



# **Lion King Parent Handbook**



*LGYT is excited for our summer Reprise production—Lion King Jr!*

## **Production Team**

Director

Brian Houg

Vocal Director

Kelly Laugenour

Choreographers

Alex Hsu, Caitlyn Payne

Producer

Angie Smith

## **Communications**

Musical theatre is a huge undertaking that involves scores of cast and crew members and parents. Coordinating and communicating information and schedules with the production team, the cast members and parents is not an easy task. As hard as we try to avoid it, inevitably there will be last minute. In order to keep everyone up-to-date on all aspects of the play, we will have two methods of communication:

- **Web page: [www.lgyt.net](http://www.lgyt.net)**

We strongly recommend you “bookmark” this address, as you will need to access it frequently. The page will be the repository of all news related to our production. All notices, forms, rehearsal changes and other announcements will be available here.

Webmaster: Angie Smith [coordreprise@lgyt.net](mailto:coordreprise@lgyt.net)

- **Email:** In the event of last minute messages from the directing or production team, we will contact you through email. If you have questions, feel free to email the producer.

Angie Smith [coordreprise@lgyt.net](mailto:coordreprise@lgyt.net)

## **Critical Dates**

Rehearsals

***Lion King*** begins rehearsing **May 1<sup>st</sup>**

- Weekdays 5:30 – 8:30pm (only until 7:30pm on school nights until summer break begins)
- Saturdays – 10am-4pm (or a portion of that time), longer in the last few weeks

*Not every cast member is called for every rehearsal.*

**Critical Dates continued...**

## Tech Week

### **Tech Rehearsals are mandatory.**

*The final 7 days leading up to opening night may include morning, afternoon and evening rehearsals.*

Tech begins June 26<sup>th</sup> and rehearsals beginning at 3pm are quite likely from that point forward.

On July 11<sup>th</sup> & 12<sup>th</sup>, morning rehearsals are likely.

## Performances

Thursday, July 13 - 7pm

Friday, July 14 - 1pm & 7pm

Saturday, July 15 - 2pm & 7pm

Sunday, July 16 - 1pm

## Strike

2 hour postproduction required of all families, after the last performance, on Sunday, July 16<sup>th</sup> at 3:30pm!

## **Cast Rehearsals**

*Not every child will be scheduled to attend each and every rehearsal.* Cast members will be assigned to rehearsal groups based on their role(s) and will receive a detailed, role-specific rehearsal schedule that will describe who attends which rehearsals and when. While we initially do not plan Sunday rehearsals, they very likely will be scheduled near “show time.”

Loose fitting, comfortable clothing and dance shoes or sneakers must be worn at all rehearsals. **No flip-flops, boots, sandals, etc are allowed.** We will provide a detailed rehearsal schedule but CHANGES WILL OCCUR. Please check the website daily.

## **Parent Responsibilities**

Both you and your child will have critical roles in the production. *We absolutely can't do it without parent participation!* Parent volunteers are needed to accomplish many behind-the-scenes aspects of the production.

## **Time**

Each family is asked to contribute a total of 20 volunteer hours, which includes 2 hours Strike after the final show. The majority of post-production work will occur immediately after the final performance. There are numerous areas in which to volunteer your time and talents.

## **Volunteer Sign Ups**

Please see the last page of this handbook, “Play Committees”, to learn about the different volunteer opportunities. Thank you for your flexibility if we ask for help in an area other than what you indicated as your preference in the online application.

## **General Questions**

### **What if my child has conflicts with some of the rehearsals?**

All known conflicts should have been noted on the conflict calendar you turned in with the application packet. Please email the Producer with any new conflicts that arise.

### **Can I buy tickets early?**

Each cast family will have the opportunity to purchase advanced tickets at the normal price.

## General Questions continued...

### Who do I go to when I have a question/comment/suggestion/problem?

Please first contact your producer or the appropriate committee chair. Please do not go to the director, vocal director, or choreographer directly– it is the producer's responsibility to coordinate and support all the volunteer parents. Do not go to Los Gatos Saratoga Recreation with routine questions or issues, as they will refer you back to the producer.

