

## **Welcome Parents and On Broadway Jr. 2022 Cast!**

We are so excited to have your student spend the next two weeks with us! Our performers will be learning a show filled with songs from Broadway Musicals! Our show will be mounted fairly quickly, with rehearsals meeting on Tuesday through Friday for the two weeks of August 9<sup>th</sup>-12<sup>th</sup> and 16<sup>th</sup>-19<sup>th</sup>. Rehearsal and practice time outside of group rehearsals is strongly encouraged!

### **Communication:**

Email is our primary form of communication. Please make sure we have the correct email on file for you and that our emails aren't being sent to your Junk Folder.

### **Vocal Solos:**

We will be sending out tracks and lyrics for solos as early in the rehearsal process as we can. This is to ensure your student has plenty of time to feel confident about their solo! The solo does not need to be perfect by their first rehearsal, but the student needs to show that they have rehearsed. Additionally, if you are not receiving our emails with this information, please let us know so that we can make sure we have your correct contact information.

### **Costumes:**

Each student will create with their own costume – a color combination of Red, Gold, and Black. A leotard should be worn under the costume for the ladies, if the costume is a skirt or the top has a tendency to fly up with the nature of the choreography. Compression shorts should be worn under the costume for the guys. For all students, please make sure your costume does not show your midriff. Shoes can be dance shoes or tennis shoes, but should match the costume. Hair should be pulled back. Lipstick and some rouge is suggested.

### **\*\*Auditions:\*\* Please read very carefully!**

Students do not need to audition to be a cast member in On Broadway Jr. The directors work hard to make sure each student is featured in the performance. However, if students are interested in a vocal solo, they must audition.

We will be holding auditions on their first day of rehearsal: Tuesday, Aug. 9<sup>th</sup>. This will be the only opportunity to audition for a featured solo.

For the vocal audition, students should prepare a short part of a song to sing for the directors. It is highly recommended that you sing to a karaoke or instrumental track: You may play your track from a phone or tablet, or email us a track at [info@performcenterstage.com](mailto:info@performcenterstage.com).

### **Rehearsal Schedule:**

Tuesday through Friday, August 9<sup>th</sup>-12<sup>th</sup> & 16<sup>th</sup>-19<sup>th</sup>: 4:00 – 6:00 PM

Saturday, August 20<sup>th</sup>: 12:00 PM \*\*\* Dress Rehearsal (Please be in costume!)

Please arrive 15 minutes before rehearsal starts, to get water, use the restroom, and get shoes on. Please make sure your performer comes ready to move and dance. Students should wear dance or tennis shoes. **No flip flops.** Students can also wear dance attire or something they can move around in. No jeans.

Rehearsals are closed; if a parent chooses to wait for their student the lobby is available. Please bring a water bottle and multiple light snacks daily.

Rehearsal videos are uploaded to our YouTube channel, CenterStage Performing Arts Academy. This is a great way for students to practice their dances and songs before the next day's rehearsals. Because of how quickly the show is to be mounted, students are allowed to miss one rehearsal day, with the expectation they will make up their work at home. A student who misses multiple rehearsals or comes to rehearsal unprepared may be asked to sit out of some portions of the show and/or have any solos removed if the circumstance warrants.

During the show weekend, we ask students who have been given snack money or an allowance by their parents, to leave this in an envelope with a staff member at the soundboard or front desk. We have had students accidentally leave this money on seats or another student pick it up. If a student is caught purposefully stealing from another cast member, they will be asked to leave the production and CenterStage permanently. CenterStage has a zero tolerance policy in this matter.

**Show Schedule:**

August 20<sup>th</sup>, DRESS REHEARSAL! Call time 12:00 PM

August 20<sup>th</sup>, FIRST SHOW!

Doors open: 1:30 PM

Show Time: 2:00 PM

August 20<sup>th</sup>, SECOND SHOW!

Doors open: 3:30 PM

Show Time: 4:00 PM

**Covid 19 Protocol:**

- We recommend a heightened sense of awareness at home and ask that parents monitor temperatures and any symptoms before coming to rehearsal. If a student has any concerning symptoms or feels unwell, that student should stay home and rest. In many cases, this proactiveness is the best course of action
- While a student is recovering, CS directors and staff will do everything they can to make sure students stay learning and do not fall behind in their choreography. This could include Zooming them into rehearsals if directors know ahead of time
- Just as important as students' health and safety is their privacy. Under privacy laws, CenterStage is prohibited from disclosing personal health details of students or staff. If parents wish to disclose information with friends, that is a personal choice

**Parent and Volunteer Expectations:**

“Front of House” operations during our show weekends rely heavily on our generous parent volunteers who run concessions, take tickets, and much more! We thank you for your contributions and know that your involvement helps strengthen the CenterStage culture. In order to continue providing top-quality performances, we want to help inform our parents on CenterStage's offstage policies and expectations:

If you are prepping or helping your student on show weekends, please do this as quickly as possible and then find your seats to enjoy the show! At no point in time should anyone other than cast and crew be backstage while a performance is going on. If your student needs something from you, you can give it to a member of the staff and they can deliver it. The backstage dressing and green room of a theatre is special and holds the same privacy as the locker rooms for a football team or the dug out for baseball – we prepare, deliver notes, and pump up our cast here. Our students are backstage enjoying this special time with their friends, preparing themselves, and getting into the performance mindset to put on an amazing show for their audience. Having people that aren't cast or crew backstage not only hurts focus and concentration but can also cause students to be late or miss cues. If your student needs you, we will come find you!

