

# MiniPOPs - The Little Mermaid Jr.

## COMMITMENT LETTER

### REGISTRATION AND FEES

- Registration:
  - You must register through our online class registration system found on our website: [www.puttinonproductions.com](http://www.puttinonproductions.com); click on MiniPOPs . **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 and all publicity.
- Financial Commitment:
  - Tuition and fees cover 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:
  - **\$375.00** due upon Registration securing your child's spot. (Plus \$15.00 for new students.)
  - **\$390.00 due March 1, April 1, and May 1.** The May. fee includes the costume fee, mandatory ticket purchase (10 tickets X \$25.00 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 withdraw between two 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 of the important logistics that you will need to know.

### REHEARSALS

- Wednesday and Thursday casts will rehearse at POPs Studios, 2010 N. Sepulveda Blvd., Manhattan Beach (Behind Manhattan Bread & Bagel/Fresh Bros. Pizza).

- Tech Week & Shows: Hermosa Beach Theater, 710 Pier Ave Hermosa Beach, CA.

## CLASS TIMES, TECH WEEK AND PERFORMANCES

### Wednesday Cast (MANDATORY PARENT MEETING - Feb 4 from 5:30-6:30pm at POPs)

1. Auditions
  - a. Auditions: Wednesday February 4 from 5:30-8:15pm
  - b. Callbacks: Wednesday February 11 from 5:30-8:15pm
2. Rehearses Wednesdays 5:30 – 7:45pm\*\*
  - a. See rehearsal/conflicts schedule at end of this letter.
3. Tech Week and Performances:
  - a. **Is MANDATORY** and will be held at Hermosa Beach Theater.
  - b. **Tech- May 11 and 12 (4:30 – 8:30 pm)**
  - c. **Performances: May 15 at 6:30 pm; May 16 at 1pm.**
4. Friday Rehearsals:
  - a. Additional rehearsals from 5:00 – 7:45pm on most Fridays\*\* at POPs studio. Please note conflicts so we can schedule these rehearsals.
5. Costume Fittings Date – April 25 (9:00am – 1:00pm\*) and April 26 (9:00am – 12:00pm\*)  
\*Call Times TBA

### Thursday Cast (MANDATORY PARENT MEETING -Feb 5 from 4:00 – 5:00pm at POPs)

- 1) Auditions –
  - a. Auditions: Thursday, February 5 from 4:00 – 6:45 pm
  - b. Callbacks: Thursday, February 12 from 4:00 – 6:45 pm.
- 2) Rehearses Thursdays 4:00 – 6:15p\*\*
  - a. See rehearsal/conflicts schedule at end of this letter.
- 3) Tech Week and Performances:
  - a. **Is MANDATORY** and will be held at Hermosa Beach Theater.
  - b. **Tech- May 13 and 14 (4:30 – 8:30 pm)**
  - c. **Performances: May 16 at 6:30 pm; May 17 at 1pm.**
- 4) Friday Rehearsals:
  - a. Additional rehearsals from 5:00 – 7:45pm on most Fridays\*\* at POPs studio. Please note conflicts so we can schedule these rehearsals.
- 5) Costume Fittings Date – April 25 (9:00am – 1:00pm\*) and April 26 (9:00am – 12:00pm\*)  
\*Call Times TBA

\*Show dates may change due to things out of our control including but not limited to; theater unavailability, unannounced city events or construction.

\*\*For full rehearsal schedule dates and no rehearsal dates– refer to conflict sheet at end of letter.

## VOLUNTEERISM AND GETTING INVOLVED

Like all non-profit theater groups, we rely on parent volunteers to make the show a high-quality production and a better experience all around.

- Required Volunteer Tasks:

- **2 “tasks” per cast member are required** to be performed by parents, guardians, relatives and/or mature siblings.
- **More than 1 child:** If you have 2 or more children in the MiniPOPs cast, the requirement is 4 tasks.
- **Options:** Tasks can be performed at any Mini POPs or Rising Stars shows. We have 4 shows for Rising Stars and each Mini POPs cast performs 2 shows. Fulfilling tasks during other shows that your child isn’t in enables you to watch your child’s performance without any distractions.
- Volunteer Buyout:
  - **\$175 Buyout Fee:** We recognize that not everyone can fulfill tasks at the times required or prefer not to therefore we offer a buyout of **\$175 per cast member**.
  - **Failure to Sign Up:** If you do not sign up for your volunteer tasks, you will be charged the buyout two weeks prior to opening night.
  - **No Show:** If you do not show up for your volunteer shift, you will be charged \$75/shift.
  - **Substitution:** 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](http://www.puttinonproductions.com) on Sat. **March 30 at noon**. Each slot is one task unless otherwise noted; therefore sign up for 2 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:**
  - Two previously communicated conflicts will be accepted and the team will do their best to schedule around. A conflict is defined as being late to rehearsal, leaving early or being fully absent.
  - Sickneses arise and will be worked out on a one-on-one basis.
  - **Conflicts Sheets:** Please turn in your Conflicts Sheet at the end of this packet during the auditions indicating any conflicts that your child may have. Last minute absences due to parties or social events will not be accepted as conflicts. 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.
- **Tech Week Attendance is MANDATORY (no exceptions).**
- **Tech dinners and show snacks –** In order to maximize the time we have in the theater, tech rehearsal for has been changed to 4:30 – 8:30pm. Parents are expected to feed their cast member a full meal prior to arriving at 4:30pm. No meals are provided by POPs (only snacks). Pizza is provided to the Wednesday cast prior to their show on Friday. No other food is provided on show days; parents must send a sack dinner or other snack with their student on these days.

## TICKETS

- **Must Purchase 10 Tickets:** All families are responsible for purchasing 10 tickets totaling \$250.00. You are encouraged to resell to friends in the community. Tickets are paid for in the final payment. Additional tickets can be purchased during tech week for \$25.00 (special parent pre-purchase price) prior to opening night.
  - **TICKETS CAN BE USED FOR ANY SHOW - RISING STARS OR ANY MINIPOPS CAST.**
- **Reserved Seats:** Will be sold (date and time to be announced) for \$14/seat for each performance. Seats are assigned in the order 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 on 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 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 student will need to provide their own hair utensils (brush/bobby pins etc.) and makeup (foundation/lipstick/blush etc).
- **Costume Fittings:** Will take place outside of rehearsal on April 25 (9:00am – 1:00pm) and April 26(9:00am – 12:00pm).
- **Costume Care:** 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. Costumes are never to be taken home unless instructed to.
- **Costume Damage:** 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's parents may be asked to take his/her costume(s) home for cleaning/pressing. In these instances, the costume must be ready for use by the next rehearsal or performance.

## GENERAL POLICIES

- Medical/Special Circumstance:
  - Parents must notify staff regarding any special circumstances or medical requirements related to their child.
- Confirm Adult Presence:
  - Parents/guardians must check for adult supervision before leaving their cast members at rehearsals.
- On Time Pickup:

- Parents/guardians must pick-up their cast member at the designated time and no later. Please be careful in our parking lot! There are pizza delivery cars rounding the corners all day long and please do not block the stairways with your car to drop/pick up your children. 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.
- Video/Photography:
  - No video or photography is allowed during rehearsals or Tech Week without the prior approval of the director.
- Footware:
  - No open-toed shoes are to be worn at rehearsals or at the theatre venue.

## OPTIONAL FUN

### MERCHANDISE

- T-Shirts/ Hoodies
  - Ordering: A link will be provided for ordering. **LAST DAY TO ORDER IS MARCH 15.**
    - **Extras are not ordered so 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 MARCH 15. Please check your order carefully and make sure you are ordering Adult sizes for adults and Youth sizes for kids and remember**
- Video Link
  - A video link will be produced and available for sale for \$40. An email will be sent after the close of 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/wish him/her luck on the performance! A link to purchase program ads will be provided. **Ads are due on April 25.**
- 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

Ju Julia Mirkovich, POPs Founder and Executive Artistic Director is available to answer any concerns regarding your child or the show production. Please email her assistant Camden Skoll ([camden@puttinonproductions.com](mailto:camden@puttinonproductions.com)) and she will ensure a response back to you no later than 2 days after the date of your email. For any financial questions email POPs Business Manager Susan Leibson ([susan@puttinonproductions.com](mailto:susan@puttinonproductions.com)).

**\*\*\* Please complete conflict sheet below and hand in at auditions.**

**MiniPOPs The Little Mermaid Jr. – Wednesday Cast (5:30 – 7:45 pm)**

I am the parent/guardian of \_\_\_\_\_. I understand and agree to the terms of the Mini POPs Parent Commitment Letter. In addition, we will not have any conflicts other than those listed below.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Describe conflicts below:

Feb 4 AUDITIONS (5:30-8:15pm) No conflicts permitted.

