



THEATRE AT VIS



A MINISTRY OF VISITATION CATHOLIC CHURCH

The 2024 Parent's Guide to Theatre at Vis



Dear Parents/Guardians,

Thank you for coming to this evening's parent meeting – we are so excited to be working with your kids this summer and grateful for your support of the mission of Theatre at Vis! Below you will find an outline of the information we covered this evening in the parent meeting. Please read through the information and make sure that your performer is familiar with it as well. If you have any questions or feel that anything is unclear, please do not hesitate to reach out to us immediately. We're looking forward to a great summer and an amazing show!

1. Costumes
 - a. TaV Staff Contacts: Sandie McCray & Jennifer Prusa
 - b. TaV will be renting the majority of main costume pieces but there will be some basics, accessories, etc. for which performers will be responsible for obtaining. A summary of specific costume needs will be sent to performers and parents in the coming days – please watch your email!
 - c. Boys and girls will have separate changing areas but because it can be a fast-paced, quick-change environment at times, performers should have something modest that provides coverage under their costumes just in case.
 - d. Once costume pieces are approved and arrive at Vis, they **stay** at Vis. Performers do not take costumes, including shoes, back and forth.
 - e. Each performer needs a storage bin with a lid, clearly labeled with their name. Shoes and other costume pieces will be neatly packed each night.
 - i. All costume pieces, makeup bags, shoes, etc. should be labeled with the performer's name.

2. Hair & Makeup
 - a. TaV Staff Contact: Gigi Dennis
 - b. All makeup will be approved by hair & makeup coordinators/volunteers before performers go onstage, even for older performers who choose to do their own makeup.
 - c. Performers should not arrive to call with wet hair.
 - d. As much as possible, performers should come to call with their hair already done. We can help style some performers' hair but do not have time to do everyone, nor is there enough time to curl or flat iron hair.
 - e. *Please* be mindful of sun exposure – performers should avoid sunburns and dramatic, visible tan lines.
3. Backstage
 - a. TaV Staff Contact: Sandie McCray
 - b. No food or beverages (other than water) permitted backstage. They should have a solid meal (carbs are good!) before coming for call. We will have healthy, non-messy snacks and water backstage.
 - c. Only performers and volunteers are permitted backstage from call time (typically 5pm) onward. Parents, siblings, friends, etc. should remain in the auditorium or wait for performers in the lobby area. It is important to reduce the chaos by limiting the backstage "population" to only those who need to be there.
4. Set Building
 - a. TaV Staff Contacts: Pat Muller & Mark McCray
 - b. Set building will take place every Saturday from 10-4 and every Sunday from 12:30-4.
 - c. **We. Need. Parent. Help.** We cannot say this enough. The difference between a good enough set and a great set is directly correlated to the amount of parent help we have throughout the summer. Not to mention, you are getting to know the parents of all the kids that your children are with all summer.
 - i. Specific need: PAINTING - artistic painting, etc.
 - d. No skills are required to help with set building, though cast & siblings ages 13 & younger wanting to help should wait until we get to painting due to the use of tools during the building phase.
 - e. Set building is work time so young children who need constant supervision should not be present.
 - f. **ALL CAST** and as many parents as possible are expected to help with strike after Sunday's performance!

5. Administrative/Operations
 - a. TaV Contact: Haley Box Foglio & Melissa Dierkes
 - b. Performance Fees
 - i. \$150 per performer (\$250/2 kids). This includes a t-shirt, video copy of the performance, and a headshot. Checks should be made out to *Theatre at Vis* and given to TAV Staff at rehearsal.
 1. **Due** Sunday, June 30th, 2024
 - ii. Each performer is responsible for soliciting \$100 in sponsorships (please see the sponsorships section for more information) (can take up until a week before).
 - iii. If paying the performance fee puts a financial strain on your family, please let us know immediately and we will work with you to make arrangements. Finances are NOT a reason for a performer to be excluded from Theatre at Vis - **part of our ministry is making this performance opportunity available to as many children as possible** - but we need to be aware if there is an issue so that we don't hound you for it.
 - c. Tickets
 - i. We will be selling tickets through performance week, but will begin taking online ticket orders soon.
 - ii. Tickets will be electronic; paper comp tickets will be held at will call for sponsorships. They can be picked up during tech week and will be held at will call thereafter.
 - iii. All tickets are general admission, but if purchased in advance, may have a wider selection of seating as you may be let in quicker
 - iv. Get to reserve two seats if you are volunteering backstage, etc.
 - d. Parent Shoutouts
 - i. This is new this year! Loved ones can purchase shoutout slots for their cast member(s). These will be on the cast slideshow in the lobby with headshots during show week.
 - ii. \$20/shoutout. There will be a print form on the website able to be printed and turned in at rehearsals. There will also be an item on the square site.
 - e. Please check email regularly for updates and information.
 - i. All important information will be communicated to you via email/google group. If you have not been receiving emails or would like your email address changed on our list, please contact Melissa immediately.
 - f. Unanticipated absences
 - i. We know that things come up, kids get sick, emergencies arise, etc. Please notify Tim, Melissa, or Mary Kate as soon as possible for an unexpected absence or tardiness. **If the absence is happening the same day as the missed rehearsal, please text us directly.**