If a parent is concerned about anything regarding their student's ability to perform in their role, they should encourage the student to speak with the director or member of staff. This could include things like choreography, music, blocking, quick changes, etc... We are in our students' corners and want nothing more than for them to have a wonderful experience and show. Receiving a communication from a parent, no matter the intent, escalates the situation. Oftentimes these concerns are best hashed out between performer and director. If it is a serious health or injury matter, then it is certainly appropriate for parents to reach out to staff. In these instances, please email us. This is the best way to get a hold of us. The team checks their emails several times an hour looking for such issues.

All parents must watch the show from a seat. Aisles and the wall at the back of the house is reserved for staff only. The soundboard often has staff running to communicate changes to staff

backstage or performers mid show. When the pathway is not clear, it can inhibit our ability to communicate and negatively affect the production. Stage managers will be asking patrons to find a seat if they are standing.

Brendan Tramel, CenterStage's Office Manager, ensures that patrons have an easy and positive experience upon entering and exiting the building. She is over our front of house volunteers, which include ticketing and concessions. Brendan is highly regarded in this role by CenterStage leadership, and we ask that you extend her courtesy and trust in this very busy and demanding role.

During our rehearsal process, our students learn a phrase called "Make It Work," and it means just that. There are many times in live theatre that things don't go the way we expected them to do, and in those moments, we smile, and figure out a way to do things.

We thank all of our volunteers for having a "Make It Work" mentality, as well!

**Behavior Policy:**

CenterStage students are expected to conduct themselves professionally, kindly, and with humility towards all CS staff and cast members. CenterStage believes in teamwork and everyone is truly important to the success of a production. In that spirit, our staff goes out of it's way to never show favoritism, casting is always subjective. We expect all students to abide by the expectations stated above without exception. The production team and (ultimately) the director (s) have the final say on all aspects of a production. This includes changing staging, assignment of solos, or the order and content of the show.

When addressing a student's behavior, CenterStage will always have at least two staff members present and hold the conversation behind closed doors or in private. Directors usually give a student two - three opportunities to correct their behavior before bringing in the parent for a meeting. If the behavior is unsafe or of an urgent nature, the directors will act quickly and request a meeting with the parent and student.

Regarding parents, and all other concerned friends and family, we always welcome comments whether it be a "thank you", comment, critique or concern. It is truly our desire to create the best production possible with the most favorable experience for every performer. We understand everybody wants their student to be "the star" front and center. We hope you all realize this is an impossible task from a director's stand point. It is important that all involved understand the mammoth job every production is. Once rehearsals start, all staff are living, eating and breathing the work at hand, normally working very long hours with very little sleep. We use the talent available to perform the show as written, often making changes to choreography, song length, lyrics, etc. to create the best effect for every number in the show. If your student is part of the

CenterStage Family, we assume that you trust our staff to make these judgement decisions without outside influence.

Noting the points above, we respectfully ask that all commentary be submitted in writing after the last performance. We will not have time to read, address and respond to your communication until possibly a week after the production has ended. We continue to “fine tune” the show throughout the performance schedule and often correct your concern as the schedule proceeds. Unless it is an absolute emergency (the director has final say on what an emergency is) requests for meetings will not be addressed until the week after the run of the show.

**\*Tickets:**

**Tickets go on sale August 6<sup>th</sup> at 1 p.m. at [performcenterstage.eventbrite.com](http://performcenterstage.eventbrite.com).**

\$7 for each attendee

\$0 kids aged 4 and under (must sit on a lap)

**Purchasing tickets online:**

- using a computer, you are able to select your assigned seat
- using a cell phone or tablet, you will automatically be assigned the best available seats
- you will also be able to pre-order your DVD and/or poster at check-out -tickets purchased together will be seated together
- tickets will be emailed to you
- you do not need to wait in line to purchase tickets, or enter the theater on show day -ticket availability is guaranteed
- tickets will have an additional surcharge of around \$2 per ticket

**Purchasing tickets at the door** (available at CenterStage, 1 hour before the show

begins): -tickets can be purchased with cash or credit card

- you will not be able to select your assigned seat. All tickets purchased at the door will automatically be assigned the best available seat
- you will need to order your DVD and/or posters for your student at the information table before/ after the show or during intermission
- if you are attending the show with others who purchased tickets ahead of time, you will not be able to sit together
- ticket availability is not guaranteed
- tickets will have an additional surcharge of \$1
- if purchased with credit card there will be a \$0.30-\$0.80 charge added to your order (not per ticket)

If you do not purchase tickets before the show day, we cannot guarantee availability.

If you need assistance purchasing tickets, please stop by the front desk during regular business hours or email [info@performcenterstage.com](mailto:info@performcenterstage.com).

All tickets purchased ahead of time, either online or in person will be subject to the surcharge.

**Refunds:**

No refunds will be issued the day of the show. Please organize payment and attendance with your party ahead of time.

Tickets cannot be transferred from seat to seat or show to show. You will need to request a refund and note the seat you would like to refund.