



Parent Handbook



LGYT is excited for our summer productions--The Music Man and The Addams Family!

Production Team

Directors

Brian Houg

Heather Stokes

Producers

TBD – Into the Woods

Angie Smith – Lion King Experience, Jr.

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 are last minute changes to the schedule and other important information that needs to be communicated quickly to a large group. 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**
We strongly recommend you “bookmark” this address, as you will need to access it daily. 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. You MUST check this web page daily.
Webmaster: Angie Smith 408-355-4744 coordreprise@lgyt.net
- Email: In the event of last minute messages from the directing or production team, we will contact you through email. Alternatively, if you have questions, you may email or call one of the producers.

Angie Smith coordreprise@lgyt.net 408-355-4744
Into the Woods Producer TBD email Randi Chen with questions, randi@lgyt.net

If you have questions, concerns, complaints or ideas for improvement, please take them to a producer for resolution.

Critical Dates

Cast Application Packets Due at Auditions.

Auditions

Lion King Experience, Jr.

- 1) Choose **One** Vocals/Reading Audition:
Monday, April 24 – 5:30-7:30 at *location TBD*
Or
Tuesday, April 25 – 5:30-7:30 at *location TBD*

AND

- 2) Attend **BOTH** Choreography Auditions:
Thursday, April 27 – 5:30-7:30 at *location TBD*
Friday, April 28 – 5:30-8:30 at *location TBD*

AND

Callbacks: Saturday, April 29 – Callbacks* between 10am-2pm at *location TBD*

* **Callbacks** – times will be assigned at auditions and will be for a 30-60 minute window.

Into the Woods

- 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:
Saturday, May 13– 10am-4pm at *location TBD*
Monday, May 15 – 7:00-9:00pm at *location TBD*
* **Callbacks** – times will be assigned at audition

Audition requirements are posted on the website.

Mandatory Parent Meeting

More details to follow

Rehearsals

Lion King begins rehearsing May 1st

- Weekdays 5:30 – 8:30pm (only until 7:30pm on school nights until summer break begins)
Usually Mondays, Wednesdays and Fridays
- Saturdays – 10am-4pm (or a portion of that time), longer in the last few weeks
Not every cast member is called for every rehearsal.

Into the Woods begins rehearsing May 18

- Weekdays 5:00 – 9:00pm
- Saturdays – 11am – 5pm (or a portion of that time), longer in the last few weeks
Not every cast member is called for every rehearsal.

Tech Week

Tech Rehearsals are mandatory.

Tech begins June 26th for **Lion King**.

Tech begins July 5th for **Into the Woods**

Performances

Lion King Experience, Jr.

Thursday, July 13 - 7pm
Friday, July 14 - 1pm & 7pm
Saturday, July 15 - 2pm & 7pm
Sunday, July 16 - 1pm

Into the Woods

Thursday, July 20 - 7pm
Friday, July 21 - 7pm
Saturday, July 22 - 2pm & 7pm
Sunday, July 23 - 1pm & 5pm

Strike

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

Audition Preparation

Audition Checklist:

Bring completed packets with you to auditions.

- Cast application – Online application completed
- Hard copy forms (Conflict Calendar, Expectations, Biography, Payment form with volunteer deposit check)
- Your Registration must be complete through Los Gatos Saratoga Recreation

Dress in comfortable clothes and appropriate shoes (sneakers/dance shoes.)

It is also a good idea to:

- Read this Parent Handbook
- Bookmark the play webpage www.lgyt.net
- Mark the parent meeting and other critical dates on your calendar

Mandatory Parent Meeting

A parent or guardian of each cast member **MUST** attend a mandatory parent meeting. If it is not attended and no other arrangements are made, your child will not be able to participate in the play.

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.” A general rule of thumb for rehearsals is this:

Lead role	4-5 rehearsals per week
Supporting role	3-4 rehearsals per week
Ensemble	2-3 rehearsals per week

Loose fitting, comfortable clothing and dance shoes or sneakers must be worn at all rehearsals in order for the student to participate. No flip-flops, boots, sandals, etc are allowed. We will provide a detailed rehearsal schedule but **CHANGES WILL OCCUR**. Please look at 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 the behind-the-scenes aspects of the production

Time

Each family is asked to contribute a total of 20 volunteer hours, which includes 2 hours after the 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. You may buy out of your volunteer time in addition to your child's participation fee. See “Payment Form” for details.