- g. Volunteer Needs - we will be sending out a sign up for volunteer commitments early in July. It's important to note that it takes a lot of people to run a successful show. Your volunteer staff can't do it without you. REALLY.
 - i. House Management & Concessions
 - 1. Charissa Hailey, Lindsey McCray, Haley Box Foglio, and Alison Woerman will oversee house and concession operations during performance week.
 - 2. We need two volunteers to help each night with ticket sales
 - 3. Two program handlers each night
 - 4. Three concessions setup/sales/cleanup each night
 - 5. One auditorium food/drink monitor each night (to monitor for food/drink going back in after intermission)
 - ii. Costumes
 - 1. Costume Committee - we need help sewing and coordinating costumes. Please contact Sandie McCray if you can help!
 - iii. Backstage
 - 1. Backstage helpers: each performance, 5pm – post-curtain
 - 2. We need hair & makeup coordinators to help every night & know the routine, 5pm - show time
 - 3. Hair & makeup volunteers nightly to help w/ hair & makeup, 5pm – show time
 - 4. Snacks & bottled water sign-ups nightly
 - 5. Volunteers to oversee cleanup after Sunday's performance
 - iv. Publicity/Advertising
 - 1. 1 volunteer to contact churches to get announcements added to bulletins
 - 2. 1 volunteer to contact media outlets & get the word out
 - v. Event Planning
 - 1. 2 volunteers to monitor & corral performers for Sunday of tech week. We will coordinate dinner for the group and have everyone bring \$\$ to pay for it.
 - 2. Cast Party anyone??? Let Tim know if you are willing to host a party after Friday night's show.
 - a. We strongly prefer that the cast not have a late night cast party after the Saturday show as they have a relatively early call for the Sunday matinee.
 - vi. Set Building – as many volunteers as possible!
 - 1. All hands on deck! Anytime you are available to help during Saturdays & Sundays set times, please come! No appointment necessary! Walk-ins welcome! (you get the idea - we need help)

6. Financial Support & Program Sponsorships
 - a. TaV Contact: Haley Box Foglio, Melissa Dierkes, and Cat Larrison
 - b. A musical is an expensive endeavor and we need all the support we can get!! Please consider becoming a sponsor of this year's performance. We would also strongly encourage each performer to solicit sponsorships from members of the community, beyond any contribution their parents may make.
 - i. Ideas for community support:
 1. Family friends
 2. Other relatives
 3. Community businesses or organizations
 4. Music or dance teachers/studios
 5. Professional services: accountants, attorneys, insurance agents, realtors, etc.
 - ii. Sponsorship levels:
 1. Friend - \$25; program addition
 2. Patron - \$50; program addition
 3. Director - \$100; program addition, 2 tickets
 4. Producer - \$250; program addition, 4 tickets
 5. Executive Producer - \$500; program addition, 8 tickets
 6. Marquee Level Sponsorship - \$1,000+; program addition, 12 tickets

Questions? Please reach out to any of the contacts below. Thanks for your support with this year's production, and for letting us work with your talented children. Together, we're going to put on another great show!!

Tim McCray (Director)
 (816)260-6320
tmccray62@gmail.com

Mary Kate Green (Assistant Director)
 (816)392-0805
marykgreen98@gmail.com

Haley Box Foglio (Operations Director)
 (913)579-2852
haley.box@emlpayments.com

Melissa Dierkes (Communications, Operations)
 (314)810-7414
melissadierkes1031@gmail.com

Leayn Losh (Music Director)
 (913)709-6725
gll425@yahoo.com

Cat Larrison Sprinkle (Choreographer)
 (816)217-9993
clarrison@gmail.com

Sandie McCray (Costumes & Backstage)
 (816)444-7008
simntandie@aol.com

Requirements for rehearsals for all cast members

- ALL rehearsals (even dance):
 scripts and pencils

- Dance rehearsals: please wear
 exercise/comfortable clothes and
 tennis shoes or jazz shoes