

RISING STARS - FROZEN COMMITMENT LETTER

REGISTRATION AND FEES

- Registration:
 - You must register through our online class registration system found on our website: www.puttinonproductions.com; click on Rising Stars. **YOU MUST BE REGISTERED WITH A VALID CREDIT CARD ON OUR CLASS REGISTRATION SYSTEM IN ORDER TO AUDITION.** The cast name/spelling used on our registration system will be used in the playbill, cast t-shirts, and all publicity.
- Financial Commitment:
 - Tuition and fees covers less than 50% of the cost of putting on the high-quality show that POPs is known for in our community that is why we continue to fundraise to continue to bring a team of professional choreographers, musical directors, set designers, lighting designers, producers, media/graphics designers, and sound technicians, not to mention scenery, props, costumes, theater venues and prime studio space. Mandatory fees are for tuition, tickets and costumes.
- Payment Schedule:
 - **\$380.00** due upon Registration securing your child's spot. (Plus \$15.00 for new students.)
 - **\$300.00 due Oct. 1, Nov. 1, Dec. 1 and Jan. 1.** The Jan. fee includes costume fee, mandatory ticket purchase (10 tickets X \$22.00 each) and tech dinners.
- Withdraw Policy: In order to preserve the educational experience for students who participate in our productions we have established the following withdrawal policy:
 - If you withdraw two weeks prior to auditions, you will receive a full refund.
 - If you with draw between 2 weeks prior to auditions and the morning of auditions, POPs will retain \$100 and refund the rest.
 - If you withdraw after auditions and before the cast list is posted, POPs will retain \$300.00 and refund the rest.
 - **If you withdraw for any reason after the cast list is posted, POPs will retain the entire tuition paid and you will need to wait one production before auditioning with us again.** You will not receive any credit or refund for unused tuition. No exceptions. It is extremely disruptive if a cast member drops the production after the cast list is posted, as the show has been cast with each person in mind contributing to the whole. Quitting a show after the cast list has been posted has a great impact on the cast as it often forces us to change children's placement in the cast. We also do not believe in catering to entitlement as we feel it robs our young people of building a growth mindset and cultivating resilience.

THE PROCESS:

At POPs we strive to create a safe place for students to play, explore, create, and express their true selves through the art of theater. We are so excited to have you join that process. Below are all the important logistics that you will need to know.

REHEARSALS:

- **Rehearsals:** All rehearsals, unless notified, will be at POPs Studio - 2010 N. Sepulveda Blvd., Manhattan Beach (Behind Manhattan Bread & Bagel/Fresh Bros. Pizza),
 - Some rehearsals in Dec. will be relocated to other local rehearsal halls - TBA.
- **Tech Week & Shows:** Hermosa Beach Playhouse - 710 Pier Ave. Hermosa Beach, CA.

MANDATORY PARENT MEETING:

- Saturday, September 7 from 12:00-1:00 pm. **ALL PARENTS** are required to attend the Parent Meeting on the first day of auditions at POPs studio.

AUDITIONS AND CALLBACKS:

This is an audition only production. Please come fully prepared for auditions, display a positive attitude towards fellow students and directors, and showcase a cultivated level of talent for their age to greater enhance acceptance into our cast. We do take students new to theater, but if we feel this process will overwhelm them too much, we may not accept them in at time and offer feedback on how to prepare. We only do this if it is what is best for a child. Students' parents will be emailed either acceptances or denials into the company as soon as audition decisions are made.

- Please bring a **headshot and resume** to leave with the Director. Additional information on what to bring to and how to prepare for auditions can be found at: www.puttinonproductions.com/audition-info.html
 - **Auditions and Callback Dates:**
 - Auditions: Saturday, Sept. 7 from 12:00 – 5:00 pm.
 - Callbacks*: Sunday, Sept. 8 from 11:00 – 6:00 pm.
 - *Callbacks are by invitation only. Not all cast members will be called back. Actors will be emailed specific callback times late Saturday evening after auditions. Everyone will be notified if they are being called back or not.*

REHEARSALS: (see page 7 for detailed schedule)

Sundays: 1-6pm

Saturdays: 2-6pm

- Specific actors and/or groups will be called in on Saturdays depending on rehearsal needs. Expect to be called multiple times for Saturday rehearsals if not every Saturday rehearsal.
- All rehearsals (*except for tech week*) and meetings take place at:
TADA Stages/ POPs Studio
2010 N. Sepulveda Boulevard, Manhattan Beach
(Behind Manhattan Bread & Bagel/Fresh Brother's Pizza).

