

Dear Cast Families,

Welcome to Los Gatos Youth Theatre's 2017 production of Into the Woods.

Attached are the hard-copy forms that all must be completed and turned in at auditions. *In addition*, you must complete the Online Audition Form at www.lgyt.net and be registered through Los Gatos Saratoga Recreation.



More information is available in the Parent Handbook which is online at our website: www.lgyt.net. Please bookmark this page and check it daily, as it is our primary communication method.

Please note the mandatory dates below and the volunteer descriptions in the Parent Handbook on-line.

Thanks in advance for all your hard work in this family affair! Every family must put in a minimum of 20 hours with at least two hours post-production (some of us will be putting in a whole lot more!) We require a separate \$400 refundable deposit, which ensures that each family fulfills their volunteer requirements. This check will not be cashed, but held until the end of the production. This \$400 is equal to the volunteer buyout amount. If you do not fulfill the volunteer requirement, we will keep your deposit (no partial refunds).

Sincerely,
, Producer coordreprise@lgyt.net

Critical Dates

This Cast Application Packet is Due at first Auditions.

Auditions - Please attend as follows....

1) Attend **One**

Thursday, May 11 – 6:00 -9:00pm at *location TBD*

Or

Friday, May 12 – 6:00 -9:00pm at *location TBD*

AND

2) Callbacks (*times will be assigned at auditions*):

Saturday, May 13– 10am-4pm at *location TBD*

Monday, May 15 – 7:00-9:00pm at *location TBD*

Audition requirements are posted on the website.

Mandatory Parent Meeting

In early mid-May...watch for an email with details!

Rehearsals begin May 1st

- Weekdays 5:00 – 9:00pm
- Saturdays 10am - 3pm (or a portion of that time)
- Longer rehearsals, in the last few weeks leading up to performances

Not every cast member is called for every rehearsal.

Tech Weeks

During Tech Weeks, July 5-July 19, ***all Rehearsals are Mandatory*** (July 3rd & 4th are off).

Performances

Thursday, July 20 - 7pm

Friday, July 21 - 7pm

Saturday, July 22 - 2pm & 7pm

Sunday, July 23 - 1pm & 5pm

Strike

Sunday, July 23 – 7:00pm

2 hour postproduction required of *all* families, after the last performance!

Into the Woods Conflict Calendar

Please list any potential conflicts on the calendar below and turn it in at auditions.

If you don't have it, your child will not be allowed to audition.

Verbal conflicts communicated to the Director, etc, will not be honored... you must submit this written page!

- "X" indicates that you are **not** available at all on that rehearsal day.
- If you are only available for a window of time on a particular day, indicate the times you are **NOT AVAILABLE**.
- A blank box means that you are available that entire day.

Week	MON	TUE	WED	THUR	FRI	SAT	SUN
MAY 15	15	16	17	18	19	20	21
MAY 22	22	23	24	25	26	27	28
MAY 29	29	30	31	1	2	3	4
JUNE 5	5	6	7	8	9	10	11
JUNE 12	12	13	14	15	16	17	18
JUNE 19	19	20	21	22	23	24	25
JUNE 26	26	27	28	29	30	Jul 1	2

Below are the **mandatory dates** . They are technical rehearsals/performances that cannot be missed

JULY 3	3	4	5	6	7	8	9
OFF	Holiday	Holiday	Tech				
JULY 10	10	11	12	13	14	15	16
July 17	17	18	19	20	21	22	23
				Performance	Performance	Performances	Performances & STRIKE

WAIVER, RELEASE AND INDEMNITY AGREEMENT
ASSUMPTION OF RISK FOR PARTICIPATION IN

Los Gatos Youth Theatre Summer 2017 Production of
Into the Woods

Adult Volunteer: _____

Date(s) of Activity: _____ May 18 – July 23, 2017 _____

By my signature below, I hereby agree to participate in the above described activity.

