



## Parent Meeting Information

Welcome to Clarkston Village Players Youth Theatre!

We are excited to start a new season and we know it will be another fun production! CVP Youth Theatre is run entirely by parent volunteers. It's part of what makes our program so special. All the proceeds from our season go to fund the program itself and to fund the Pete Rose/Donna Ellis Scholarship Fund which awards several scholarships every year to area youth. Without the help of our parents, we would not be able to give back to the community in the manner that we do.

**REHEARSAL TIMES - Weekday Rehearsals are Mondays, Wednesdays, and Thursdays from 6:30PM to 8:30PM and Saturdays from 10AM –12PM** in June unless otherwise stated. In July rehearsals run until 9:30PM.

\*\*Starting May 13<sup>th</sup> – the week of May 27<sup>th</sup>, we will be at the Clarkston United Methodist Church  
We will be back at CVP the week of June 3<sup>rd</sup>\*\*

**BEING ON TIME** - Parents are responsible for timely transportation to and from the theatre. Students should arrive fully prepared with a labeled water bottle, their script and a pencil with an eraser and should be seated in the theatre ready to begin at the start of each rehearsal. For this reason, arriving at least 10 minutes earlier than the start time is always recommended.

**ATTENDANCE** - We appreciate everyone providing a detailed conflict calendar at auditions. We have used this conflict calendar to create a working schedule for all our rehearsals. Attendance is mandatory for all rehearsals you did not put on your conflict calendar. We allow **2 unexcused absences** before considering recasting roles so please make sure your cast member is aware of the commitment they have made to the rest of their cast and that they take attendance seriously throughout the season. If you are running late or have an emergency or illness the day of rehearsal, please call or text **Sean or Shaunna** and they will give the information to Sara. 3 tardies of 15 minutes or more are considered 1 unexcused absence. Traffic is always bad on White Lake Rd and the train can cause even bigger delays so always aim to be at the theatre early to ensure you arrive on time.

**DROP-OFF/PICK-UP PROCEDURE** - *We are asking that everyone enter the theatre from the door on the deck.* There are 2 doors off the deck, the one up the stairs are the stage door, and your cast member will start using that door during tech week but during general rehearsals we ask that they come in the other door on the deck and that they are picked up at that door. If you choose to wait inside your car for your cast member we ask, for safety reasons, that when you enter the parking lot from White Lake Road, you go around the island and come to the back of the deck from the rear of the parking lot. Your passenger side of the car will then be next to the deck. That way, we can keep traffic flow moving and help keep our kids safe. Also, for safety reasons, students are not allowed off the deck until their transportation arrives.

**SAFETY** - We take safety very seriously. No child is allowed outside of the theatre at any time unless under direct adult supervision. Any cast member who breaks this rule will be dismissed from the production and all monies forfeited. The train comes through sometimes 2x a night and it is fast, without much warning and a real danger to anyone wandering outside so we do not deviate from this policy and expect parents to set a good example as well and always stay away from the railroad tracks.

**FORMS/PAYMENTS** - Please turn in all forms & in-person payments at the beginning of rehearsals to Sean, so the production team can assist in other production-related tasks during rehearsals. We prefer all payments to be made online. If that is just not possible and you must pay with cash or check, please put it inside a clearly labeled envelope. Your name, cast member's name, what the payment is for, and the correlating form should all be included. Checks should be payable to: Clarkston Village Players

**COMMUNICATION** - We will be using something new this year, the app BAND. All students and parents will be invited on to it. This is where we will be communicating through out the production. You can join by link (<https://band.us/n/aba40bAfe3o6A>) or by the QR Code.



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**MEMBER'S LOUNGE** - There is so much information online on our website, [www.cvp youththeatre.com](http://www.cvp youththeatre.com), and in the members' lounge on our website. Please check there if you haven't found the answer you are looking for in your emails. The VIP handbook that your cast member received the first day of rehearsal is in the member's lounge too. It covers almost every detail of the season including the information we are going over today. To login to the member's lounge, you would use the **password MeanGirls24**.

**PARENT COMMITMENT** - Parents must chaperone one rehearsal and one performance in the Green Room as well as attend set strike July 30th. Each parent is also assigned to a committee (set per parents' interests) to participate during the run of the season. The committees are as follows:

**COSTUMES** – Assist with duties such as measuring actors for size, sourcing costumes from our costume room as well as requesting costumes from other theaters. Help pick up costumes from other theaters if needed. Mend, clean, iron costumes if required. Assign costumes to each actor. Help organize and keep track of costumes. After the show run, help get costumes back to where they came from.

**PROPS** – Assist the prop chair with gathering of and/or creation of props. Help organize and keep track of props and help prop chair as needed. After the show runs, make sure props are returned or back in their proper spots.

**HAIR/MAKE UP** – Help the actors get ready before each performance and assist with their hair and make-up per director's instruction. You will work backstage before the performance, but you will be finished in enough time to be an audience member too!

