highlighters in order to be successful! Please be off-book by the deadline and do not lose your script. As a reminder, scripts are rented and must be returned at the end of the run - the replacement fee for a lost or damaged script is \$35.00.

Costumes, set pieces and props are expensive! Please respect both our property and your own so that we can have a great show!

More information will be coming home soon with your student. Please feel free to contact me if you ever have any questions. Thanks for your continued support of Wakeland Theatre!

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I have read the rules with my parents and understand the expectations. I understand the accumulation of 10 demerits will result in my removal from the cast/crew.

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_

# ***Into the Woods***

## **Show T-Shirts**

Are you interested in having a t-shirt for the play? If so, please fill out the order form below and return it to Mrs. Howe or Mrs. Leffel no later than **Tuesday, October 4<sup>th</sup>**. Parents & Guardians, you can order a shirt too!

ALL PAYMENTS WILL BE HANDLED THROUGH MYPAYMENTSPLUS.

Once we have received all order forms, we will create fees in MyPaymentsPlus for your students. At that time we will forward additional information on how to get the fees paid.

If you prefer to not use the MyPaymentsPlus system,  
please see Mrs. Howe or Mrs. Leffel for alternate options.

1. Your name: \_\_\_\_\_

2. What size & how many of each size would you order? (Parents may buy them as well)

SIZE	_____	Who shirt(s) is/are for	_____
Adult Small	_____		_____
Adult Medium	_____		_____
Adult Large	_____		_____
Adult XL	_____		_____
Adult XXL	_____		_____

**The cost will be \$15.00 per shirt.**

# **Wakeland Tech Polo**

All crew members are required to wear an official WHS Tech Polo for the show. This is the official tech uniform that will be worn at all events. Please fill out the order form below and return it to Mrs. Howe or Mrs. Leffel no later than **Tuesday, October 4<sup>th</sup>**. Parents & Guardians, you can order one too!

ALL PAYMENTS WILL BE HANDLED THROUGH MYPAYMENTSPLUS.

Once we have received all order forms, we will create fees in MyPaymentsPlus for your students. At that time we will forward additional information on how to get the fees paid.

If you prefer to not use the MyPaymentsPlus system, please see Mrs. Howe or Mrs. Leffel for alternate options.

1. Your name: \_\_\_\_\_

2. What size & how many of each size would you order? (Parents may buy them as well)

SIZE		Who polo(s) is/are for
Adult Small	_____	_____
Adult Medium	_____	_____
Adult Large	_____	_____
Adult XL	_____	_____
Adult XXL	_____	_____

**The cost will be \$25.00 per shirt.**

# WHS Theatre Department Photo Release Form 2016-17

This letter confirms the agreement between you and the Wakeland High School Theatre Department that your child may be filmed and/or photographed in **any activity** organized by the WHS Theatre Department for the 2016-2017 school year.

I, \_\_\_\_\_, hereby give permission for images of my child, \_\_\_\_\_, captured during any and all regular and special activities having to do with the Wakeland Theatre Department through video, photo or digital camera, to be used solely for promotional material, publications and on the theatre website. I waive any rights of compensation or ownership thereto.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CAT-WALK/HEIGHTS & SCENE SHOP WAIVER – 2016-2017

Dear Parents/Guardians,

As a requirement for the production of *Cinderella*, your child will be asked to work at great heights to hang and focus lights, re-balance battens, and carry equipment. Caution is imperative when working at these heights and horseplay or inappropriate behavior will not be tolerated. Your child will need permission to participate in activities in the cat-walks, high ladders, or the “Genie” lifts.

In addition, your child will be required to work in our scene shop. This means working with power tools, painting supplies, carrying equipment, etc. Again, caution is imperative as serious injuries can occur if students are not careful. Horseplay and/or inappropriate behavior will not be permitted. Your child will need permission to work with any of the tools and equipment in our scene shop.

Further, your child will need a set of work clothes, including rubber-soled tennis shoes or work boots, for class; work clothes must still fall within the school dress code policies. They will need something that is easy to move in and that you/they don't mind getting paint or other messes on. They may leave them in our classroom cabinets if you choose or bring them with you on work days.

This waiver must be returned or your child will not be able to work on one of the aforementioned items.

Thank you for your cooperation,

Lindsey Leffel  
Technical Theatre Director  
[leffel@friscoisd.org](mailto:leffel@friscoisd.org)

STUDENT'S NAME: \_\_\_\_\_

\_\_\_\_\_ I give my child permission to work in the cat-walks.

\_\_\_\_\_ I do not give my child permission to work in the cat-walks.

\_\_\_\_\_ I give my child permission to work in the scene shop.

\_\_\_\_\_ I do not give my child permission to work in the scene shop.

\_\_\_\_\_ I give my child permission to work with Latex-based paints.

\_\_\_\_\_ I do not give my child permission to work with Latex-based paints.

\_\_\_\_\_  
Parent printed name

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Daytime telephone

\_\_\_\_\_  
Emergency contact name

\_\_\_\_\_  
Emergency phone number