

Dear Students and Parents,

We are very excited to be working with your child in this year's production of "Joseph and the Amazing Technicolor Dreamcoat". This letter is to inform you of some very important dates, guidelines, and announcements concerning the production.

Attendance:

*According to the BH-BL Production Guidelines, two unexcused absences will result in dismissal from the show. Requests for excused absences must be submitted to the director, Mrs. Rayome, in writing two days prior to the date of the intended absence. Excuses for sports practices and events are considered unexcused absences. All excuses must include a parent contact number and signature. Please try to plan doctor appointments, etc... around rehearsals. If a student is absent from school, his/her name on the attendance sheet will suffice as an excused absence.

***If Activity Period is canceled, it does not mean that rehearsal will be canceled. Students should listen for announcements.**

Production Fee:

*In order to off-set some of the costs of the scripts, costumes, props, set materials, etc... needed for a successful show; there will be a **REQUIRED \$25.00** participation fee for each student in the **cast and crew**.

*This fee includes a copy of the script and 2 meals. Also, this fee provides the costume for the children's choir. (elementary students)

*This participation fee is due to Mrs. Clark at OMS in Room 135 by **Friday, October 9 2015** or at rehearsal. Please make checks payable to: BH-BL Central Schools. Cash is also accepted **BUT IT MUST BE THE EXACT AMOUNT!!** . All payments MUST be in a LABELED ENVELOPE!!!

*If a cast or crew member loses a script, there will be a **\$15.00** replacement fee.

Rehearsals:

***The 1st read-through rehearsal for all cast and crew is September 22, 2015 from 3:30-7:00pm ***

*All other regular Rehearsals will begin on September 23,2015, in small and large group sessions.

*A two-month schedule for all rehearsals and performances will be given out to each participant. You should have already received that.

*Students and parents need to understand the depth of the time commitment to this production. Depending on their role in the production, students could be rehearsing up to four or five days per week. Rehearsals will begin at 2:30 on non-activity period days and 3:30 on activity period days. **They will usually end between 5:00 and 5:30 p.m., excluding production week. Please anticipate that rehearsals will last longer the week of the show.** All students should have transportation arrangements in order to accommodate the rehearsal schedule. Car-pooling is always a good idea.

*On days when rehearsal starts after activity period, **HS and MS students are expected to be in a classroom with a teacher or in sports study hall.** If students are found wandering the halls or visiting classrooms, they run the risk of being dismissed from the show.

T-Shirts & Hoodies/Magnets/other souvenirs:

***All orders are optional** and must be pre-paid. Checks and cash are acceptable. CASH MUST BE THE EXACT AMOUNT!! **PLEASE MAKE CHECKS PAYABLE TO: BH-BL Central Schools.** Information regarding a deadline will be announced. This deadline WILL NOT BE EXTENDED. Receipts can be issued if needed.

*T-Shirts/Hoodies will have the production logo. These will be ordered in plenty of time before we open. The idea is to wear them to advertise our show. Crew members are encouraged to purchase a t-shirt for backstage work.

Tech Day:

*Tech Day is scheduled for **Saturday, November 7, 2015 from 9:00 a.m. to 7:00 p.m. All cast and crew are required to attend.** Plan to be with us all day. No one will be allowed to leave and return. Pizza, soda and other snacks will be provided. Students may bring their own snacks as well. This is a very important day and attendance is **MANDATORY for all cast and crew.**

Bake Sale/Soda:

*We will be selling baked goods, snacks, water and soda during intermission for each show to raise money in support of the costs of the production.

*Since there will be 2 performances, we need each family of **both CAST AND CREW** members to contribute a baked item and a two liter bottle of soda of their choice to the cause. Please follow the schedule below by last name:

****Alphabet Subject to Change!****

*Friday, November 13th (A-M) * Saturday, November 14th Evening (N-Z)

Dress Rehearsals/Performances at the High School

Saturday, November 7, 2015	Tech Day	9-7
Monday, November 9, 2015	Full Dress	2:30-(3:30 elemens)- 6:30
Tuesday, November 10, 2015	Full Dress	2:30-(3:30 elemens)-6:30
Wednesday, Nov. 11, 2015	Full Dress	2:30-6:30 (no school/holiday)
Thursday, November 12, 2015	Poss Invited Dress (Parents attend & take photos)	2:30- (3:30 elemens)-6:30
Friday, November 13, 2015	Performance	Call- 5:00 p.m.
Saturday, November 14, 2015	Performance	Call- 11:00 a.m

Ticket Sales:

*All tickets will be \$10.00 online and at the door.

*We will be using the online ticketing system "showtix4u.com" to purchase your tickets! This system is inexpensive and easy to use. It allows you to pay online with a credit card in a safe and secure way. You will be able to view and choose the actual seats you will be occupying! You can then print them immediately or you can receive an automatic email with a link to print your tickets later!

*Tickets will go on sale in October.

**All friends and family members of cast and crew will need to buy tickets to the performances they are watching. Even if you are a volunteer, you MUST purchase a ticket if you are planning on seeing the show.

Production Party:

*The production party is scheduled to be held in the MS Cafeterium on **Monday, November 16th from 2:30-4:30 p.m.** Pizza, snacks, soda, and cake will be provided for all cast and crew members. Souvenir programs and posters will be given out to all members to have signed by your fellow cast mates. All parents are welcome to attend the party.

Parent Volunteers: Help!!!

*We will be needing assistance with **many** areas of the production. Any help you can provide would be greatly appreciated, as we know that you are very busy too.

*Please see the sign-up sheet in this packet, and have your child return it to Mrs. Clark **by October 9th 2015**. Assignments are given on a "First Come-First Served" basis, so if there is a assignment you really want to do, get your slip in right away. The sign up sheet is attached.

We look forward to working with all of you, and we are excited to help your child enjoy a positive theatre experience. If you have any questions, please give us a call, send a note or an e-mail (see addresses below).

Sincerely,

Suzanne Rayome, Director (srayome@bhbl.org)

Amy Clark, Producer (aclark@bhbl.org)

Ann Derrick, Musical Director (aderrick@bhbl.org)

Chris Lombardi, Technical Director (clombardi@bhbl.org)

Abby Todd, Choreographer (abymtodd@gmail.com)

Cheryl Zatt, Costume Director (czatt001@nycap.rr.com)

Chris DeConno, Production Assistant (cdeconno@bhbl.org)

Pre and Post Jobs

I would like to help in the following area(s):

_____ Props

_____ Costumes

_____ Costume Fitting Assistant

_____ Program Advertisement Organizer

_____ Bake Sale Organizer

_____ Bake Sale Seller (indicate performance(s))

_____ Flower Sales (indicate performance(s))

_____ Souvenir Sales (indicate performance(s))

_____ House Manager (indicate performance(s))

_____ Production Party Helper

_____ Make-Up (indicate performance(s))

_____ Striker

_____ Dinner Helper (Tech Day and/or show Saturday)

_____ Supervisor in Green Room (indicate day(s) and/or performance(s))

_____ Ushers (indicate day(s) and/or Performance(s))

Your Name : _____

Your Child's Name: _____

Phone Number(s): (H) _____

(Cell) _____

E-Mail Address _____
(Please print!)