

AUDITION / SIGN-UP FORM

"BEAUTY & THE BEAST" (HIGH SCHOOL SHOW)

PLEASE NOTE: Fill out all parts of the Audition/Signup form and return it to Mr. Sugden *the week of August 29th to September 2nd*. Must be in by Friday, September 2nd to be considered for the show.

IMPORTANT DATES & INFO:

Rehearsal times

- Rehearsal times will be Monday-Thursday from 4:00-6:00, Friday from 2:30-6:00 (with possible occasional weekend rehearsals).
- Not all actors are called every day. Depending on the size of a role, an actor may be called more than others. We will do our best to work around student's activities until "Tech Week." **We can be this flexible only with the understanding that when Tech Week starts, ALL OTHER ACTIVITIES will be set-aside for that final week of the Show.**

Tech Week Information: (All actors and tech crew must be present the full time)

Meals: For Saturday and Sunday Tech Week rehearsals, students must bring lunch or have it brought to them. Students may not leave the school grounds to purchase food.

- Monday, Tuesday & Wednesday March 5th, 6th, 7th, the rehearsals will extend from after school into the evening, till approximately 10:00, and Thursday (Opening Night) Call Time is right after school..
- **Students will be signed up automatically to have dinners at the cafeteria on the Monday, and for food delivery by the Parent Committee for Tuesday through Thursday.**
- **If you wish you may take your child off the dinner list, by using the Booster Club Information Form.** You can find this form on the Theater Blog. You must return this form within 10 days of Tech Week.

Tech Rehearsal Dates: PLEASE NOTE, check against your Calendars and post on Fridge

- Saturday, February 4th 10:00-5:00 "Load-In & Set Build Day!" Production Team encouraged to attend. Any Student and Parent help would be greatly appreciated.
- Saturday, February 12th from 10:00-6:00 Tech/Dress/Costume Rehearsal- Actors and Tech Crew called
- Wednesday, February 29th from 5:00-8:00 Stage Manager/Board Operators called for Paper Tech (pizza provided)
- Friday, March 2nd 3:00-6:00 Tech Crew Work Call- All Tech Crew Called
- Saturday, March 3rd from 10:00-6:00 Tech/Dress/Costume Rehearsal- Actors and Tech Crew called
- **Monday, March 12th from 3:00-8:00 Striking the Set- ALL TECH CREW and ALL ACTORS ARE REQUIRED TO ATTEND for 2 hours of work.**

Tech Week Rehearsals: (Week of Performance)

- Monday, March 5th from 3:00-10:00 Tech/Dress/Costume rehearsal
- Tuesday, March 6th from 3:00-10:00 Tech/Dress/Costume rehearsal
- Wednesday, March 7th from 3:00-10:00 Tech/Dress/Costume rehearsal

Performances:

- Thursday, March 8th: Cast and Crew called at 3:00. (Food provided) Curtain is at 7:00
- Friday, March 9th: Cast and Crew called at 5:00. Curtain is at 7:00.
- Saturday March 10th: Cast and Crew called at 5:00 for a 7:00 Curtain
- Sunday March 11th: Cast and Crew called at 12:00 for a 2:00 Curtain

School Work during Tech Week:

- The student will speak with teachers and plan for the demands of Tech Week.
- Students will be given an Actor Contract to take to their teachers and discuss how that teacher will work with the student regarding homework assigned during Tech Week and the production.
- The Actor Contract is a document which allows homework and sometimes quizzes given during Tech Week to be postponed for a short period. **All work will be due to Teachers by Wednesday March 21st, 10 days after closing.**
- The student understands that teachers are not obligated to agree to defer homework and each teacher will have their own homework policy. The Contract is a privilege, not a right.
- Even with the Contract, students understand that they should strive to keep up with their homework.

