



# Parent Handbook

*LGYT is excited for our 2021 productions of "All Shook Up"!*

Director Heather Stokes  
Choreographer Wendy Meyer & Michaela Sadler  
Vocals Truesten Tautolo

## 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 page, as you will need to check it frequently. The page will be the repository of news related to our production. All notices, forms, rehearsal changes and other announcements will be available here.  
Webmaster: Pamela Wilde [info@lgyt.net](mailto:info@lgyt.net)
- 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 for resolution: [reprise@lgyt.net](mailto:reprise@lgyt.net) or [encore@lgyt.net](mailto:encore@lgyt.net)

## Rehearsals

*Not every cast member 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 published along with the Cast List, posted online. While we initially do not plan Sunday rehearsals, they will likely be scheduled near "show time."

"Company" Rehearsal means every cast member is requested to attend.

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!*

**Reprise** begins rehearsing the week of May 18th

- May Rehearsals: Tuesdays & Fridays 5-7pm and Saturdays 10am-4pm (or a portion of that time)
- Beginning June 5<sup>th</sup>, summer rehearsal schedule: Tuesdays thru Fridays 5-7pm and Saturdays 10am - 4pm (or a portion of that time)
- July 3-5 NO rehearsals
- No Sunday or Monday rehearsals until Mandatories. Longer rehearsals, including some weekday morning/afternoons, possible in the last few weeks leading up to performances.

***Encore*** begins rehearsing the week of May 18<sup>th</sup>

- May Rehearsals: Fridays 7-9pm and Saturdays 10am-4pm
- Beginning June 5<sup>th</sup>, summer rehearsal schedule: Tuesdays-Fridays 7-9pm and Saturdays 10am - 4pm (or a portion of that time)
- July 3-5 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.

## Mandatory Rehearsals and Tech Weeks

**Mandatories** (mandatory rehearsals) will be **July 6<sup>th</sup> til opening show.**  
**Tech begins July 11<sup>th</sup>** (load in til opening) and is **also mandatory.**

## Performances

<b><i>Encore</i></b>	<b><i>Reprise</i></b>
Friday, July 16 @ 8pm	Saturday, July 17 @ 8pm
Tuesday, July 20 @ 8pm	Sunday, July 18 @ 8pm
Thursday, July 22 @ 8pm	Wednesday, July 21 @ 8pm
Saturday, July 24 @ 8pm	Friday, July 23 @ 8pm

## Strike

2 hour post production help required of all families, after the very last performance

## 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 past summers, 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.

## ***Volunteer Sign Ups***

Please see the "Play Committees" section below to learn about the different volunteer opportunities. You indicated in your child's online Audition Form the 3 committees in which you

would most like to contribute your volunteer hours BUT we *thank you in advance for your flexibility if we ask for your help in another area!*

### ***Covid Questionnaire***

Each performer must complete the Covid questionnaire(link on website) prior to coming to rehearsal. The main idea being: if you've got symptoms, or have likely been exposed to Covid, please stay home until you're well!

### ***Makeup Kits***

Each performer will need their own Ben Nye stage makeup kit, mascara and hair brush for performances. More details will be provided on this after rehearsals are underway.

Play Committees ***NOTE: These could change given the nature of an outdoor performance. We're working out details with LGUSD and Rec Department for what will be allowed, and where, at our outdoor performances. Thanks for your patience and for pitching in this summer where needed!***

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 dress rehearsals & 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 signs detailing how to access digital programs, help folks find their seats, time Intermission.
Photography	Responsible for taking headshot photos of cast members in full costume, as well as candid photos at final dress rehearsals. Upload headshots of cast members to digital Playbill. Upload candid photos to online site (Shutterfly) accessible to Cast families.
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 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 in the online Audition Form. 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 each production.

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 in the online Audition Form 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 illness spread to others. Please be sure to email the producer 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, especially since most drinking fountains are off due to Covid concerns). 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.