



Parent Handbook

***LGYT is excited for our 10th Anniversary productions ---
Madagascar Jr, Wizard of Oz and The Little Mermaid!***

Directors

Brian Houg – Madagascar Jr & Wizard of Oz
Heather Stokes – The Little Mermaid

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 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.
- Email: In the event of last minute messages, we may contact you through email.

If you have questions, concerns, complaints or ideas for improvement, please take them to a Producer:

Madagascar Jr. Producer Wendi Redo prelude@lgyt.net
Wizard of Oz Producer Elisabeth Brown reprise@lgyt.net
The Little Mermaid Producer Kelly Herz encore@lgyt.net

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). Detailed, role-specific rehearsal schedules will be posted online. 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!

Madagascar Jr. begins rehearsing the week of April 29th

- Weekdays 4-6pm
- 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.*

The Wizard of Oz begins rehearsing the week of April 29th

- Weekdays 5– 8:30pm (only until 7pm on school nights 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.

The Little Mermaid rehearsals begin with a **Read Thru on Thurs. May 9th 6-9pm**

- May Rehearsals: Thursdays & Fridays 6-9pm and Saturdays 10am-5pm
- June 3-6 NO rehearsals
- Beginning June 7th, summer rehearsal schedule: Tuesdays-Fridays 5:30-9:30pm and Saturdays 10am - 5pm (or a portion of that time)
- July 4-7 NO rehearsals
- 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

Madagascar Jr.

There will be very important rehearsals happening the final 2 weeks before performances, from approx. **June 22nd** onward. **June 24-26 all Madagascar Jr. Rehearsals are Mandatory.**

Wizard of Oz

There will be very important rehearsals happening the final 2 weeks before performances, from approx. **June 26th** onward. But July 4th is at the end 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 Thurs. July 4th off, but we’ll very likely have **important rehearsals on Sundays June 30 & July 7, as well as July 5 & 6. July 8-10 all Wizard of Oz Rehearsals are Mandatory.**

The Little Mermaid

Mandatories (mandatory rehearsals) will be **July 8th til opening show.**
Tech begins July 14th (load in til opening) and is **also mandatory.**

Performances

Madagascar Jr	Wizard of Oz	Little Mermaid
	Thursday, July 11 - 7pm	Thursday, July 18 - 7pm
Friday, June 28 – Times TBD	Friday, July 12 - 1pm & 7pm	Friday, July 19 - 7pm
Saturday, June 29 – Times TBD	Saturday, July 13 – 1pm & 7pm	Saturday, July 20 – 2pm & 7pm
Sunday, June 30 – Times TBD	Sunday, July 15 – 1pm	Sunday, July 21 – 1pm & 6pm

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, like last summer, the buyout fee is \$295. 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

Please see the section below, "Play Committees" to learn about the different volunteer opportunities. Please indicate in your child's online Audition Form the 3 committees in which you would most like to contribute your volunteer hours. *Thank you for your flexibility if we ask for help in another area.*

Volunteer Job	Responsibilities
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

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.

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.

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.