

CURTIS THEATRE



October 14, 2019

To: **ALL Annie Jr. Cast Members and Parents**

Welcome to Brea's Youth Theatre production of **Annie Jr.!** Sponsored by the City of Brea, this popular program encourages teamwork while teaching children and teens the fundamentals of the performing arts. For 28 years, Stagelight Productions, under the leadership of Janice Kraus, has served as the City's producing partner for this popular program.

Truly a community program, Brea's Youth Theatre depends upon the support of parent volunteers to assist backstage, work on committees, and participate with their children. We count on every parent to take on some small part of the production. Sign-up sheets are available at tonight's Parent Meeting, at auditions, and during the first week of rehearsals. Please sign-up to help with at least one committee. The show could not go on without you!

Communication is essential to a successful theatrical production. Enclosed you will find important details about auditions, casting, ticket sales, 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,

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, he or she will automatically be cast in the ensemble.

When do we begin rehearsals?

Rehearsals begin the Friday after auditions.

I heard the children are split into two casts—how will I know what 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. Please visit Stagelight Production's website at www.stagelightproductions.com for up-to-date rehearsal schedules, forms, deadlines, and other important information. You may also sign-up to receive periodic production updates through this website.

How often does my child have to attend rehearsals?

Typically, each participant is required to rehearse two times per week. 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.

When do tickets go on sale?

A special presale purchasing opportunity will be open to parents of Brea's Youth Theatre participants only. Presale forms must be turned in on or before **November 24** to qualify. Tickets will go on sale to the *general public* **December 3 at 12pm**. Details about ticket sales are enclosed in this packet. For questions, please contact Audience Services Staff at 714-990-7729.

What if my child cannot attend rehearsal?

Cast members will be given the name and phone number of the contact parent assigned to their group. Please call the assigned contact parent 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.



AUDITION & REHEARSAL SCHEDULE

The following schedule is for Pre-Auditions through the first weekend of rehearsals.

Pre-Audition Workshop - Friday, October 25

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

Auditions – Saturday, October 26

- **Group A (ages 5-8):** Brea Senior Center 12:30 to 1:30 pm
- **Group B (ages 9-12):** Brea Senior Center 1:45 to 3:15 pm
- **Group C (ages 13-Adult):** Brea Senior Center 3:30 to 4:30 pm

Invitational Callbacks will be held **Sunday, October 27 at 1:00 pm at Pioneer Hall.**

Rehearsals – Friday, November 1 to Sunday, December 15

- **Group A (ages 5-8):** Brea Senior Center Fridays 6 to 7 pm;
Saturdays 12:30 to 1:30 pm
- **Group B (ages 9-12):** Brea Senior Center Fridays, 7:15 to 8:15 pm;
Saturdays, 1:45 to 2:45 pm
- **Group C (ages 13-Adult):** Brea Senior Center Fridays, 8:30 to 9:30 pm;
Saturdays, 3:00 to 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 Brea Senior Center (located at 500 Sievers Avenue, Brea). **We ask that all parents, regardless of the age of your child, park at the Brea Senior Center or legally on the street to drop off/pick up your child.** Beginning Monday, December 23, all rehearsals will take place at the Curtis Theatre. Additional rehearsals will be added during this period.



PERFORMANCE DATES

Mark your calendars! **Annie Jr.** performs Thursday, **January 9** through Sunday, **January 26**. Performance times are Thursdays at **6:30 pm**, Fridays at **7:30 pm**, Saturdays **2:00 & 7:30 pm** and Sundays **2:00 & 6:30 pm**. All performances are held at the Curtis Theatre. Please calendar these dates and note any conflicts at the time of your child's audition. Participants will be divided into two casts, with each group alternating performances.

TICKET INFORMATION

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 Day 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, November 24**. 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.

1. Number Draw:

- Each participant will be provided an order form and "draw" a presale priority number at their regularly scheduled rehearsals **during the weekends of Nov 15 and 22**.
 - **All Priority Numbers are drawn at random.**
- See form for pre-sale policies, including ticket purchase limits.

2. 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.



TICKET INFORMATION (CONT.)

2. Complete & Turn In (cont.):

- Attach payment, or complete credit card authorization portion of form.
 - **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.
 - Check or Credit. No Cash, please.
- Forms should be turned into a Curtis Theatre Staff member at rehearsal. 25
 - **Turn-in deadline is Sunday, November 24 for all groups.**

3. Sale & Pickup

- Forms will be processed by Curtis Theatre Staff Members in consecutive order based on presale number.
 - Due to the high volume of sales during this period, seating requests cannot be accommodated, except in the case of accessibility needs.
 - Best available seats will be assigned on a first-come, first-served basis.
 - Your receipt will be sent to the email address indicated on your presale form.
- Tickets will be available for pickup at rehearsals beginning **December 6.**

General Public Ticket Sales:

Tickets go on sale to the General Public on **December 3 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, 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 \$4.00 online transaction charge.

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



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 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 Elliot Forrester at (714) 990-7729. *Volunteer Applications* will be kept on file with the Curtis Theatre.

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.



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 indicates only that the conference took place and does not indicate agreement with the Produce.*)
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.



PROGRAM COSTS

Program Costs:

Registration and the costume rentals are the only two required costs associated with the Brea’s Youth Theatre Program. Throughout the program you will have the option to purchase additional items (photos, balloons, etc.). We strive to create the scale and scope of Broadway in a welcoming environment that is fun for the entire family. The sale of items like balloons, candy, rehearsal lunch etc. helps support the costs associated with producing the Brea’s Youth Theatre Program.

A list of optional items and their approximate are below:

- Rehearsal Lunch - \$6
- Break-a-Leg Ads - \$6
- Tickets - \$15 each
- Photos – \$4 - \$20
- Program ads - \$25
- Sponsor Ads - \$25 - \$200

Curtis Theatre at the Civic Center:

1 Civic Center Circle
 1st Floor
 Brea, CA 92821

Brea Senior Center:

500 Sievers Ave
 Brea, CA 92821