Feb 11 CALLBACKS (5:30-8:15pm) No conflicts permitted.

**\*FRIDAY Feb 13 – NO REHEARSAL**

Feb 18 \_\_\_\_\_

**\*FRIDAY Feb 20** \_\_\_\_\_

Feb 25 \_\_\_\_\_

**\*FRIDAY Feb 27** \_\_\_\_\_

Mar 4 \_\_\_\_\_

**\*FRIDAY Mar 6** \_\_\_\_\_

Mar 11 \_\_\_\_\_

**\*FRIDAY Mar 13** \_\_\_\_\_

Mar 18 \_\_\_\_\_

**\*FRIDAY Mar 20** \_\_\_\_\_

Mar 25 \_\_\_\_\_

**\*FRIDAY Mar 27** \_\_\_\_\_

Apr 1 \_\_\_\_\_

**\*FRIDAY Apr 3** \_\_\_\_\_

Apr 8 — NO REHEARSAL (SPRING BREAK)

**\*FRIDAY Apr 10 – NO REHEARSAL (SPRING BREAK)**

Apr 15 \_\_\_\_\_

**\*FRIDAY Apr 17** \_\_\_\_\_

Apr 22 \_\_\_\_\_

**\*FRIDAY Apr 24** \_\_\_\_\_

**COSTUME FITTINGS:** April 25 and April 26 (Call Times TBA)

Apr 29 \_\_\_\_\_

**\*FRIDAY May 1** \_\_\_\_\_

May 6 \_\_\_\_\_

**\*FRIDAY May 8** \_\_\_\_\_

**Tech at Hermosa Beach playhouse – no conflicts permitted – May 11 & 12 (4:30 – 8:30 pm).**

**Performances – May 15 - 6:30 pm; May 16 - 1 pm**

**\* Leads and ensemble groups will be called for additional rehearsals from 5:00 – 7:45pm on select Fridays. Please note conflicts so we can schedule these rehearsals.**

**MiniPOPs The Little Mermaid Jr. – Thursday Cast (4:00 – 6:15 pm)**

I am the parent/guardian of \_\_\_\_\_. I understand and agree to the terms of the Mini POPs Parent Commitment Letter. In addition, we will not have any conflicts other than those listed below.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Describe conflicts below:

Feb 5 AUDITIONS (4:00-6:45pm) No conflicts permitted.

Feb 12 CALLBACKS (4:00-6:45pm) No conflicts permitted.

**\*FRIDAY Feb 13 – NO REHEARSAL**

Feb 19 \_\_\_\_\_

**\*FRIDAY Feb 20** \_\_\_\_\_

Feb 26 \_\_\_\_\_

**\*FRIDAY Feb 27** \_\_\_\_\_

Mar 5 \_\_\_\_\_

**\*FRIDAY Mar 6** \_\_\_\_\_

Mar 12 \_\_\_\_\_

**\*FRIDAY Mar 13** \_\_\_\_\_

Mar 19 \_\_\_\_\_

**\*FRIDAY Mar 20** \_\_\_\_\_

Mar 26 \_\_\_\_\_

**\*FRIDAY Mar 27** \_\_\_\_\_

Apr 2 \_\_\_\_\_

**\*FRIDAY Apr 3** \_\_\_\_\_

Apr 9 — NO REHEARSAL (SPRING BREAK)

**\*FRIDAY Apr 10 – NO REHEARSAL (SPRING BREAK)**

Apr 16 \_\_\_\_\_

**\*FRIDAY Apr 17** \_\_\_\_\_

Apr 23 \_\_\_\_\_

**\*FRIDAY Apr 24** \_\_\_\_\_

**COSTUME FITTINGS:** April 25 and April 26 (Call Times TBA)

Apr 30 \_\_\_\_\_

**\*FRIDAY May 1** \_\_\_\_\_

May 7 \_\_\_\_\_

**\*FRIDAY May 8** \_\_\_\_\_

**Tech at Hermosa Beach playhouse – no conflicts permitted – May 13 & 14 (4:30 – 8:30 pm).**

**Performances – May 16 - 6:30 pm; May 17 - 1 pm**

**\* Leads and ensemble groups will be called for additional rehearsals from 5:00 – 7:45pm on select Fridays. Please note conflicts so we can schedule these rehearsals.**