The undersigned hereby acknowledges that he/she knowingly and voluntarily assumes all risks of bodily injury and expressly acknowledges their intention, by executing this instrument, to exempt and relieve Los Gatos Youth Theatre (LGYT), its officers, agents, and employees, from any liability for personal injury, bodily injury, property damage or wrongful death that may arise out of or in any way be connected with the above described activity.

As a condition of my participation in this activity, I agree to waive all claims against Los Gatos Youth Theatre and to indemnify and hold LGYT, its officers, agents, and employees, harmless from any and all liability or claims, demands, losses, causes of action, suits or judgments of any kind whatsoever that I, my heirs, executors, administrators or assignees may have against LGYT or that any other person or entity may have against LGYT because of any death, bodily injury, personal injury, or illness, or because of any loss to property that may arise out of or in any way be connected with the above described activity.

I have read the foregoing and have voluntarily signed this agreement. I am aware of the potential risks involved in this activity and I am fully aware of the legal consequences of signing this instrument.

Volunteer Signature

Date

Street Address

City State Zip

Telephone Number

Expectations

Parents and students: please read and sign as at the end of this document.

1. **Behavior:** LGYT has policies for behavior and care of rehearsal and performance property. These will be enforced during all play rehearsals and performances and any other activity related to the play. Problems will be dealt with by parents in charge at the time, and if necessary, referred to producers. If your child becomes a behavior problem, s/he may be dropped from the cast or you, the parent, may be required to stay with your child at all practices and performances in order for the child to remain in the play.
2. **Effort:** If the performer is not putting forth good effort in attitude, learning lines, routines and songs, the performer may be removed from the play.
3. **Scheduling Conflicts:** All conflicts, which cannot be rescheduled, must be noted in the conflict calendar. Please do not schedule activities that overlap with rehearsals and performances. During tech weeks & the week of the performance, all cast members **must** be at **all** rehearsals and performances! Please put the mandatory times/dates in your calendar to prevent scheduling conflicts.
4. **Parent Commitment:** Each family must commit to a minimum of 20 hours of volunteer time which includes two hours done post production. For most, post-production will happen immediately after the final performance. Parents who are not able to volunteer their time can “buy out” their hours which is in addition to the tuition fee. Please refer to the Parent Handbook for a complete list of volunteer opportunities and buyout information. Please note we normally have a great need in the costume sewing and set construction areas. We will try to honor your selections but may ask you to help in another area if necessary. Please be open to these possible changes. We will collect a volunteer deposit of \$400, which will be returned at the end of the production, provided the volunteer commitment has been fulfilled. Otherwise, we will cash the deposit check (no partial refunds).
5. **Attendance:** The entire cast is depending on your attending your scheduled rehearsals therefore:
 - Cast members are expected to be at every rehearsal for which they are scheduled.
 - Absence due to illness must be emailed to the Director at least four hours before rehearsal and if that is not possible, then you must notify the producer.
 - Any requests to be excused that are not noted on the conflict calendar, other than illness or emergency, must be made via email, to the Director and pre-approved by him/her.
 - Excessive unexcused absence or tardiness may result in recasting of roles or may even result in dismissal from the play.
6. **Rehearsals:** Parents are welcome to attend rehearsals in the capacity of rehearsal supervisors. Students are required to wear dance shoes or sneakers. No clogs, sandals, boots, flip flops, etc.
7. **Photos and Video Photography Prohibited:** You may not take photos or video at rehearsals or at performances. If you wish to do so volunteer for the Photo committee as this committee will be taking photos to share with the participants.
8. **Snacks:** Please make sure your child has a snack prior to arriving to rehearsals. Please send your child with a water bottle to rehearsal. No other food/drinks are allowed unless otherwise specified.
9. **Concerns/Complaints:** If you have concerns or complaints about any aspect of the production, please direct them to a producer, **not the artistic staff or LGS Recreation**. Please express any concerns or complaints away from rehearsals so as not to disrupt the children or production staff. Producers are available via phone, email or through a written note, or before or after most rehearsals.
10. **Scripts and Music:** Scripts and music will be distributed to students as necessary. Cast members must remember to bring scripts to each and every practice and to take good care of them by putting them into a

3-ring binder or folder with their name written clearly on the outside of the binder. It is a good idea to label clothing, backpacks and any item your child might bring to rehearsal, as things tend to get scattered.

