

RISING STARS – INTO THE WOODS

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:
 - **\$390.00** due upon Registration securing your child's spot. (Plus \$15.00 for new students.)
 - **\$400.00 due Oct. 1, Nov. 1, and Dec 1.** The Dec fee includes 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 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 of the important logistics that you will need to know.

PREREQUISITE:

Musical theatre is a triple threat sport and requires skills in singing, dancing, and acting. We are seeing more injuries occur from students who aren't training and try to execute choreography. Therefore, we require all students cast in this production to be enrolled in a dance class in musical theatre, jazz, ballet, or hip hop. This can be at TADA/POPs or any studio so long as they are participating in the dance class weekly. It's highly recommended to take a musical theatre dance technique or musical theatre jazz technique class but the choice is yours. We will hand out a form where they can have their dance instructor sign off on their attendance.

REHEARSALS

- 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 Aug 23 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:**

Auditions: Saturday Aug. 23 from 12:00 – 5:00 pm.

Callbacks*: Sunday Aug. 24 from 11:00 – 6:00 pm.

**Callbacks are by invitation only. Cast members will be emailed specific callback times on Saturday after auditions; if you do not receive an email it is not necessary to call you back.*

REHEARSALS: (see page 7 for detailed schedule)

Sundays: 1-6pm

Select Saturdays: 2-6pm

- All rehearsals (except for tech week) and meetings take place at:
TADA/ POPs Studio
2010 N. Sepulveda Boulevard, Manhattan Beach
(Behind Manhattan Bread & Bagel/Fresh Brother's Pizza).

TECH WEEK & SHOWS: - Mandatory, no conflicts are permitted!

- Tech: Jan 3 – 8 (see page 7 for detailed schedule)
- Shows: Friday, Jan 9 -7:30pm (call time 4:00pm), Sat. Jan 10 – 2 pm and 7:30pm (call time 12pm), Sun. Jan 11 - 2pm (call time 12:30pm)
- Tech and Shows:
Hermosa Beach Playhouse
710 Pier Avenue, Hermosa Beach.
Additional rehearsals at Hermosa Beach Playhouse may be announced prior to tech week.

COSTUME FITTINGS: Dec 13 (9:00am – 1:00pm*) and Dec 14 (9:00am – 12:00pm*)

*Call Times TBA

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.

- A minimum of 4 “tasks”
 - To be performed by parents, guardians, relatives or mature siblings. 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).
- Buyout Option:
 - We recognize that not everyone can volunteer to perform the tasks at the times required and therefore we offer a “buy-out” option. You may pay \$250 per cast member to buy out of your 4-task requirement. 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 buy-out 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 Nov. 8 at noon. Each slot is a task unless otherwise noted; therefore sign up for 4 slots.**

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** – Students will be provided tech meals. 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 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 \$250 in tickets which you are encouraged to sell to friends in the community. Tickets are paid for in advance by the parents via final tuition payment.
- Tickets Per Family:
 - Each family receives 10 tickets; additional tickets are \$25/each sold during tech week.
- 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 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.

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. 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.
 - Each cast member is required to provide his/her own makeup and hair accessories.
 - Costumes remain the property of POPS.
 - 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.
 - 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

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

OPTIONAL FUN

MERCHANDISE

- T-Shirts/ Sweatshirts
 - Information regarding show t-shirts/hoodies will be available in late Sept.
 - Ordering: A link will be provided for ordering. **LAST DAY TO ORDER IS OCT. 10.**
 - **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 OCT 10. Also: your child will grow between Oct and Jan when most cast members wear their shirts.**
- Video Link
 - A video link will be produced and available for sale. An email will be sent after the close of show weekend with details on how to order.

ADS IN OUR PROGRAM

- We ask that each parent purchase an ad congratulating your child/wish him/her luck on the performance. A link for ordering ads will be sent.
- 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. **Ads are due on Dec. 28.**

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 assistant Camden Skoll (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).

***** Please complete conflict sheet below.*****

YOU MUST HAND IN THIS PAGE WHEN YOU ENTER THE AUDITION ROOM

I, Cast Member, 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). I, Parent/Guardian, 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:

Aug 23 AUDITIONS (12:00-5:00pm) No conflicts permitted.

Aug 24 CALLBACKS (11:00am-6:00pm) No conflicts permitted.

Aug 30 Saturday - NO REHEARSAL (Labor Day Weekend)

Aug 31 - NO REHEARSAL (Labor Day Weekend)

Sep 6 Saturday (2 - 6 pm) _____

Sep 7 (1 - 6 pm) _____

Sep 13 Saturday (2 - 6 pm) _____

Sep 14 (1 - 6 pm) _____

Sep 20 Saturday (2 - 6 pm) _____

Sep 21 (1 - 6 pm) _____

Sep 27 Saturday (2 - 6 pm) _____

Sep 28 (1 - 6pm) _____

Oct 4 Saturday (2 - 6 pm) _____

Oct 5 (1 - 6 pm) _____

Oct 11 Saturday (2 - 6 pm) _____

Oct 12 (1 - 6pm) _____

Oct 18 Saturday (2 - 6 pm) _____

Oct 19 (1 - 6pm) _____

Oct 25 Saturday (2 - 6 pm) _____

Oct 26 (1 - 6 pm) _____

Nov 1 Saturday (2 - 6 pm) _____

Nov 2 (1 - 6 pm) _____

Nov 8 Saturday (2 - 6 pm) _____

Nov 9 (1 - 6 pm) _____

Nov 15 Saturday (2 - 6 pm) _____

Nov 16 (1 - 6 pm) _____

Nov 22 Saturday (2-6pm) - NO REHEARSAL (Thanksgiving Break)

Nov 23 (1-6pm) - NO REHEARSAL (Thanksgiving Break)

Nov 29 Saturday (2 - 6 pm) _____

Nov 30 (1 - 6 pm) _____

Dec 6 Saturday (2 - 6 pm) _____

Dec 7 (1 - 6 pm) _____
Dec 13 Saturday (2 - 6 pm) _____
Dec 14 (1 - 6 pm) _____
Dec 20 Saturday (2 - 6 pm) _____
Dec 21 (1 - 6 pm) _____
Dec 27 Saturday (2-6pm) - NO REHEARSAL (Winter Break)
Dec 28 (1-6pm) - NO REHEARSAL (Winter Break)
*Jan. 3rd, Saturday (12:00- TBD): Spacing at Hermosa Playhouse
*Jan. 4th, Sunday (10:00 am-TBD): Spacing at Hermosa Playhouse
*Jan. 5th - Jan. 8th, 3:30 - 9:45 pm Monday - Thursday: Tech at Hermosa Playhouse
*Jan. 9th - Jan. 11th Friday, Saturday, Sunday: Performances at Hermosa Playhouse
(Call times for each show will be TBD)

***Tech at Hermosa Beach Playhouse, 710 Pier Avenue, Hermosa Beach, CA 90254 *NO CONFLICTS PERMITTED: Saturday Jan 3rd (12:00pm - TBD), Saturday Jan 4th (10:00pm - TBD), Jan 5th - 9th (3:30 - 9:30 pm) *Performances: Friday, Jan 9 - 7:30pm (call time 4:00pm), Sat. Jan 10 - 2 pm and 7:30pm (call time 12pm/5:30 pm), Sun. Jan 11 - 2pm (call time 12:30pm)**