Volunteer Sign Ups

Please see the section below, “Play Committees” to learn about the different volunteer opportunities. Please indicate on the Logistics form three committees you would be available to contribute your volunteer hours. Thank you for your flexibility if we ask for help in another area.

Play Committees

Volunteer Job	Responsibilities
Costume Design and Coordination	Work with director and parents to put together costumes for cast members.
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, during and after the intermission of each performance. Setup, sell, cleanup and staffing for all performances
Rehearsal Supervisor Coordinator (only necessary for Reprise)	Coordinate rehearsal and Green Room supervision for each rehearsal and performance. Coordinate check process for kids.
Rehearsal & Green Room Supervision	Provide supervision of cast during rehearsals and performances. Maintain quiet noise levels and appropriate behavior at all times.
Hair & Makeup	Provide hair and makeup services for cast members during dress rehearsals and performances. Staff all performances.
House Management	Manage all aspects of audience services, including seat set-up and strike, facilities management and ushers, clean up after each performance and set room for next performance. Staff all performances.
Microphones	Work with Sound crew to create document detailing microphones use (including any changes). 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 photo shoot for cast members in full costume, crew in uniforms, dress rehearsal and impromptu (candid) photos. Create display in lobby using rehearsal photos and "publicity" shots of cast members. Create, produce and distribute photo CD.
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 general excitement for the show around the community. May include putting up posters, Facebook posts, contacting media.
Set Design, Decoration & Painting	Design sets and coordinate with construction crew to build sets. Create backdrops and large pieces (not props).
Set & Stage Construction	Coordinate construction of 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	Sell 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.

General Questions

Will it be any fun?

Absolutely! Ask anyone who's participated in our past LGYT productions. It's a lot of work and a big time commitment, but it is also very rewarding, satisfying and a lot of fun for both performers and adults. Parents have many opportunities to volunteer and be a part of their child's experience.

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

All known conflicts need to be noted on the conflict calendar which must be turned in with the application packet. Your child's ability to attend scheduled rehearsals will be one of the factors in determining the role your child receives. If there are too many conflicts, your child will be asked to reconsider participating in the play.

Can I buy tickets early?

Each cast family will have the opportunity to purchase advanced, pre-sale tickets at the normal price. Parents who buy-out of their volunteer time are still eligible for the advance pre-sale tickets.

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

Please first contact your producer(s) 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. You will receive a reimbursement check from the LGYT treasurer. 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. The remainder of the tuition can be reimbursed through Los Gatos Saratoga Recreation. Once rehearsals have begun, there will be no refunds given.

Audition Questions

What happens at auditions?

The director, choreographer, and vocal director want to get a general idea of each child's abilities in order to place them in an appropriate role. Each child will perform a song, dance part, and small scene during the audition process. The directing team will watch and listen to the children over the audition period and make their casting decisions based on their observations.

What should students bring to auditions?

Your child should have had a snack and restroom break prior to arriving. They must wear comfortable clothes and dance shoes or sneakers to auditions. Long hair must be tied back. Please see the website for specific audition preparations.

Are parents or family members allowed to watch the auditions/rehearsals?

Parents are welcomed to watch rehearsals while volunteering as rehearsal supervisors. Parents are not allowed to observe auditions.

When and where will the cast list be posted?

The cast list will be posted on the website. The Director will let the actors know at auditions when the cast list will be posted.

Rehearsal Questions**What if my child has a conflict with a scheduled rehearsal?**

Efficient rehearsals depend on full attendance. We ask for known conflicts as part of the application so that we can do our best to accommodate those conflicts when casting and scheduling rehearsals. However, we understand that unforeseen conflicts can arise and we ask that you give as much notice as possible to the 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 be sure to email the director as soon as you know that your child will not be able to attend rehearsal.

If your child is not at rehearsal and you have not noted it on your Conflict Calendar or emailed the Rehearsal Supervisor and Director, you can expect a call from the Rehearsal Supervisor, inquiring as to the whereabouts of your child.

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

Your children 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, they will be given lunch breaks.

Is there a check-in/ check-out process for rehearsals?

Yes. The kids will have to sign in with the rehearsal supervisor when they arrive at the rehearsal location. At the end of rehearsal, the parent or carpool driver must sign your child out unless you have noted on the Logistics Form that they may sign themselves out. Please remind your child to not sign themselves out when they first arrive at rehearsal as this is how we confirm that everyone has been accounted for after the rehearsal.