

## **Welcome Parents and *Once Upon a Springboard: Volume 2* Cast!**

We are so excited to have your student spend the next six weeks with us! The sequel to *Once Upon a Springboard*, this variety style show is inspired by beloved story book/literary characters. Our performers will take the audience through the different chapters of a story book with new and exciting medleys featuring music from different movies and musicals! Our show will be mounted fairly quickly, with rehearsals meeting on Mondays from 4:00pm-7:00pm for the next six weeks.

**Rehearsal and practice time outside of group rehearsals is expected.**

### **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.

### **Tuition:**

Tuition is \$200 including a \$25 non-refundable deposit due upon registration. This deposit will be counted towards tuition. The deposit ensures that all students who enroll are planning on doing the show and not just holding a spot. It is very difficult, once the show is cast and costumed, when students withdraw - please make sure if you have registered you plan to participate! If a student withdraws after the show has been cast and rehearsals have started, no tuition refund will be offered. This will accommodate for the extra time our team will have to invest in restructuring the show.

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

**When:** Monday, January 5th, 2026 from 4:00pm-7:00pm: \*\*

(This is not a rehearsal! Only those auditioning need to attend.)

- Aerial Silks Auditions from 4:00pm - 5:00pm
- Dance Auditions from 5:00pm - 6:00pm
- Vocal Auditions/Speaking Roles from 4:00pm - 7:00pm

**Where:** CenterStage Performing Arts Academy\*\*

250 Hancock Street Gallatin, TN 37066

Students do not need to audition to be a cast member in *Once Upon a Springboard: Vol. 2*. The director works hard to make sure each student is featured in the performance. However, if students are interested in a vocal solo, speaking role, aerial feature or being placed in a more advanced dance group they must audition. Only students who are registered for *Once Upon a Springboard: Vol 2* may audition.

\*\* If you are unable to attend the in-person auditions on Monday, January 5th, the director must be notified in advance so that alternative arrangements can be made for you to audition on another day. **No video submissions will be accepted.** In-person auditions let us know if you can handle the pressures of performing in front of a live audience. Please email Amanda McReynolds (Director) at [amanda@performcenterstage.com](mailto:amanda@performcenterstage.com).

### **Audition Signup:**

A Sign Up Genius is located in the body of the Welcome email you received. Please review the available Sign Up Genius slots in your Welcome email and click on the button to sign up. Include your name and select all categories you are auditioning for in your sign up. These slots do not guarantee you a certain audition time; it simply lets us know how many students we can expect that day.

### **For the Aerial Silks Audition:**

We will be holding aerial auditions on **Monday, January 5th starting at 4:00pm** for all En Flight students interested in auditioning for the aerial production number(s). Both long silks and hammock will be performed. Students will demonstrate certain skills and may learn a combination. This audition is open to all levels. **You must be currently enrolled in an aerial silks class at CenterStage in order to audition.**

### **For the Dance Audition:**

We will be holding dance auditions on **Monday, January 5th starting at 5:00pm**. Students will be asked to memorize a dance sent out a week ahead of time. There will be separate dances for Elementary (ages 7-10) & Middle/High (Ages 11-18). Participating in the dance audition will help our team place your student within a dance group that will challenge them according to their technical ability. It is important that students audition - regardless of whether they are in a weekly dance class. **Students who choose not to participate in the dance call will be placed in our most beginning dance group.** Please let us know during your dance audition if you have any special skills such as tumbling, gymnastics, baton, color guard, juggling, etc.

### **For the Vocal Audition:**

We will be holding in-person vocal auditions on **Monday, January 5th starting at 4:00pm**. Students need to prepare a Disney, Broadway or Pop style song approximately 1 minute in length (about a verse and chorus) to sing for the director. **Please do not sing acapella (without music)!** *Students who audition acapella, sing along with an artist or have lyrics in front of them will only be assigned group vocal work.* Please arrive prepared! Please provide a karaoke track for your audition on your phone or tablet. Please provide a dongle if your device does not have an auxiliary input. If you do not have a device, you can email us an MP3 or a YouTube link of your karaoke track and we can play it off one of our devices. Email links/mp3s to [amanda@performcenterstage.com](mailto:amanda@performcenterstage.com)

### **For the Speaking Roles:**

We will be holding in-person auditions on **Monday, January 5th starting at 4:00pm**. Students will perform cold reads from select sections of the show. Sides (small scenes/monologues) will be provided 2 weeks prior to the audition. These sides do not need to be memorized but it is recommended that each student read and familiarize themselves with them prior to the audition. Be prepared to read for multiple characters.

### **\*\*Performance Expectations:\*\***

SpringBoard is a variety show program that features students in all of their strengths and also desires to push them. We expect that our students will work hard to learn everything they are cast in, not just the things they think they are good at! We sing, we dance, we act, we perform.

### **What to expect on the audition day:**

This is a first come, first served process. When you arrive, please sign-in at the front desk and wait in the Purple Dance Studio for further instruction from one of our team members.

At 4:00pm, a team member will bring the aerial students into the theater for the Aerial Silks Audition. Once the audition is complete, the aerialists are free to leave. Aerialists who wish to also audition for a vocal solo and/or speaking role can wait in the Purple Dance Studio after the aerial audition is completed.

At 5:00pm, a team member will bring the elementary dance students into the theater for the Elementary Dance Audition. Once the audition is complete, the elementary dancers are free to leave. Elementary dancers who wish to also audition for a vocal solo and/or speaking role can wait in the Purple Dance Studio after the dance audition is completed.

At 5:30pm, a team member will bring the Middle/High dancers into the theater for the Middle/High Dance Audition. Once the audition is complete, the middle/high dancers are free to leave. Middle/High dancers who wish to also audition for a vocal solo and/or speaking role can wait in the Purple Dance Studio after the dance audition is completed.

