



October 17, 2022

Welcome to Brea's Youth Theatre production of Disney's *The Little Mermaid*

Sponsored by the City of Brea, this popular program encourages teamwork while teaching children and teens the fundamentals of the performing arts. For more than 30 years, Stagelight Productions, under the leadership of Janice Kraus, has served as the City's producing partner for this popular program.

Safety of all our participants and staff is always our number one priority. As such, we will be mirroring our COVID-related precautions to those implemented in local schools (BOUSD). As restrictions ease and plans adjust, we will be sure to relay all pertinent information as efficiently as we can. I can assure you that we will be doing everything in our power to make the experience as safe and seamless as possible while still maintaining the high quality of shows our BYT participants have come to expect.

Communication is essential to a successful theatrical production. Enclosed you will find important details about auditions, casting, rehearsal schedules and, of course, the performance itself. We also encourage you to log onto www.stagelightproductions.com for updated information. If you have a question at any time during auditions, rehearsals and the production, do not hesitate to ask Curtis Theatre staff, or a member of the Stagelight Productions staff. The Producer, Janice Kraus, will also be available at every rehearsal.

We want your experience with us to be a positive one. If you have any questions or concerns regarding Brea's Youth Theatre, please feel free to contact me at (714) 990-7213. On behalf of the Curtis Theatre, thank you for joining us!

Sincerely,

A handwritten signature in black ink that reads "Kris Kataoka".

Kris Kataoka
Curtis Theatre Manager

cc: Janice Kraus, Stagelight Productions

COMMONLY ASKED QUESTIONS

What if my child cannot attend auditions?

If your child cannot make it to auditions, they will automatically be cast in the ensemble.

When do we begin rehearsals?

Rehearsals begin the Friday after auditions.

What modifications have been made due to COVID-19?

The Curtis Theatre is committed to the health and wellbeing of all participants, patrons, and staff. Participants will be required to adhere to guidelines set forward for schools and other mixed-age youth programs, as informed by policies implemented by the Brea school district (BOUSD). These policies may include temperature checks, maintaining social distancing, and wearing masks at rehearsal if such state and local guidelines are in place during the rehearsal process. Additional precautionary measures, such as ensuring microphones are not shared, are also being implemented. Specific policies are subject to change based on new official guidance.

I heard the children are split into multiple casts. How will I know which cast my child is in?

Cast assignments will be assigned two weeks after auditions. The producer needs this time to take into account participant scheduling conflicts.

How do I get updates about rehearsals, deadlines, and other key information?

A detailed list of rehearsals and deadlines will be distributed within the first two weeks of rehearsal. All information will also be delivered by email, with supplemental updates posted on the Stagelight Productions Facebook Group.

How often does my child have to attend rehearsals?

Typically, each participant is required to rehearse two times per week, though this may vary depending on your child's age group, role, and any restrictions from public health guidelines. Approximately three weeks before the show, rehearsals will increase. Please note any conflicts (other activities, family vacations, etc.) at the time of auditions. This information will be helpful in scheduling your child.

What if my five-year-old can't keep up with the older children?

Auditions and rehearsals are broken down by age range. About three weeks before the show's opening, the entire cast comes together to ready the show for the performances.

What if my child cannot attend rehearsal?

Please email Janet Youngblood (janetleeyoungblood@gmail.com) prior to rehearsal to report all absences that are not listed on your child's conflict sheet.

What if I have a question?

Please do not hesitate to ask. Janet Youngblood, Stagelight Administrative Manager, is available at every rehearsal, and she may also be reached at (714) 809-0987. A member of the Curtis Theatre's staff will also be present at every rehearsal. If a question arises during normal business hours, you may also call Theatre Coordinator, Elliot Forrester, at (714) 990-7729.

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| AUDITIONS & REHEARSALS |
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Pre-Audition Workshops – Friday, October 21

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|---------------------------------|--------------------|--------------------|
| Group A (ages 5-8): | Brea Senior Center | 6:00 pm to 7:00 pm |
| Group B (ages 9-12): | Brea Senior Center | 7:15 pm to 8:15 pm |
| Group C (ages 13-Adult): | Brea Senior Center | 8:30 pm to 9:30 pm |

Auditions – Saturday, October 22

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|---------------------------------|--------------------|---------------------|
| Group A (ages 5-8): | Brea Senior Center | 12:30 pm to 1:30 pm |
| Group B (ages 9-12): | Brea Senior Center | 1:45 pm to 2:45 pm |
| Group C (ages 13-Adult): | Brea Senior Center | 3:00 pm to 4:00 pm |

Invitational Callbacks – Sunday, October 23

Callbacks are by invitation only and will be held at the Pioneer Hall on Sunday, October 23 at 10:00 am.

