



# **Parent Handbook**



LGYT is excited for our summer productions—Into the Woods and Lion King, Jr.!

## **Production Team**

### Directors

Brian Houg

Heather Stokes

### Producers

Michelle Balistreri – Into the Woods

Angie Smith – Lion King, 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 will be last minute changes. 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 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  
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.  
Into the Woods Producer Michelle Balistreri [mbalist@comcast.net](mailto:mbalist@comcast.net)

## **Critical Dates**

### Mandatory Parent Meeting

**Saturday May 20<sup>th</sup> 11am** (location TBD)

### Rehearsals

**Into the Woods (“ITW”)** begins rehearsing **May 20<sup>th</sup> 11am-4pm** (details TBD)

## 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 July 5<sup>th</sup>

Sunday July 16th 1pm ITW Cast will show their support by coming to see younger LGYT show "Lion King" in its final performance; followed by ITW Cast helping load in the sets/props for their show

### Performances

#### **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 on Sunday, July 23<sup>rd</sup>!

## **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.

## **Cast Rehearsals**

*Not every child will be scheduled to attend every rehearsal.* Cast members will be assigned to rehearsals based on their role(s) and will receive a detailed, role-specific rehearsal schedule that will describe who attends which rehearsals and when.

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 look at the website frequently.

- No Sunday or Monday rehearsals (except Monday June 26th there will be rehearsal in advance of July 4th long holiday and Sunday July 16th afternoon when Cast will help load in the sets and props for the show)
- Saturday rehearsals are usually 10am-5pm
- Weekday rehearsals are in the evenings and only on Thursdays (5:30-8:30pm) & Fridays (5:30-9:30pm) until June 8th; beginning June 8th, Weekday rehearsals will be Tuesday-Friday 5:30-9:30pm
- No rehearsals July 1-4
- Sunday July 16th 1pm ITW Cast will show their support by coming to see younger LGYT show "Lion King" in its final performance; followed by ITW Cast helping load in the sets/props for their show

## **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 Strike 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 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**

### **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 were to be noted on the conflict calendar you turned in with the application packet. Your child's ability to attend scheduled rehearsals was one of the factors in determining their role. If there are too many additional conflicts that arise once Cast List is posted, your child's role may be reassigned.

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

Each cast family will have the opportunity to purchase advanced, pre-sale tickets at the normal price.

### **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. 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 is really spent 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. If it's a known conflict you submitted as part of the application, no need to remind us.

## **Rehearsal Conflicts continued...**

If it's a *new conflict* that arises due to unforeseen circumstances or illness, please email the Producer and Director as soon as possible. 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, of course, we understand that 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. Please be sure to email the Producer as soon as you know that your child will not be able to attend rehearsal due to illness.

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

Your children should have a snack *before* arriving at rehearsal. They should bring only 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?**

The kids must sign in when they arrive at rehearsals. There is not a sign out.

## **Play Committees**

<b>Volunteer Job</b>	<b>Responsibilities</b>
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	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.