

Fall Musical Parent Information Meeting

September 5, 2019, 6:30 p.m.

1. **Auditions process & casting**
2. **Rehearsals:** Mon, Tu, Th: 4:15-7:00, Friday: 2:45-7:00 (a few occasional Wed. & Sat.)
3. **Show Dates: November 21, 22, 23, 24** (tech week & dress rehearsal are the week prior and are REQUIRED, and may run longer than normal.)
4. **Contact information of production staff**

Rachel Lexvold (director)	rachel.meyer67@gmail.com	
KC Douglas (music director)	kristincdouglas@gmail.com	218-242-0350
Erin Sandell (Assistant Director)	erinsandellart@gmail.com	651-815-5114
Robin Lind (choreographer)	robinlind@dancetechstudios.com	612-747-8806
Joleen Meyer (costumer)	bobjoleenmeyer@gmail.com	651-398-7021
Jay Schueller (technical director)	finalstajes@gmail.com	
5. **Student Handbook-** can be found online with all & more information discussed tonight
6. **Register for the Fall Musical:** find it on the **"Activities" site- register online** & pay \$120 activity fee for actors, for tech crew they are only required to register **BY SEPT 16**. *Your student will not be able to rehearse on stage until registered.*

Please note: Please see the the new additions on Violations.
7. **Lettering & Eligibility Requirements-** all info in handbook
8. **Tech Build Dates:** Fridays- TBD
9. **Poster Blitz (1:00) Oct 10th- requiried**
10. **Elem School Visit-** tentative- Nov 6 (leads, seniors & juniors)
11. **Student Theater Leaders (captains)- Communicator & Organizer** (submit letter and voted by cast, will typically be chosen at the end of the production for the following year)
12. **T-shirts-** cast will vote on a design at read through, Wed, Sept 11
13. **Stay connected-**

CLHS Theater page: www.clhstheater.weebly.com

***new* Band App-** can be used on tablets, phones, computers! It's a protected newsfeed with all our musical updates, videos & photos in ONE place!!!

Twitter: @clhstheater *FB page:* <https://www.facebook.com/clhstheater/>
14. **Communication-** weekly reports will be sent at the end of rehearsal. If students have a pre-scheduled conflict and will miss rehearsal it is their responsibility to meet up with the stage manager (Erin S) or another cast member to get any blocking notes.
15. **Musical Banquet-** date TBD, based upon Spotlight awards
16. **Parent Volunteering** (see reverse side)
17. **Costume care & expectations**

- **Volunteer Coordinator-** This team of parents will coordinate all of the volunteers serving on the production. The coordinators monitor all signup links
- **Lobby Decoration team-** This person will create the theme for lobby decoration and work with volunteers to decorate the lobby during Tech Week.
- **Costume Help-** No costume experience necessary, see Joleen for more information
- **Hair & Makeup-** He or she will run the scheduled Hair and Makeup Workshop for all Hair and Makeup volunteers, students and parent
- **Props:** Need a Prop lead & team- with the list provided by Rachel, they will find, buy/make/borrow, and transport all props needed for the show.
- **Builders & painters-** assisting on weeknights and weekends to help build the set, assisting Jay in painting the set.
- **Concessions:** Coordinate the purchase of items for concessions as well as the dropoff of parent donations. Coordinate volunteers to sell concessions at performances.
- **Tickets:** working with Matt Mitchell, volunteers will work in the ticket booth during performances and will sell tickets to patrons.
- **Usher Chairperson:** The chairperson will coordinate parent volunteers to ensure the Theatre is ready for the show. The chairperson will also coordinate parent volunteers to ensure that we have enough parents to work at each show and will train these volunteer ushers. Students will distribute programs to patrons. The parent usher volunteers will sit near doors to help latecomers to their seats and monitor doors at intermission to be sure no food or drink is taken into the theatre. Finally, they will help clean up the theatre after ushering a show. **Note:** House Ushers do not buy tickets for their assigned show, have assigned seats and may watch the performance after closing the lobby at the show's beginning and after intermission.
- **Press Respondent-** In charge of taking pictures and sending them to local newspapers.
- **Concessions Fundraiser** We are helping sell concessions for the a few games this fall, we need a few adults to help our students in the booth.
- **Poster Blitz Coordinator-** We are planning one big poster blitz this year, to hit the town & neighboring cities as a cast and hang up posters to advertise our show! They need to create poster routes and a list of stores & business' for the students to visit and hang up posters.
- **Poster Blitz Drivers!** We will be carpooling on these separate routes and take about an hour to hang up posters