11. **Costumes and Hair/Makeup:** The production committee will determine individual costume design and makeup directions. The tuition fee includes one primary costume. It does not, however, include personal accessories like hairpieces, jewelry, etc. If more than one costume is required, the costume committee will make every effort to include the additional costume within the tuition budget if possible. Additional costume fees may be necessary. Cast members may be required to purchase their own shoes.
12. **Leaving the Play:** Should you find that the play or these expectations are not a fit for your family, a portion of your participation fee may be refunded, but must be worked out with Los Gatos-Saratoga Recreation.
13. **Photo Release:** I hereby irrevocably consent to and authorize the use and reproduction by LGYT, or anyone authorized by the Los Gatos-Saratoga Recreation Center, or any and all photographs which have been taken of my child, negative or positive, for any purpose whatsoever without compensation to me. All negatives and positives, together with the print, shall constitute LGYT property, solely, and completely. I release the videographers, Los Gatos High School/KCAT TV, the Los Gatos Union School District, the Los Gatos-Saratoga Union High School District, and the Los Gatos-Saratoga Recreation Center from liability for any violation of any personal or proprietary right I have in connection with any reproduction or use of photography or video footage in which my child(ren) appear.

Students

I have read and understood what is expected of me as a member of the play. I understand that if I do not abide by these rules and guidelines, I may be dismissed from participating in the play.

Student's name: _____

Student's signature: _____ date: _____

Parents

I have read and understood what is expected of me as the parent. On behalf of my child I agree to the guidelines and rules as stated above. I understand that if my child does not abide by these rules and guidelines s/he may be dismissed from the play. I also understand that as a parent I commit to a minimum volunteer hours (see Payment Form) or have enclosed a check for the buyout option.

Parent's name: _____

Parent's signature: _____ date: _____

Name: _____



Play Biography

For the lobby display, we will have photos with biographies about you and by you! Please write one paragraph including your name, grade and school. We will add your cast and role.

Ideas: other plays, experiences, hobbies, sports, activities or anything you would like to share with our audience. (Feel free to attach another sheet.)

To be completed by the performer:



Payment Form

For your convenience, we offer a chance to write one check for expenses. Your registration fee is paid directly to Los Gatos Saratoga Recreation. These are all **optional** items, except the Security Deposit, which is mandatory. Please note: A costume fee may be assessed and cast members may be required to purchase their own shoes.

Name: _____

Fee	Notes	Amount	Total
Volunteer Buyout	Instead of working the required 20 hours (in addition to the participation fee)	\$400	
Playgram	Supportive note in the program (complete below)	\$20	
Tickets (priority seats)	Cast members may purchase seats prior to general public sales.	\$12 each	
Donation			
Grand total			
Check number			
Security Deposit of \$400.	Please write a separate check which will not be cashed. Will be refunded upon completion of volunteer hours	\$400	Check #:

Make check payable to Los Gatos Youth Theatre

Playgram (Complete only if you are purchasing a playgram for your child.)

Verbiage for the Playgram may be submitted later to the program chair.

Playgram (1" x 2" box published in the play program giving compliments). Text should be a maximum of 5 lines, 25 characters per line. Please print text neatly below so it is easy to read.

Examples:

Sally,
 You worked so hard memorizing all your songs and dance numbers. We are so proud of you.
 Love, Mom and Dad

Dear Johnny,
 We can't wait to see you light up the stage. You've worked very hard and we are proud of you!
 Love, Mom and Dad