



# Parent Handbook

## *Bye Bye Birdie and Drowsy Chaperone*

### Directors

Brian Houg - Bye Bye Birdie

Heather Stokes - Drowsy Chaperone

### 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](http://www.lgyt.net)

We strongly recommend you “bookmark” this address, as you will need to check 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, we may contact you through email. If you have questions, feel free to email the producer.

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

Drowsy Chaperone Michelle Balistreri [mbalist@comcast.net](mailto:mbalist@comcast.net)

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

### Rehearsals

*Not every child will be scheduled to attend each and 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. While we initially do not plan Sunday rehearsals, they will likely 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.

Schedule **CHANGES WILL OCCUR**, so please look at the website frequently!

***Bye Bye Birdie*** begins rehearsing the week of **April 23<sup>rd</sup>**

- Mondays-Thursdays 5– 8:30pm (only until 7pm on school nights until summer break begins)
- Fridays 5– 8:30pm (only until 8pm until summer break begins)
- Saturdays – 9am-3pm (or a portion of that time)
- 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*

***Drowsy Chaperone*** rehearsals begin with a **Read Thru on Saturday April 28<sup>th</sup>**.

- **During May: Thursdays 6-9pm, Fridays 6-9:30pm, Saturdays 10am-5pm**
- **June 4-7th: No Rehearsals due to Finals Week**
- **From June 8<sup>th</sup> onward, full rehearsal schedule: Tuesdays-Fridays 5:30–9:30pm, Saturdays 10am-5pm (or a portion of that time)**
- No Sunday or 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.*

## **Mandatory Rehearsals and Tech Weeks**

### ***Bye Bye Birdie***

There will be very important rehearsals happening the final 2 weeks before performances, from approx. June 27<sup>th</sup> onward. But July 4<sup>th</sup> falls right in the middle of one of those weeks, so we're trying to be flexible for folks' holiday plans. Rehearsal scheduling depends on how well the show is coming along, and that depends on how the cast members' attendance and focus is during May and early June! We will for sure have Wed. July 4<sup>th</sup> off, but we'll very likely have **important rehearsals on Sundays July 1 & 8, as well as July 5, 6 & 7. July 9-11 all Bye Bye Birdie Rehearsals are Mandatory.**

### ***Drowsy Chaperone***

**Mandatories** (mandatory rehearsals) will be **July 5<sup>th</sup> through 12<sup>th</sup>**.

**Tech Rehearsals** will be **July 13<sup>th</sup> through 18<sup>th</sup>** and are **also mandatory** (July 1<sup>st</sup> - 4<sup>th</sup> are off, but there will be rehearsal June 30<sup>th</sup>).

## **Performances**

### ***Bye Bye Birdie***

Thursday, July 12 - 7pm

Friday, July 13 - 1pm & 7pm

Saturday, July 14 – 2pm & 7pm

Sunday, July 15 – 1pm

### ***Drowsy Chaperone***

Thursday, July 19 - 7pm

Friday, July 20 - 7pm

Saturday, July 21 – 2pm & 7pm

Sunday, July 22 – 1pm & 5pm

## **Strike**

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

## **Mandatory Parent Meeting – date TBD sometime in May**

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.

## **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 minimum of 20 volunteer hours, which includes 2 hours Strike immediately after the final performance. There are numerous areas in which to volunteer your time and talents. However, we realize that this time commitment might not work for many families AND we don't want either the 'time to be served' or the buyout fee to seem punitive, so we've lowered the buyout fee this summer to \$295 to encourage everyone to think carefully about their upcoming summer, and feel free to buyout now if you won't be able to give your time.

Your buyout fees enable us to hire staff to help as needed, so we need to know now whether you will volunteer your hours or buyout. See "Payment Form" in Paper Packet for details.

## **Volunteer Sign Ups**

*Thank you for your flexibility if we ask for help in another area.*

### **Play Committees**

<b>Volunteer Job</b>	<b>Responsibilities</b>
Box Office	Staff ticket sales at all performances.
Concessions	Arrange for food, drinks and flowers to sell before the shows and during the intermission of each performance. Setup, sell, cleanup and staff all performances.
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.
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/or 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.

## **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.

## **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 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.