Keep This Sheet for your Records

Cast Member Replacement Policy:

- Theater only works if everyone is working together, being supportive and trying their best. Commitment is key. To ensure the productions success, actors may be assigned **Understudy Roles**.
If an actor misses a rehearsal for an unexcused reason, their understudy may replace that actor.
- If an actor again misses a rehearsal for another unexcused reason, they may be asked to leave the show.
- If an actor is late to a rehearsal twice the above policy will apply.
- Valid reasons to be absent from a rehearsal are: severe illness, injury, an agreed upon conflict or if Mr. Sugden has accidentally scheduled the actor incorrectly.

IF YOU KNOW YOU WILL BE ABSENT FROM A REHEARSAL FOR AN ABOVE VALID REASON YOU MUST CONTACT MR. SUGDEN VIA E-MAIL OR PHONE THE NIGHT BEFORE.

Crew/Production/Manager Positions: “What do they really do?”

The Stage Crew

- **The Crew is required to be at all performances and at all tech and dress rehearsals, beginning with the 1st Tech Rehearsal on Saturday, February 12th and including the Crew Work Call on Friday March 2nd.**
- The Crew is also invited, but not required, to attend the Read Thru Rehearsal on Friday, January 13th.
- The Light Board Op, Sound Board Op, and Follow Spot O are also required to be at the Paper Tech on Feb. 29th from 5:00-8:00, but are not required at the 1st Tech Rehearsal on February 12th . Although they may attend if they wish.

The Crew includes the following positions:

- **Stagehands** – The Stagehands move scenery and props during set changes. They run special effects, operate the curtains and adjusts mics and other backstage gear as needed. They are backstage ninjas.
- **Light Board Operator** – Runs the light cues during the show.
- **Sound Board Operator** – Runs the audio cues during the show.
- **Follow Spot Operator** (when needed) – Runs the Follow Spot during the show.
- **Makeup/Hair Artist** (when needed) – Helps prepare the makeup before the show. Helps actors do their makeup and hair during the show.
- **Assistant Stage Manager** (when needed) – Works for the Stage Manager and does *whatever* is needed: run crews, fix props, put out fires, silently and surreptitiously sweep up broken pottery pieces during black outs, etc, etc.

Production Team

- Everyone on the production team is expected to work 1-3 hours per week on the show. These hours are flexible and can be scheduled week to week with Mr. Sugden or Mr. Roth.
- Production Team members are NOT required at tech rehearsals or performances, but they are expected to attend the Read Thru rehearsal.
- You can be on BOTH the Production Team and be in the Cast if you have a small role and have the permission of Mr. Sugden and Mr. Roth (and if you have the time!)
- Students who don't put in enough hours will still be given credit as a crew member. For example, they might receive credit as a member of the Light Crew, but not as the Master Electrician, etc.
- More than one student can hold each position. These Production “positions” are honors earned for hard work!

The Production Team includes the following positions:

- **Master Carpenters** - Work primarily on scenic construction. Must be available on Load-In Day (October 30)! Heaviest work load to be early in the process.
- **Master Electricians** – Work primarily on light hang and focus. Heaviest workload to be close to Tech.
- **Audio Engineers** – Work with the Director to select sound cues for the production and will make the master Audio CD for the show. Will work on all audio aspects of the show.
- **Scenic Artists** – Work primarily on scenic painting and decorating. Heaviest workload to be closer to Tech.
- **Costumers** – Assist the Costume Designer with building, finding, altering and organizing the costumes.
- **Prop Masters** – Work with the Director and Stage Manager to create the Prop List for the show. Work with the Director, Technical Director and Parent Volunteers to find props for the show. Help the TD build necessary props. Work with the Stage Manager to organize and lay out the prop tables backstage.

Stage Manager

- The Stage Manager helps to organize and co-ordinate ALL aspects of the show!
- They are at ALL rehearsals and performances, including the Paper Tach.
- During performances, they run the show. They call all the cues and keep all the cast and crew members organized and running on time.