**THEATER DECORATING** – Decorate the auditorium and lobby to reflect the theme of the play.

**CONCESSIONS & 50/50 RAFFLE TICKET SALES** – Plan and source concession items. Set up concessions in front lobby bar area. Basically, ensure refrigerator is stocked with water and soft drinks, make coffee, and set out the snacks. It must be done before the show begins and restocked before intermission. Keep everything filled until intermission is over. After intermission, clean up concessions area and count money. Sell 50/50 raffle tickets before shows and at intermission. Explain to the audience that profits go to the Pete Rose/Donna Ellis Scholarships. Count money and divide it in half ...one half for the theater and the other half goes to the winning ticket holder. Draw the winning ticket just before intermission is over.

**FUNDRAISING** – Help organize new and different fundraisers to go towards our Scholarship fund.

**SET CONSTRUCTION** – Help build the set for the production.

**SOCIAL MEDIA/MARKETING** – Assist with social media and marketing by taking photos of rehearsals and sharing on social media platforms. Make recommendations for additional marketing and help distribute flyers/posters.

**SHOW PROGRAM DESIGN, LAYOUT & PROGRAM ADS** – Design and layout the show program, including praise ads, business ads, student and production team bios, etc., as well as sell business ads to community businesses.

**DRESS CODE** - We ask that kids dress appropriately for movement in play-ready clothing and shoes. No flip flops or sandals please.

**HAIR/MAKEUP AND ACCESSORY REQUIREMENTS** - These will be sent out shortly so please be on the lookout for that.

**REHEARSAL DAYS** - Rehearsal days for May 13 – May 30 are from 6:30-8:30PM at Clarkston United Methodists Church; the rest of the production will be held at Clarkston Village Players. Schedules will be



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released with specific scenes being rehearsed and which cast members are required to attend which rehearsals. If your cast member is not required to attend, they can take that rehearsal off or they are always welcome to sit in on the rehearsal for educational purposes as well as the opportunity to read lines for any absent cast members.

\*We are off July 4<sup>th</sup>-7<sup>th</sup> for the 4th of July holiday\*

**\*\*TECH REHEARSALS** - July 8<sup>th</sup> - 13<sup>th</sup> from 6-10PM

**\*\*DRESS REHEARSALS** – July 15<sup>th</sup>, 16<sup>th</sup> from 6-10PM (For dress rehearsals you are expected to be in full costume with hair and makeup done by 6PM so theatre will be open as early as 5:15 on those days)

**\*\***There can be no absences during this time. Parent chaperoning during this time counts as a “performance” chaperone duty. Rehearsals may run over on these days.

**PERFORMANCES** - We have 7 performances and one private performance for Clarkston Village Players members. Members night is Wednesday, July 17<sup>th</sup> call time is 6:00PM/show is at 7:30PM. You must be an active member of the Clarkston Village Players to attend. Please contact Sean to learn about becoming a member of Clarkston Village Players.

Public Run:

July 19<sup>th</sup> Opening Night 6PM Call/7:30PM Curtain

July 20<sup>th</sup> 12:30PM Call/2PM Curtain and 6PM Call/7:30PM Curtain

July 21<sup>st</sup> 12:30PM Call/2PM Curtain

July 25<sup>th</sup> 6PM Call/7:30PM Curtain

July 26<sup>th</sup> 6PM Call/7:30PM Curtain

July 27<sup>th</sup> 6PM Call/7:30PM Curtain

**TICKETS** - Tickets will be on sale June 1st in the members’ lounge. Tickets can be purchased online, and your ticket will be emailed directly to you. Public sales will begin July 1st. We do always sell out because of the size of our theatre so make sure to get your family’s tickets early. Seats are general admission. Due to limited seating, there is no reserved seating except for those who require wheelchair or handicap seating arrangements. If you require such arrangements, please talk to Sean ahead of time to make the arrangements, also if ordering with cash or check.

### **CAST PARTIES:**

**FUNDRAISER/CAST PARTY** – A tradition at CVP Youth Theatre is to have a fundraiser/Opening Night party at Alex’s Market and Grill. They are giving **10%** of their evening proceeds to us!! This party is open to all, and a portion of each patron’s bill goes directly to help fund our Pete Rose/Donna Ellis Scholarship Fund. Opening night is Friday July 19<sup>th</sup>. Please plan to attend and bring as many family members/friends/neighbors as you wish. Please make sure all students attending without parents have proper transportation forms turned in and have money to purchase their own menu items.

**PRIVATE CAST PARTY** - There will be a private cast party right after the last show on Saturday, July 27<sup>th</sup>. We ask each family to donate one item to the party and a sign-up sheet will be posted and an email reminder will be sent. The cast party is for cast members and immediate family only. Our theatre is too small to accommodate other relatives and guests unfortunately.