Vocal auditions & speaking role auditions will begin at 4:00pm. Vocalists/actors, when it is your turn to audition, a team member will direct you into the Orange Dance Studio for your audition.

We will try to get auditioning students in and out very quickly. Once you have completed your audition, you are free to go. Please do not linger in the Purple Dance Studio or the lobby after your audition. If you feel the need to socialize, please do so outside.

### **Casting**

The cast list will be released on Saturday, January 10th. We understand that students may have high hopes of achieving a specific role in this show. They are not alone, and competition is steep! Unkind social media posts or emails regarding CenterStage's casting, accusations of favoritism, or slander of another student will call for immediate dismissal from this show without a refund. We will not tolerate this type of behavior.

### **Rehearsal Schedule:**

**Where:** CenterStage Performing Arts Academy  
250 Hancock Street Gallatin, TN 37066.

**When: Mondays: 4:00pm - 7:00pm** (Rehearsals 1-6)  
\*\*Please arrive by 3:45 PM to get water, use the restroom, and get shoes on.\*\*

**Saturday, February 21st: 10:00am - 12:00pm** (Final Dress)  
\*\*Please arrive by 9:30 AM in Costume & Makeup.\*\* (Please bring a packed lunch.)

1st rehearsal: Monday, January 12th

2nd rehearsal: Monday, January 19th

3rd rehearsal: Monday, January 26th

4th rehearsal: Monday, February 2nd

5th rehearsal: Monday, February 9th

6th rehearsal: Monday, February 16th

Final Dress: Saturday, February 21st (10:00am - 12:00pm)\*\*

**What to bring & what to wear to rehearsals:**

Please make sure your performer comes ready to move and dance. Students should wear dance or tennis shoes. **No flip flops or crocs.** Students can also wear dance attire or something they can move around in. **No visible midriffs. No low cut tops. No jeans.** Please bring a water bottle and multiple light snacks daily.

**\*\*Rehearsals are closed; if a parent chooses to wait for their student, the lobby is available.**

**Practice Materials:**

Rehearsal videos are uploaded weekly to our YouTube channel, CenterStage Performing Arts Academy. Vocal Practice Tracks and Lyrics are uploaded in a Student Access Folder in Google Drive. We have provided these resources for students to practice their dances and songs before the next day's rehearsals.

**Vocal Solos:**

We will be sending out tracks and lyrics for solos one week prior to the rehearsal in which the student will need to know it. This is to ensure your student has plenty of time to feel confident about their solo! If the student doesn't know their solo on the day of the rehearsal we have listed, they will have one additional week to have it learned. The solo does not need to be perfect, but the student needs to show that they have rehearsed. If the student still doesn't know their solo after the one-week grace period, we reserve the right to give the solo to another student. 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.

**Script:**

We do not have a script in the traditional sense for our variety shows, because we write the shows ourselves, and make adjustments based on the students that enroll. We instead provide lyric sheets that contain all the pertinent information for each medley. These lyric sheets serve as the script for the show. Students are encouraged to print out the lyric sheets, put them in a 3-ring binder and bring them to each rehearsal.

**Absences:**

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.

**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.

## **Show Weekend Schedule:**

### **Saturday, February 21st - Dress Rehearsal**

Call Time: 9:30 am - Students should arrive in costume with hair and makeup already done.

Attendance & Warmups: 9:45am

Run Show: 10:00am - 12:00pm

Lunch Break: 12:00pm - 1:00pm (Please bring a packed lunch)

### **Saturday, February 21st: FIRST SHOW!**

Call time - 1:00 PM

Doors open - 1:30 PM

Show Time - 2:00 PM

Dinner Break: 4:00pm - 5:00pm (Students can stay at CS or go out to eat with family/friends)

### **Saturday, February 21st: SECOND SHOW!**

Call time 5:00 PM

Doors open: 5:30 PM

Show Time: 6:00 PM

### **Sunday, February 22nd, THIRD SHOW!**

Call time 1:00 PM - Arrive in costume with hair/makeup done. Please eat lunch before arriving.

Doors open: 1:30 PM

Show Time: 2:00 PM

Dinner Break: 4:00pm - 5:00pm (Student can stay at CS or go out to eat with family/friends)

### **Sunday, February 22nd, FOURTH SHOW!**

Call time 5:00 PM

Doors open: 5:30 PM

Show Time: 6:00 PM

**\*All Middle and High School students are expected to stay after the final show to strike and clean the theatre.**

## **Costumes:**

**This is new!!!** In the past, students have created their own costumes using an assigned color scheme. For this show, once cast, students will be given a costume list they will need to purchase. This will help make our show cohesive and united! If your student does not currently dance with us (some of these items they will have from past recitals), we anticipate this cost for all costuming to be around \$100.

After the show is cast, some students may be featured in technical dance numbers, aerial numbers or in specific character roles. CenterStage will provide these costumes for you!

In addition to the costume list assigned after casting, **ladies will need** the following:

- Nude leotard (Under the Costume)
- Tan tights
- Tan jazz shoes

### **Gentlemen will need:**

- White Undershirt & Compression Shorts (Under the Costume)
- Black dress pants
- Black jazz shoes/boots

**Snack Money:**

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.

**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 dugout 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, and in those moments, we smile, and figure out a way to do things.

We thank all of our volunteers for also 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 judgment 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 Saturday, February 7th at 1:00 PM at [performcenterstage.eventbrite.com](http://performcenterstage.eventbrite.com).**

**\*Ticket Prices:**

\$11 for adults

\$9 kids aged ten and under

\$9 for seniors 65+

\$9 for active military (thank you for your service)

\$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
- 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
- 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.