

Mini POPs Parent Commitment Letter

Frozen, Jr.

REGISTRATION AND FEES

- Registration:
 - You must register through our online class registration system found on our website: www.puttinonproductions.com; click on Mini POPs. **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:
 - **\$350.00** due upon Registration securing your child's spot. (Plus \$15.00 for new students.)
 - **\$275.00 due Oct 1, Nov. 1, Dec. 1 and Jan 1.** The Jan fee includes the costume fee, mandatory ticket purchase (10 tickets X \$22.00 each) and tech dinners.
- Withdraw Policy: 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).

- 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.

CLASS TIMES, TECH WEEK AND PERFORMANCES:

WEDNESDAY CAST

- 1) **Auditions:**
 - a. Auditions: Wednesday, Aug 28 from 5:30-8:15pm
 - b. Callbacks: Wednesday Sept 4 from 5:30-8:15pm.
- 2) **Rehearses BOTH Wednesdays and most Fridays at POPs Studio**
 - a. Wednesdays from 5:30-7:45 pm
 - b. Fridays from 5:00 – 7:45 pm
 - c. Specified actors will be called to each Friday rehearsal for rehearsal needs.
 - d. See rehearsal/conflicts schedule at end of this letter*.
- 3) **Tech Week and Performances:**
 - a. **Tech Rehearsals & Performances are MANDATORY (no exceptions).**
 - b. Both Tech & Performances **will be held at Hermosa Beach Playhouse.**
 - c. Tech- Jan 13 and 14 (4 – 8:30 pm)

Performances:** Jan 17 at 6:30 pm (call time 4:00 pm); Jan 18 at 1pm (call time 11:30am).
- 4) **Costume Fittings Date** – TBA.
- 5) **MANDATORY PARENT MEETING:** Wednesday, August 28 from 5:30-6:30pm. **ALL PARENTS** are required to attend the Parent Meeting on the first day of auditions at POPs studio.

THURSDAY CAST

- 1) **Auditions:**
 - a. Auditions: Thursday, Aug 29 from 4:00 – 6:45 pm
 - b. Callbacks: Thursday, Sept 5 from 4:00 – 6:45 pm.
- 2) **Rehearses BOTH Thursdays and most Fridays at POPs Studio:**
 - a. Thursdays from 4:00-6:15 pm
 - b. Fridays from 5:00 – 7:45 pm
 - c. Specified actors will be called to each Friday rehearsal for rehearsal needs.
 - d. See rehearsal/conflicts schedule at end of this letter*.
- 3) **Tech Week and Performances:**
 - a. **Tech Rehearsals & Performances are MANDATORY (no exceptions).**
 - b. Both Tech & Performances **will be held at Hermosa Beach Playhouse.**
 - c. Tech- Jan 15 and 16 (4 – 8:30 pm)

Performances:** Jan 18 at 6:30 pm (call time 4:00 pm); Jan 19 at 1pm (call time 11:30am).
- 4) **Costume Fittings Date** – TBA.
- 5) **MANDATORY PARENT MEETING:** Wednesday, August 29 from 4:00-5:00pm. **ALL PARENTS** are required to attend the Parent Meeting on the first day of auditions at POPs studio.

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

***Show dates may change due to things out of our control. Including but not limited to theater unavailability and unannounced city events or construction.*

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 2 “tasks” per cast member are required** to be performed by parents, guardians, relatives or mature siblings. If you have 2 or more children in the Mini POPs cast, the requirement is 4 tasks.
 - **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 it fulfills 2 volunteer tasks. If you do either load-in or load-out, it fulfills your 2 tasks.
 - You must sign up one month prior to the first performance.
 - You may volunteer for ANY show (Mini POPs or Rising Stars).
- **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” option of \$175 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 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:**
 - *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.

- Multiple absences (beyond the 2 allotted) may result in loss of stage time due to the inability to teach a child the material in a safe and timely manner.
- Sickesses 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) with any conflicts that your child might have and turn it in during the auditions.

• **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 show days; parents must send a sack dinner with their student on these days.*

TICKETS:

- **Required Ticket Purchase:** All families are responsible for purchasing 10 tickets totaling \$220.00. You are encouraged to resell to friends in the community. Tickets are paid for in advance by the parents as indicated in the schedule above. 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 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 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 student will need to provide their own hair utensils (brush/bobby pins etc.) and makeup (foundation/lipstick/blush etc.) through 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'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 Requirements:
 - Parents must notify staff regarding any special circumstances or medical requirements related to their child.
- Drop Off:
 - 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.
- 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 during rehearsals or at the theatre venue.

