

## Welcome Parents and *Once Upon a Springboard* Cast!

We are so excited to have your student spend the next seven weeks with us! Our performers will be learning a storybook themed show with new and exciting medleys! Our show will be mounted fairly quickly, with rehearsals meeting on Mondays from 4:00pm-7:00pm\*\* for the next seven weeks. Rehearsal and practice time outside of group rehearsals is expected.

**\*\*Elementary students will rehearse from 4:00pm-6:00pm at rehearsals 1-6 and from 4:00pm-7:00pm at rehearsal 7. Middle/High students will rehearse from 4:00pm-7:00pm at rehearsals 1-7.\*\***

### **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.

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

**When:** Saturday, January 6th, 2024 from 9:30am-12:00pm: \*\*

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

- **Dance Auditions - Video Submissions Only**
- Vocal Auditions - In Person at CS from 9:30am - 12:00pm\*\*

**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*. The director works hard to make sure each student is featured in the performance. However, if students are interested in a vocal solo or being placed in a more advanced dance group they must audition. Only students who are registered for *Once Upon a Springboard* may audition.

### **Audition Signup:**

A Sign Up Genius should be located in the bed of the Welcome email you received. **Both in-person and video auditions should be included in the signup.** Please review the available Sign Up Genius slots in your Welcome email and click on the button to sign up. Include your name and all categories you are auditioning for in your sign up. If you are submitting a video audition, please include that in your signup. That way we know to be on the lookout for your audition video. For the in-person auditions, this slot does not guarantee you a certain audition time; it simply lets us know how many students we can expect that day.

**For the Dance Audition:**

Students will be asked to memorize a dance sent out a week ahead of time. Instead of a live audition, we will only be accepting a filmed audition. Dance auditions should be filmed from the front and in a space where you can move! 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.

Videos must be submitted no later than 12:00pm on Saturday, January 6th. **No video submissions will be accepted after this time.** Video submissions can be sent to

[info@performcenterstage.com](mailto:info@performcenterstage.com)

**For the Vocal Audition:**

We will be holding in-person vocal auditions on **Saturday, January 6th starting at 9:30am.** This will be the only opportunity to audition for a featured vocal part.

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 or sing along with an artist will only be assigned group vocal work.* 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 [info@performcenterstage.com](mailto:info@performcenterstage.com)

**\*\*If you are unable to attend the in-person vocal audition, a video audition can be submitted.** This should, however, be a last resort as in-person auditions let us know if you can handle the pressures of performing in front of a live audience. The director must be notified in advance and videos must be submitted no later than 12:00pm on Saturday, January 6th. **No video submissions will be accepted after this time.** Before submitting, please make sure that the track does not overpower your vocalist. Video submissions can be sent to [info@performcenterstage.com](mailto:info@performcenterstage.com)

**What to expect on the audition day (Vocal Auditions):**

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 9:30am Vocal Auditions will begin. Vocalists, when it is your turn to audition for a vocal solo, a team member will direct you onto the Theater Stage for your vocal 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.

**Unless your student lets you know they are ready to be picked up, please assume they will be with CenterStage until 12:00pm.**

## Rehearsal Schedule:

### **Where:**

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

### **When:**

**Mondays: 4:00pm - 7:00pm** (Rehearsals 1-7)

\*\*Please arrive by 3:45 PM to get water, use the restroom, and get shoes on.\*\*

**Saturday, February 24th: 10:00am - 12:00pm** (Final Dress)

\*\*Please arrive by 9:45 AM in Costume.\*\* **(Please bring a packed lunch.)**

January 8th: (1st Rehearsal) Elementary 4:00pm - 6:00pm & Middle/High 4:00pm – 7:00pm

January 15th: (2nd Rehearsal) Elementary 4:00pm - 6:00pm & Middle/High 4:00pm – 7:00pm

January 22nd: (3rd Rehearsal) Elementary 4:00pm - 6:00pm & Middle/High 4:00pm – 7:00pm

January 29th: (4th Rehearsal) Elementary 4:00pm - 6:00pm & Middle/High 4:00pm – 7:00pm

February 5th: (5th Rehearsal) Elementary 4:00pm - 6:00pm & Middle/High 4:00pm – 7:00pm

February 12th: (6th Rehearsal) Elementary 4:00pm - 6:00pm & Middle/High 4:00pm – 7:00pm

\*February 19th: (7th Rehearsal. **In Costume!**) **Full Cast 4:00pm - 7:00pm\***

February 24th: 10:00 AM - 12:00 PM \*\*\* Final Dress Rehearsal **(Please bring a packed lunch.)**

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

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

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 visible midriiffs. No jeans.** Please bring a water bottle and multiple light snacks daily.

### **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.

### **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 Schedule:**

**Saturday, February 24th: FIRST SHOW!** Call time 1:00 PM

Doors open: 1:30 PM

Show Time: 2:00 PM

**Saturday, February 24th:, SECOND SHOW!** Call time 5:00 PM

Doors open: 5:30 PM

Show Time: 6:00 PM

**Sunday, February 25th, THIRD SHOW!** Call time 1:00 PM

Doors open: 1:30 PM

Show Time: 2:00 PM

**Sunday, February 25th, 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:**

Each student will create with their own costume – a color combination of White, Black, Metallic Gold and Metallic Silver. Solid color combinations are recommended. Please no logos or word art as these can take the audience out of the storybook world we are trying to create. Shoes can be dance shoes or tennis shoes, but should match the costume. **No visible midriffs please!** Hair should be pulled back. Lipstick and some rouge is suggested.

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.

### **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 10th 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

-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.