TECH WEEK & PERFORMANCES:

- All tech rehearsals and performances are **MANDATORY**, no conflicts are permitted!
- **Tech:** Jan. 4 – 9 (see page 7 for detailed schedule)
- **Performances:**
 - Friday, Jan. 10 at 7:30pm (call time 4:00pm),
 - Saturday, Jan. 11 at 2:00pm and 7:30pm (call time 12:00pm)
 - Jan. 11 2:00pm show will be a possible specialty performance/event – TBA
 - Sunday, Jan. 12 at 2:00pm (call time 12:30pm)
- **Tech and Performance Location:**
Hermosa Beach Playhouse
710 Pier Avenue, Hermosa Beach.
Additional rehearsals at Hermosa Beach Playhouse may be announced prior to tech week.

VOLUNTEERISM AND GETTING INVOLVED

POPs is a family-oriented organization and all parents, guardians, and family members are encouraged to get involved in the productions of POPs by helping with sets, tech meals, costumes, props, etc. We rely on parent volunteers to make the show a high-quality production and a better experience all around.

- Required Volunteer Tasks:
 - A **minimum of 4 “tasks” per cast member are required** to be performed by parents, guardians, relatives or mature siblings.
 - **Load-In/Load Out:** Not only is loading in the set with the team fun and lets you see “the magic behind the magic”, but it also fulfills 2 volunteer tasks. If you do both load in AND load out, it fulfills all 4 tasks.
 - A maximum of 5 tasks is required for families with more than 1 cast member.
 - You must sign up one month prior to the first performance.
 - You may volunteer for ANY show (Mini POPs or Rising Stars).
- Volunteer Buyout:
 - **\$250 Buyout Fee:** We recognize that not everyone can volunteer to fulfill the tasks at the times required or prefer not to, therefore we offer a “buyout” option of \$250 per cast member. POPs will use the buyouts to hire personnel to perform the tasks.
- Failure to Sign Up/or No Show:
 - If you do not sign up for your volunteer tasks, you will be charged the buyout two weeks before the first performance.
 - If you do not show up for your task, you will be charged \$75/shift.
- Substitution of Shift:
 - If you sign up for a task, and then determine that you can’t fulfill your volunteer commitment, you must find a substitute (can be a relative or neighbor). You will not be permitted to change your volunteer tasks within 48 hours of opening night.
- How to Sign Up:
 - The electronic volunteer spreadsheet listing the “tasks” will be available for signups on the POPS website: www.puttinonproductions.com under ‘Info Booth’

on Saturday, Oct. 19 at noon. Each slot is 1 task unless otherwise noted; therefore, sign up for 4 slots per cast member.

CLASS ATTENDANCE:

100% attendance at all classes is strongly expected. Building a show is like building a house. When pieces of the house are missing the adjoining pieces bare more weight and cannot do their job to the best of their ability. The overall structure of the house suffers.

- **MAXIMUM OF 2 CONFLICTS PERMITTED:**

- A conflict is defined as being late to rehearsal, leaving early or being fully absent.
- Two previously communicated conflicts will be accepted and the team will do their best to schedule around.
- Last minute absences due to parties or social events will not be accepted as conflicts.
- Sickesses arise and will be worked out on a one-on-one basis.
- Multiple absences (beyond the allotted 2) may result in loss of stage time due to the inability to teach a child the material in a safe and timely manner.
- Conflicts that arise must be communicated by the cast member either in person or through email.
- **Conflicts Sheets:** Please fill out and turn in your Conflicts Sheet (at the end of this packet) during auditions indicating any conflicts that your child may have.