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 kids love to wear their cast 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 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.
- 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 that pertains to your cast & hand in AT AUDITIONS

Mini POPs Frozen, Jr. – WEDNESDAY CAST

Wednesdays (5:30pm – 7:45pm) & Select Fridays (5:00pm – 7:45pm)

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: **(Note - Only 2 Conflicts Permitted)**

Aug. 28: AUDITIONS (5:30-8:15 pm)

Sept. 4: CALLBACKS (5:30-8:15 pm)

***FRIDAY: Sept. 6 – NO REHEARSAL**

Sept. 11 _____

***FRIDAY: Sept. 13** _____

Sept. 18 _____

***FRIDAY: Sept. 20** _____

Sept. 25 _____

***FRIDAY: Sept. 27** _____

Oct. 2 _____

***FRIDAY: Oct. 4** _____

Oct. 9 _____

***FRIDAY: Oct. 11** _____

Oct. 16 _____

***FRIDAY: Oct. 18** _____

Oct 23 _____

***FRIDAY: Oct. 25** _____

Oct. 30 _____

***FRIDAY: Nov. 1** _____

Nov. 6 _____

***FRIDAY: Nov. 8 – NO REHEARSAL (VETERAN'S DAY WEEKEND)**

Nov. 13 _____

***FRIDAY: Nov. 15** _____

Nov. 20 _____

***FRIDAY: Nov. 22** _____

Nov. 27 – NO REHEARSAL (THANKSGIVING BREAK)

***FRIDAY: Nov. 29 - NO REHEARSAL (THANKSGIVING BREAK)**

Dec. 4 _____

***FRIDAY: Dec. 6** _____

Dec. 11 _____

***FRIDAY: Dec. 13** _____

Dec. 18 _____

***FRIDAY: Dec. 20** _____

Dec. 25 – NO REHEARSAL (WINTER BREAK)

***FRIDAY: Dec. 27 - NO REHEARSAL (WINTER BREAK)**

Jan. 1 – NO REHEARSAL (WINTER BREAK)

***FRIDAY: Jan. 3 - NO REHEARSAL (WINTER BREAK)**

Jan. 8 _____

***FRIDAY: Jan. 10** _____

Tech (at Hermosa Beach Playhouse) – NO CONFLICTS PERMITTED: January 13 &14 (4:00 – 8:30pm).

Performances (at Hermosa Beach Playhouse) - NO CONFLICTS PERMITTED: January 17th at 6:30pm (call time 4:00pm); January 18th at 1:00pm (call time 11:30am).

***ALL FRIDAY REHEARSALS**: **All cast members will be called to rehearsal on Fridays from 5:00pm – 7:45pm but will be given specific times.** All cast members must be available for BOTH their Wednesday and Friday rehearsals. Wednesday they are called the entire time whereas Friday rehearsals they will be called for specific times. There will be only a handful of Fridays where they might not be called. Please note those conflicts above so we can schedule these rehearsals. **If you do not list a conflict, we assume they are available. ***

Mini POPs Frozen, Jr. – THURSDAY CAST

Thursdays (4:00pm – 6:15pm) & Select Fridays (5:00pm – 7:45pm)

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Aug. 29: AUDITIONS (4:00-6:45 pm)

Sept. 5: CALLBACKS (4:00-6:45 pm) _____

***FRIDAY: Sept. 6 – NO REHEARSAL**

Sept. 12 _____

***FRIDAY: Sept. 13** _____

Sept. 19 _____

***FRIDAY: Sept. 20** _____

Sept. 26 _____

***FRIDAY: Sept. 27** _____

Oct. 3 _____

***FRIDAY: Oct. 4** _____

Oct. 10 _____

***FRIDAY: Oct. 11** _____

Oct. 17 _____

***FRIDAY: Oct. 18** _____

Oct 24 _____

***FRIDAY: Oct. 25** _____

Oct. 31 – NO REHEARSAL (HALLOWEEN)

***FRIDAY: Nov. 1** _____

Nov. 7 _____

***FRIDAY: Nov. 8 – NO REHEARSAL (VETERAN'S DAY WEEKEND)**

Nov. 14 _____

***FRIDAY: Nov. 15** _____

Nov. 21 _____

***FRIDAY: Nov. 22** _____

Nov. 28 – NO REHEARSAL (THANKSGIVING BREAK)

***FRIDAY: Nov. 29 - NO REHEARSAL (THANKSGIVING BREAK)**

Dec. 5 _____

***FRIDAY: Dec. 6** _____

Dec. 12 _____

***FRIDAY: Dec. 13** _____

Dec. 19 _____

***FRIDAY: Dec. 20** _____

Dec. 25 – NO REHEARSAL (WINTER BREAK)

***FRIDAY: Dec. 27 - NO REHEARSAL (WINTER BREAK)**

Jan. 1 – NO REHEARSAL (WINTER BREAK)

***FRIDAY: Jan. 3 - NO REHEARSAL (WINTER BREAK)**

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