### How do I get reimbursed for things I've purchased for the play?

For your convenience, the reimbursement form can be printed off the website. Please fill out the form, attach all receipts, and have it signed by the committee coordinator. Turn in all reimbursements to the producer for approval. If you would like to donate items you've purchased or services you've paid for on behalf of the play, please fill out a reimbursement form but indicate at the top in bold letters that it is a donation and no reimbursement is needed. This helps keep track of what we are really spending on the play.

### What is the refund policy?

If your child goes through auditions and the cast list is posted, a \$100 fee will be assessed and the remainder of the tuition can be reimbursed through Los Gatos Saratoga Recreation. Once rehearsals have begun, there will be no refunds given.

## Rehearsal Questions

### What if my child has a conflict with a scheduled rehearsal?

Efficient rehearsals depend on full attendance. We understand that unforeseen conflicts can arise and we ask that you give as much notice as possible to the Producer and Director in these cases. It is up to the Director to excuse the absence. If absences occur too frequently, your child could be taken out of their role.

If your child becomes ill, we understand that this is an unavoidable conflict. Please do not send your child to rehearsal if they are ill. The health and well being of your child is more important than the rehearsals and we don't want the illness to spread to other children. Please email the Producer as soon as you know your child will not be at rehearsal.

*If your child is not at rehearsal and you have not noted it on your Conflict Calendar or emailed the Producer, you may get a call inquiring as to the whereabouts of your child.*

### Will the children be able to eat a snack at rehearsal?

No. Everyone should have a snack before arriving at rehearsal. They should bring a water bottle to rehearsals to limit their need to leave the area for a drinking fountain.

During longer rehearsals, though, they will be given lunch breaks. *Please note that a Lion King Cast member has a life-threatening peanut and tree-nut allergy, so we ask that you exclude any food items with peanuts or tree nuts from your child's lunch (even if they are eating outside the rehearsal room, if they come back into rehearsal after lunch with peanut oils on their hands, for example, this could affect the child with allergies.) We don't want to risk an emergency situation, so please just exclude peanuts and tree nuts!*

## Play Committees

Volunteer Job	Responsibilities
Costume Committee	Work with the costume designers/coordinators to create cast costumes and fit shoes to cast. Involves either shopping for or sewing costumes. Attendance at several performances and dress rehearsals is required, to ensure that all costume items are in order.
Dressing Rooms	Oversee staffing and supervision of boys' and girls' dressing rooms during performances.
Concessions	Arrange for food, drinks and flowers to sell before the shows and during the intermission of each performance. Setup, sell, cleanup and staffing for all performances
Green Room Supervision	Provide supervision of cast during performances. Maintain quiet noise levels and appropriate behavior at all times. Shop for Green room snacks and supplies.
Hair & Makeup	Provide hair and makeup services for cast members during dress rehearsals and performances. Staff all performances.
House Management	Staff all performances: set up Cast Bio boards, hand out programs, help folks find their seats, time Intermission.
Microphones	Work with Sound crew to attach/remove microphones from cast as needed. Coordinate microphone changes with props committee (as some mic changes need to happen backstage). Microphone Chair to coordinate staffing for all performances.
Photography	Responsible for taking headshot photos of cast members in full costume, as well as candid photos at final dress rehearsals. Create display in lobby using headshot of cast members. Load all photos onto online site accessible to play families.
Program	Working with producer and director, coordinate design and printing of program.
Props	Create or gather props required from director's list. Manage and keep track of props during dress rehearsals and performances. Staff all performances.
Publicity	Work with LGYT Marketing Rep to generate publicity to promote ticket sales and create excitement for the show around the community. May include putting up posters, Facebook posts, contacting media., other youth theaters, retirement communities, etc.
Set Construction & Painting	Construct and help paint the set pieces and backdrops for the show.
Stage Management	Train and manage backstage crew members during dress rehearsals and performances. Staff all performances.
Ticket Sales	SI tickets to cast and crew families. Coordinate with publicity person to promote ticket sales. Coordinate online ticket sales and staff ticket sales at all performances.