- **Tech Week Attendance is MANDATORY (no exceptions).**

- **Tech Dinners and Show Snacks** - Students will be offered the option of buying tech meals or bringing their own. The slots on the Volunteer Sign Up Sheet are for parents each tech day to pick up, set up, serve and cleanup meals. *No food is provided on Saturday in between shows; parents are asked to take their student offsite for an early dinner on Saturday.*

TICKETS:

- **Required Ticket Purchase:** All families are responsible for purchasing 10 tickets totaling in \$220. You are encouraged to sell to friends in the community. Tickets are paid for in advance by the parents via final tuition payment. Additional tickets can be purchased during tech week for \$22.00 (special parent pre-purchase price) prior to opening night.
- **Reserved Seats:** Will be sold (date and time TBA) for \$12/seat for each performance. Seats are assigned in the order they are requested. Reserved Seat signs will be taped to reserved seats. *Patrons must have a ticket in addition to the reserved seat fee.*
- **Saving Seats Not Permitted:** Saving seats prior to opening the theater doors on performance days will not be permitted. Any coats/sweaters/bags found on seats prior to opening doors will be placed in the last row of the theater.
- **Volunteer Shifts During Shows:** Parents who are volunteering are still required to have an individual ticket for admission. If you are sitting in a seat viewing any part of the show, you are required to have a ticket.

COSTUMES

- **Costume Fittings:** Costume fittings will take place outside of rehearsal - *Date TBD*
- **Costume Fee:** Each cast member is charged a costume fee which is included in the final payment. Costumes provided to cast members remain the property of POPs. In addition, if required, each cast member must provide his/her own character and jazz shoes, boots, sneakers, nude leotard, tights, leggings and black pants and a few specific costume pieces for his/her role which will remain the cast member's property.
- **Hair/Makeup:** Each cast member is required to provide his/her own makeup (foundation/lipstick/blush etc.) and hair accessories (a brush/bobby pins/hairspray/curling iron) during tech week and performances for sanitary purposes.
- **Costume Care:** Costumes are provided in the dressing rooms during Tech Week. Costumes are not to be removed from the theater without the prior approval of the Costume Designers. We also ask cast members to bring a large sweatshirt, robe or t-shirt to put over their costumes during their tech dinner breaks so that way we can keep our costumes clean.
- **Costume Damage:** In the event a costume is damaged due to negligence or misuse, the resulting cost to repair or replace the costume will be the responsibility of the cast member. It is the cast member's responsibility to keep his/her costume(s) clean for all performances. If a costume becomes soiled or badly wrinkled during tech week or show weekends, the cast member may be asked to take his/her costume(s) home for cleaning and pressing. In these instances, the costume must be ready for use by the next rehearsal or performance.

GENERAL POLICIES:

- **Medical/Special Requirements:**
 - Parents must notify staff regarding any special circumstances or medical requirements related to their cast member.
- **Drop Off:**
 - Parents/guardians must check for adult supervision before leaving their cast members at rehearsals.
- **PLEASE BE CAREFUL IN OUR PARKING LOT!**
 - There are pizza delivery cars rounding the corners all day long. *Please do not block the stairways with your car to drop/pick up your cast member. You must find a parking space.*
- **Closed Rehearsals:**
 - All rehearsals are closed to everyone except the staff or parent volunteers who may be working during the rehearsal process.
- **No Video/ Photography:**
 - No video or photography is allowed during rehearsals or tech week without the prior approval of the director.
- **Shoes:**
 - No open-toed shoes are to be worn at rehearsals or the theater venue.
- **Leaving the Premises:**

- By participating in Rising Stars, unless otherwise advised, parents are permitting their student to walk to businesses in our parking lot (Fresh Bros., Manhattan Bagel, GROW etc.) during breaks without adult supervision.

OPTIONAL FUN

MERCHANDISE:

- **T-Shirts/ Hoodies:**
 - Information regarding show t-shirts/hoodies will be available in late September. A link will be provided for ordering. **The last day for ordering will be Oct. 26.**
 - **EXTRAS ARE NOT ORDERED AFTER OCT. 26.** Please discuss this with your cast member. Every show there are 2-3 cast members who see others wearing the shirts and want one. *They cannot be ordered after Oct. 26.*
 - When ordering, remember your child will grow by January when most cast members wear their shirts/hoodies.
- **Video Link:**
 - A video link will be produced and available for sale for \$40. An email will be sent after the close of the show weekend with details on how to order.