Rehearsals – October 28 – December 18

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|---------------------------------|--------------------|--|
| Group A (ages 5-8): | Brea Senior Center | Friday: 6:00 to 7:00 pm Saturday: 12:30 - 1:30 pm |
| Group B (ages 9-12): | Brea Senior Center | Friday: 7:15 - 8:15 pm Saturday: 1:45 to 2:45 pm |
| Group C (ages 13-Adult): | Brea Senior Center | Friday: 8:30 – 9:30pm Saturday: 3:00 - 4:00 pm |

Additional rehearsals will be held on Sundays for Lead Cast Members. A detailed schedule will be distributed stating who is needed for Sunday rehearsals.

Rehearsals will take place at the Senior Center (500 Sievers Ave) and the Curtis Theatre (1 Civic Center Circle, 1st Floor, Brea). **We ask that all parents, regardless of the age of your child, follow the drop off and pick up procedures.** We ask that all parents park at the Brea Senior Center or legally on the street to drop off/pick up your child. At the Curtis Theatre, please park in the P1 parking garage for drop-off. Children should be escorted to and from the plaza level by a parent or guardian.

Performers may be required to maintain social distancing and wear masks at rehearsals, pursuant to state and local guidelines affecting youth programs.

PERFORMANCE DATES

Mark your calendars! *The Little Mermaid* performances will be held January 12-29. Please calendar these dates and note any conflicts at the time of your child's audition. Participants will be divided into two casts with varying performance times.

TICKET INFORMATION

A limited ticket presale period is offered to parents. Sales will be opened to the public following presales. Information and purchase instructions will be promptly distributed to parents and participants as soon as details are finalized.

Priority Ticket Sale:

Parents/Guardians of participants are offered a chance to purchase tickets prior to the general public.

Due to the popularity of this program, the Curtis Theatre cannot guarantee tickets to opening and closing night performances. For the *Priority Sale Period only*, ticket purchase limits will be enforced for each participant, and parents may only purchase tickets for the cast that their child is assigned. Please be sure of your child's cast and performance prior to purchasing tickets.

Priority ticket sales no longer require participant attendance! All parent presale forms will now be turned in in advance, and will be processed in order by Curtis Theatre staff members after the turn in deadline of **Sunday, December 11**. Confirmations and receipts will be sent out via email at the time of sale.

There are no refunds or exchanges on any tickets for any reason.

Number Draw

- Each participant will be provided an order form and “draw” a presale priority number at their regularly scheduled rehearsals **during the weekends December 2 and 9**.
 - **All priority numbers are drawn at random.**
 - See form for pre-sale policies, including ticket purchase limits.

Complete & Turn In:

- Complete form **completely** (front and back!) and **legibly**.
- Be sure to double check your form. Orders with incomplete forms will not be processed until complete.
 - Any accessibility needs must be noted on form at time of turn-in. Attach payment, or complete credit card authorization portion of form.
- Check or Credit. **No Cash**.
 - **Checks should be made payable to “City of Brea”.**
- Double check your total, including processing fee. Orders with incorrect payments will not be processed until correct payment is made.
- Forms should be turned into a Curtis Theatre Staff member at rehearsal.
 - **Turn-in deadline is Sunday, December 11 for all groups.**

TICKET INFORMATION (CONT.)

Sale & Pickup

- Forms will be processed by Curtis Theatre Staff Members in consecutive order based on presale number.
- Best available seats will be assigned on a first-come, first-served basis.
 - Due to the high volume of sales during this period, requests for specific seating cannot be accommodated, except in the case of accessibility needs.
- Your receipt will be sent to the email address indicated on your presale form.
- Tickets will be available for pickup at rehearsals beginning **December 20**.

General Public Ticket Sales:

Tickets go on sale to the General Public on **December 19 at 12:00 p.m.** Tickets can be purchased in person at the Curtis Theatre Box Office, by calling the Box Office at 714-990-7722 during business hours, AND on-line at www.curtistheatre.com.

Box Office Hours are 12 p.m. to 3 p.m., Tuesday through Friday, and one hour prior to performance.

The Curtis Theatre Box Office is located at 1 Civic Center Circle, Brea, on the Plaza Level. Due to the high volume of sales on General Public sale day, the internet is the quickest way to purchase tickets. Please note that there is a \$5.00 per transaction charge for online ticket purchases.

Please buy your tickets early. Brea's Youth Theatre regularly sells out.

PARTICIPANT BEHAVIOR GUIDELINES

Constructive and Progressive Discipline: Discipline used should be constructive, progressive, and at all times shall reflect the highest standard of values. Corporal punishment is never permitted. To provide a positive theatrical experience and ensure the safety of all participants, the following steps will be taken for children who exhibit unacceptable behavior:

1. Disruptive behavior will be reported to the Producer, Janice Kraus. From there, Janice will conduct a *Discipline Conference* with the participant. At this time, the participant in question will be asked to sign and date a *Discipline Conference Report*. Stagelight Productions staff will notify parents.
2. If the disruptive behavior continues, the participant's parents will be notified. Producer, Janice Kraus, will have a conference with the cast member and his/her parent(s). Both the participant and his/her parent(s) will be asked to sign and date a second *Discipline Conference Report*. (*Please note: The parent and child's signature indicate only that the conference took place and does not indicate agreement with the Producer.*)
3. If the disruptive behavior continues, the participant's parent(s) will be asked to attend all remaining rehearsals and remain Backstage during performances to monitor their child's behavior.
4. If the previous interventions are not successful, the participant will be dismissed from the production. Participation in future productions will be at the discretion of Stagelight Productions and the Curtis Theatre.

