

Dear Cast Families,

Welcome to Los Gatos Youth Theatre's 2018 production of **Drowsy Chaperone!**

Attached are the hard-copy forms that you must complete and turn in at auditions.



More information is available in the Parent Handbook online at [www.lgyt.net](http://www.lgyt.net). Please note that this website is our primary communication method.

Please note the mandatory dates below on your calendar now!

Thanks in advance for all your hard work ...every family must put in a minimum of 20 hours OR pay the volunteer buyout. We've lowered the buyout fee this summer to \$295 to encourage everyone to think carefully about your upcoming summer, and feel free to buyout now if you won't be able to give your time (see "Payment Form" in this packet). If you don't buyout, we require a separate \$295 refundable deposit check, which ensures that each family fulfills their volunteer requirements. This check will be held until the end of the production and only cashed if you do not fulfill the volunteer requirement.

**Critical Dates** *This Packet is Due at first Auditions*

**Auditions** Please attend as follows....

1) Attend **One** Saturday April 21<sup>st</sup> 11am-1pm OR 3-6pm OR Sunday April 22<sup>nd</sup> 2-3pm at *location TBD*

**AND**

2) **Callbacks** Sunday April 22<sup>nd</sup> 4-7pm\* and Monday April 23<sup>rd</sup> 6-9pm\* at *location TBD*  
\* times will be assigned at auditions

**NOTE: Audition requirements are posted on the website.**

**Mandatory Parent Meeting**

TBD...watch for an email with details!

**Rehearsals begin with Read Thru on Saturday April 28<sup>th</sup>**

- Tuesdays-Fridays 5:30 – 9:30pm
- Saturdays 10am - 4pm (or a portion of that time)
- No Sunday/Monday rehearsals until Mandatories. Longer rehearsals, including some weekday morning/afternoons, in the last few weeks leading up to performances.

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

**Tech Weeks**

***During Tech Weeks, July 5-18, all Rehearsals are Mandatory*** (July 1<sup>st</sup> - 4<sup>th</sup> are off; there will be rehearsal June 30<sup>th</sup>).

**Performances**

Thursday, July 19 - 7pm  
Friday, July 20 - 7pm  
Saturday, July 21 – possibly noon, 3pm & 7pm  
Sunday, July 22 – possibly 11am, 2pm & 6pm

**Strike**

Sunday, July 22 – 8pm 2-hour postproduction required of *all* families, after the last performance!

# Expectations

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

- 1. Behavior:** LGYT requires safe, respectful behavior at all rehearsals/shows, and care of rehearsal and performance property. Any problems will be dealt with by staff in charge at the time. If your child creates recurring problems, s/he may be dropped from the cast or you, the parent, may be required to stay with your child at all rehearsals/shows 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. 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 now to prevent scheduling conflicts.
- 4. Parent Commitment:** Each family commits to a minimum of 20 hours of volunteer time or “buys out” their hours. Please refer to the Parent Handbook for the list of volunteer opportunities. We will try to honor your selections but may ask you to help in another area if necessary. We will collect a \$295 volunteer deposit check, which will only be cashed if you don’t fulfill your volunteer commitment.
- 5. Attendance:** The entire cast is depending on your child attending their scheduled rehearsals therefore:
  - Absence due to illness must be emailed to the Director & Producer at least 4 hours before rehearsal
  - 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 dismissal from the play.
- 6. Rehearsals:** Students must 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 shows.
- 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 away from rehearsals so as not to disrupt the children or production staff. Producers are available via email.
- 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. Costumes and accessories will be provided, but Cast members must provide their own basic stage makeup. 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, of any and all photographs which have been taken of my child, negative or positive, for any purpose whatsoever without compensation to me. All photographs, 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.

## Expectations Accepted:

### 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 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 guidelines s/he may be dismissed from the play. I also understand that as a parent I commit to a minimum of 20 volunteer hours (see Payment Form) or have enclosed a check for the buyout option.

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ date: \_\_\_\_\_

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

### Los Gatos Youth Theatre 2018 Production of Drowsy Chaperone

Adult Volunteer: \_\_\_\_\_

Date(s) of Activity: **April – July 22, 2018**

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

## Drowsy Chaperone Conflict Calendar

**Performer's Name:** \_\_\_\_\_

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 day, indicate the hours you are **Not available**
- A blank box means you are available that entire day

Week of	MON	TUE	WED	THUR	FRI	SAT	SUN
MAY 14	<i>No Monday rehearsals until July 9</i>	15	16	17	18	19	<i>No Sunday rehearsals until approx. July 8</i>
MAY 21		22	23	24	25	26 <i>Memorial Day weekend</i>	
MAY 28		29	30	31	Jun 1	2	
JUNE 4		5	6	7	8	9	
JUNE 11		12	13	14	15	16	
JUNE 18		19	20	21	22	23	
JUNE 25		26	27	28	29	30 Yes, rehearsal this Saturday!	

After July 4<sup>th</sup> are the **mandatory dates**...technical rehearsals/performances that cannot be missed.

JULY 2	<i>Holiday</i>	3 <i>Holiday</i>	4 <i>4<sup>th</sup> of July</i>	5 <b>Tech begins</b>	6 →	7 →	8 →
JULY 9	9 →	10 →	11 →	12 →	13 →	14 →	15 →
JULY 16	16 →	17 →	18 →	19 Performance	20 Performance	21 Performances	22 Performances & STRIKE



# Payment Form

Your participation fee is paid directly to Los Gatos Saratoga Recreation. The following are primarily **optional** items, *except* the Security Deposit which is mandatory. Please note: Cast members *may* be required to purchase their own shoes for performances.

**Performer's Name:** \_\_\_\_\_

Fee	Notes	Amount	Total
Volunteer Buyout	Instead of working the required minimum 20 hours	\$295	
Playgram	Supportive note in the program (submitted online later)	\$20	
Donation			
		TOTAL	\$
		Check #:	
<b>Security Deposit of \$295</b>	If not buying out, please write a separate check which will only be cashed if you don't complete your volunteer hours	\$295	Security Deposit Check #:

**Make checks payable to Los Gatos Youth Theatre**