


THEATRE AT VIS



A MINISTRY OF VISITATION CATHOLIC CHURCH

A Parent's Guide to Theatre at Vis

Dear Parents,

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:
 - i. Sandie McCray
 - ii. Janet Wagner
 - b. 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 costumes are approved and arrive at Vis, they **stay** at Vis. Performers do not take costumes back and forth.
 - e. Each performer should have a suitcase or bin with lid attached that is clearly labeled with performer's name where shoes and other costume pieces are kept. Should be neatly packed each night.
 - i. All costume pieces, makeup bags, shoes, etc. should be labeled with performer's name.
2. Hair & Makeup
 - a. TaV Staff Contact: TBD
 - 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 not be sunburned, nor should they have dramatic tan lines visible.
3. Backstage
 - a. TaV Staff Contact: Gibrette Muller
 - b. Performers are not permitted to have food or beverages (other than water) 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. We know that you are excited to see your performers, but from call time onward, only performers and volunteers are permitted backstage. Parents, siblings, friends, etc. should remain in the auditorium or wait for performers in the lobby area. There is a lot happening backstage before and after a show; it's important to reduce the chaos as much as possible by limiting the backstage "population" to only those who need to be there.
4. Set Building
 - a. TaV Staff Contacts: Mark McCray & Pat Muller
 - b. Set building will take place every Saturday from 10-4 and every Sunday from 1-4.
 - c. The more help we have early on, the shorter our nights will be during tech week. We are often here until 3:00 or 4:00 in the morning finishing and working on sets! Please help us so that we can be well-rested the week of the show to help make the performances as successful as possible!

- d. No skills are required to help with set building, though younger performers/volunteers (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 very young children who need constant supervision should not be present.
 - f. Performers and parents are **expected to help with strike** after Sunday's performance!
5. Administrative/Operations
- a. TaV Staff Contact: Haley Box
 - b. Performance Fees
 - i. \$80 per performer
 - 1. Checks payable to Theatre at Vis. Submitted to Haley or Tim. Sunday rehearsals are a good time for this as one of us will always be there.
 - 2. Due Sunday, June 28th.
 - ii. If you are unable to afford performance fees, please let us know immediately and we will work with you. Please note that this is NOT a reason for a performer to not do the show – part of our ministry is making this performance opportunity available to as many children as possible!
 - c. Tickets
 - i. We will be selling tickets through performance week, but will begin to take advance ticket forms and payments immediately. Please submit these forms as early as possible to help us stay organized. You can always submit a second ticket form or purchase tickets at the door should you need last-minute tickets.
 - 1. You will find a downloadable copy of the ticket form on the website if you need another copy.
 - d. 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 Haley immediately.
 - e. Unanticipated absences
 - i. We know that things come up, kids get sick, emergencies arise, etc.. Please notify Haley or Tim as soon as possible for an absence or tardiness that was not listed on the performer's conflicts calendar or previously discussed with Haley or Tim.
 - 1. If something comes up within two hours of a scheduled rehearsal/call time, please notify us via text message – we often arrive for rehearsals early and don't necessarily check email within that time frame.
 - f. Volunteer Needs
 - i. It takes a lot of manpower to put on a production, both before and during performance week. An electronic sign-up for volunteer needs is online: <http://www.signupgenius.com/go/10c0d4faead2fa1f94-godspell1>. You will also receive an email invitation to sign up and a link will be posted on the website.
 - 1. Be aware that the website will have links to volunteer sign-ups for both *How to Eat Like a Child* and *Godspell* so make sure you are accessing the right list – they are almost identical, but the dates/times listed are a week apart (*Like a Child* is being performed a week ahead of *Godspell*)
 - ii. Costumes
 - 1. Sandie and Janet will need volunteers to help with the costume committee. Sewing skills are a plus, but not required by any means. Please email Sandie (simntandie@aol.com) if you would like to help with costumes!
 - iii. Publicity/Advertising
 - 1. We'd love to have help contacting media outlets & getting the word out about our shows
 - 2. We also are in need of donated or discounted printing services for tickets, programs, etc.
 - 3. If you'd like to help with or have resources for these needs, contact Haley.
 - iv. Event Planning
 - 1. The kids like to get together for cast parties and activities the weekend of the show, and it's nice to have a parent to oversee coordination of that. If you'd like to take this on, contact Haley.
 - v. Set building
 - 1. Set building is no small task. It takes a lot of hands – any time you are available and willing to come to Vis during the Saturday/Sunday times outlined above, we'd appreciate your help.
6. Financial Support & Program Sponsorships

- a. This 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 one sponsorship (of any level) from someone in 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
 2. Patron - \$50
 3. Director - \$100
 4. Producer - \$250
 5. Executive Producer - \$500
 6. Marquee Level Sponsorship - \$1,000+

7. Questions? Concerns? Contact Haley and Tim and we'll get back to you just as soon as we can. 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!