ADS IN OUR PROGRAM:

- A program will be available for our shows. We ask that each parent purchase an ad congratulating your child and wishing them luck on the performance! A link for purchasing program ads will be provided.
- **Earn Money with Ads:**
 - If parents obtain business ads, please have the business make the check payable to "Puttin on Productions" and your cast member will be credited for 50% of the non-cast-related business ads obtained.

QUESTIONS/CONCERNS

Julia Mirkovich, POPs Founder and Executive Artistic Director, is available to answer any concerns regarding your child or the show production. Please email her (Julia@puttinonproductions.com) and she will respond no later than 2 days after the date of your email.

Please complete conflict sheet below & hand in AT AUDITIONS

Rising Stars POPs Frozen

This must be handed in when you arrive at auditions

Cast Member: I, _____, have read and agree to adhere to the policies above and will comply with Cast Member Behavior Expectations. I further understand that continued disregard for any of the above may result in a call to my parents and removal from rehearsal(s) and/or the performance(s).

Parent/Guardian: I, _____, have read and agree to adhere to the policies above, and will comply with all financial and volunteer obligations as stated herein.

Conflicts for (PRINT NAME): _____

Cast Member Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Describe Conflicts Below: (Note - Only 2 Conflicts Permitted) Students will need to speak to the director to get additional conflicts approved.

Sept. 14, Saturday (2 -6 PM) _____

Sept. 15 (1 - 6 PM) _____

Sept. 21, Saturday (2 -6 PM) _____

Sept. 15 (1 - 6 PM) _____

Sept. 28, Saturday (2 -6 PM) _____

Sept. 29 (1 - 6 PM) _____

Oct. 5, Saturday (2 -6 PM) _____

Oct. 6 (1 - 6 PM) _____

Oct. 12, Saturday (2 -6 PM) _____

Oct. 13 (1 - 6 PM) _____

Oct. 19, Saturday (2 -6 PM) _____

Oct. 20 (1 - 6 PM) _____

Oct. 26, Saturday (2 -6 PM) _____

Oct. 27 (1 - 6 PM) _____

Nov. 2, Saturday (2 -6 PM) _____

Nov. 3 (1 - 6 PM) _____

Nov. 9, Saturday (2 -6 PM) _____

Nov. 10 (1 - 6 PM) _____

Nov. 16, Saturday (2 -6 PM) _____

Nov. 17 (1 - 6 PM) _____

Nov. 23, Saturday (2 -6 PM) - NO REHEARSAL (Thanksgiving Break)

Nov. 24 (1 - 6 PM) - NO REHEARSAL (Thanksgiving Break)

Nov. 30, Saturday (2 -6 PM) _____

Dec. 1 (1 - 6 PM) _____

Dec. 7, Saturday (2 -6 PM) _____

Dec. 8 (1 - 6 PM) _____

Dec. 14, Saturday (2 -6 PM) _____

Dec. 15 (1 - 6 PM) _____
Dec. 21, Saturday (2 -6 PM) - DESIGNER RUN
Dec. 22 (1 - 6 PM) - _____
Dec. 28, Saturday (2 -6 PM) - NO REHEARSAL (*Winter Break*)
Dec. 29 (1 - 6 PM) - *NO REHEARSAL (Winter Break)*
***Jan. 4th, Saturday (2:00- TBD):** Spacing at Hermosa Playhouse
***Jan. 5th, Sunday (1:00-TBD):** Spacing at Hermosa Playhouse
***Jan. 6th - Jan. 9th, Monday - Thursday:** Tech at Hermosa Playhouse
***Jan. 10th - Jan. 12th Friday, Saturday, Sunday:** Performances at Hermosa Playhouse

***Tech at Hermosa Beach Playhouse, 710 Pier Avenue, Hermosa Beach, CA 90254.**
NO CONFLICTS PERMITTED: Saturday, Jan. 4th (2:00pm-TBD), Sunday, Jan. 5th (1:00pm-TBD), Jan. 6th - 9th (3:30pm - 9:30pm) *Performances: Friday, Jan. 10th at 7:30pm (call time 4:00pm); Saturday, Jan. 11th at 2:00pm possible special performance TBD (call time 12:00pm) and at 7:30pm (call time 5:30pm); Sunday, Jan. 12th at 2:00pm (call time 12:30pm).