Keep This Sheet for your Records

Scheduling Conflict Chart

- Please list times and days you **ARE AVAILABLE** on the Scheduling Chart, found on the next page from **NOVEMBER 28th TO MARCH 12th**.
- **It is important to list all your conflicts**, since the director will rely on this information when casting and assigning rehearsal schedules. If you are cast and then a major conflict is revealed that keeps you from rehearsing, it may effect your ability to do the show.
- In figuring out your availability, **please take into account:**
- Travel time (If you have karate at 5:30 on Wednesday and it takes 30 minutes to get there from Priory, list you available time as 4:00-5:00, because 5:00 is when you have to leave rehearsal.
- Sports activities or special classes (note if any activity can be skipped occasionally).
- Family commitments. Look at your family calendar and indicate all commitments.
- Factor in homework and project schedules.
- Rehearsals will not be scheduled after 6:00 on weekdays, except during Tech Week.
- Please indicate if you are flexible with any given commitment or if you can miss or skip an activity occasionally.

Sample Scheduling Chart for John Smith

Monday	I am available for rehearsal from 3:00-6:00.
Tuesday	I am not available from 3:00 until 6:00 (WPS Track). I cannot miss this!
Wednesday	I am not available from 3:00 to 4:00 (Music lesson). I can miss occasionally. I am available after 4:30.
Thursday	I am available for rehearsal from 4:00-6:00.
Friday	I am available for rehearsal from 2:15-6:00.
Saturday	I am available for rehearsal all day. Except for 11/18. Family event all day)
Sunday	I am not available from 10:00 to noon (Church). I can miss occasionally.

YOUR NAME: _____

The Days and Times I'm available **from NOVEMBER 28th TO MARCH 12th**

Monday from 3:00-6:00	
Tuesday from 3:00-6:00	
Wednesday from 3:00-6:00	
Thursday from 3:00-6:00	
Friday from 3:00-6:00	
Saturday from 3:00-6:00	
Sunday from 2:15-6:00	

Return this page to Mr. Sugden

I would like to be considered for the following position: (Circle one or more)

- | | | | |
|--------------|----------------------|--|---|
| Actor | Stage Manager | Crew (List from 1 (top choice) to 6) | Production (List from 1 (top choice) to 6) |
| | | <input type="checkbox"/> Stagehand | <input type="checkbox"/> Master Carpenter |
| | | <input type="checkbox"/> Light Board Operator | <input type="checkbox"/> Master Electrician |
| | | <input type="checkbox"/> Sound Board Operator | <input type="checkbox"/> Audio Engineer |
| | | <input type="checkbox"/> Follow Spot Operator | <input type="checkbox"/> Scenic Artist |
| | | <input type="checkbox"/> Hair/Make-up Artist | <input type="checkbox"/> Costumer |
| | | <input type="checkbox"/> Assistant Stage Manager | <input type="checkbox"/> Prop Master |

All actors are considered for all roles, however, if there are any specific parts you are most interested in please list them here: _____

I wish to be considered for a less sizable role: Yes No

Past experience: Please list any previous performance, classes or experience in Theater, Dance, Music, etc.

Special Skills: Please list any other skills you have (i.e. musical instruments, gymnastics, juggling, dancing, singing, magic tricks, improvisation, languages)

Please list which Sports you are playing and whether it is at Priory or other team: (The Director will coordinate with Priory Coaches)

If you are available at 3:00 for rehearsal during the week (doing PE but not a sport) please list the days you are available at 3:00.

Name:	Grade Level:
Address:	
Phone #: Home	Cell
E-mail:	
Mother's name:	Father's name
Parents E-mail:	

Signatures

I have read this form completely and understand the dates, times and requirements being asked of me (or "my son or daughter") in playing a part in this show. I have listed all of my known conflicts and all the above is accurate.

PLEASE NOTE: I understand that I MUST participate in "Striking" the set for two hours on Monday, March 12th anytime between 3:00-8:00. Failure to do so will affect my participation in upcoming shows. It is important ALL cast and crew put to rest what they've created.

ACTOR _____

Date: _____

PARENT/GUARDIAN _____

Date: _____

Return this page to Mr. Sugden