VOLUNTEER SIGN-UP

We ask that every parent participate on at least one parent committee. Please fill out a *Volunteer Application* and bring it with you to a rehearsal or mail it to the Curtis Theatre.

**The Curtis Theatre
Brea's Youth Theatre Volunteer
1 Civic Center Circle
Brea, CA 92821**

For questions or comments, please contact Kerri Hellmuth at (714) 990-7727. *Volunteer Applications* will be kept on file with the Curtis Theatre.

Group C cast members will also be given the opportunity to volunteer as an usher for showtimes they are not performing in. Details and schedules will be made available at rehearsals one month prior to the show.

PARENT VOLUNTEER COMMITTEES

During this production we will need help from everyone! Please share your talent with us and become one of the many parent volunteers needed to orchestrate this production. This is truly your opportunity to take part in the excitement. A brief description of the committees is outlined below. Please review the list and sign-up wherever you can assist. Your participation will allow you to be more involved with your child on a truly memorable project. The following are ways you can volunteer:

PARENT SUPERVISION: The Parent Supervision Committee ensures that cast members are supervised during tech week and performances. Therefore, we need as many volunteers as possible. The Committee Chair schedules the volunteers for *Cast Check-In* and *Backstage Supervision*. Volunteers select the show or shows they are able to work.

MEN AND MOMS IN BACK (M.I.B.'S): This Committee serves as the Running Crew for each performance. *The Men and Moms in Back* work backstage to move set pieces, change scenery, and organize props during each performance.

COSTUME COMMITTEE: Although Stagelight Productions offers costume rentals, assistance is needed with sewing and costume organization.

GALA COMMITTEE: The Gala Committee will organize Opening Night festivities.

CAST PARTY COMMITTEE: The Cast Party Committee will organize the Cast Party.

BALLOON & GIFT SALES COMMITTEE: This Committee will coordinate balloon and gift sales during the performance run.

T-SHIRT COMMITTEE: This committee organizes the distribution of the cast t-shirts.

CAST LUNCH COMMITTEE: This committee organizes the ordering, pick-up, and delivery of the cast lunch.

SILENT AUCTION COMMITTEE: This committee organizes and runs the Silent Auction during each Opening Night Gala.

VOLUNTEER GUIDELINES

All Volunteers, Staff and Contractors for Brea's Youth Theatre and Stagelight Productions shall follow the guidelines of supervision as follows:

1. **Two-deep Leadership:** Two (2) registered, adult volunteers and/or parents of a participant will supervise the children in the cast at all times. Any adult and/or parent in the Backstage Area of the Theatre must be either a paid staff member of Stagelight Productions, the City of Brea, or a registered Volunteer. *(Please note: Registered volunteers must have a completed and signed volunteer application on file with the City of Brea.)* At **no** time shall an adult and child be alone together without the presence of another adult. One-on-one contact between adults and children is not permitted. This includes the Theatre's Backstage Area (i.e. Restrooms, Green Room, Cement Room, Dressing Rooms, etc.), as well as areas inside the Brea Senior Center and Civic Center. In the event that a Personal Conference is necessary, the meeting is to be conducted in view of other adults and children.

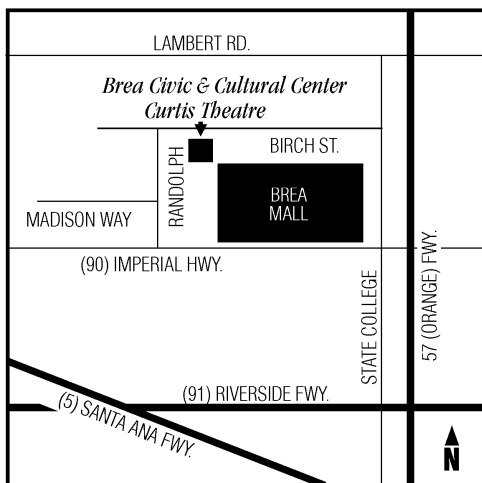
2. **Respect Privacy:** Adult Supervisors and Volunteers must respect the privacy of youth cast members in situations such as, but not limited to, changing clothes or using the restrooms. Adult Supervisors and Volunteers should intrude only in the event that health and safety are at risk. Adults are responsible to protect their own privacy in similar situations.

PROGRAM COSTS

Registration and costume rental are the only required costs associated with the Brea's Youth Theatre Program. T-Shirts, gift sales, and ads are available as optional additional purchases. We strive to create the scale and scope of Broadway in a welcoming environment that is fun for the entire family.

Curtis Theatre at the Civic Center:

1 Civic Center Circle
1st Floor
Brea, CA 92821



Brea Senior Center:

500 Sievers Ave.
Brea, CA 92821

