



THEATRE AT VIS



A MINISTRY OF VISITATION CATHOLIC CHURCH

The 2018 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: Sandie McCray
 - 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 needs storage bin with lid, clearly labeled with performer's name. Shoes and other costume pieces will 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: Sandie McCray & Parent Coordinator 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 avoid sunburns and dramatic, visible tan lines.
3. Backstage
 - a. TaV Staff Contact: Gibrette Muller
 - 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 10-5 and every Sunday from 12-5.
 - c. The more help we have now, the shorter our nights will be during tech week. 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 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. ALL performers and as many parents as possible are expected to help with strike after Sunday's performance!
5. Administrative/Operations
 - a. TaV Contact: Haley Box
 - b. Performance Fees

- i. \$100 per performer. Deliver to Haley. If they are not present, give to Tim or Gibrette.
 - 1. Due Sunday, July 1st.
 - ii. We also ask that all performers be responsible for soliciting \$200 in sponsorships (please see the sponsorships section for more information)
 - iii. 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.
 - 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 Tim as soon as possible for an unexpected absence or tardiness. **If the absence is happening the same day, please text Tim directly.**
 - f. Volunteer Needs - look for a Signup Genius in the coming days!
 - i. House Manager/Concessions Manager
 - 1. We need someone to oversee house and concession operations during performance week.
 - 2. We need 2 volunteers to help each night with ticket sales
 - 3. 2 ticket-takers
 - 4. 3 concessions setup/sales/cleanup
 - ii. Costumes
 - 1. Costume Committee - contact Sandie if you can help!
 - iii. Backstage
 - 1. Backstage helpers: 2 each night, 5pm – post-curtain
 - 2. We need 2 hair & makeup coordinators to help every night & know the routine, 5pm - show time
 - 3. 6 hair & makeup volunteers nightly to help w/ hair & makeup, 5pm – show time
 - 4. Snacks & bottled water sign-ups nightly
 - 5. 2 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. The church is having a taco fundraiser. More info to come.
 - 2. Cast Party anyone??? Let Haley know if you are willing to host a party Saturday night. Typically the cast and staff congregate at Winstead's on the plaza after the Friday night show.
 - 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!
- 6. Financial Support & Program Sponsorships
 - a. TaV Contact: Haley Box
 - b. 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 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
 - 2. Patron - \$50
 - 3. Director - \$100
 - 4. Producer - \$250
 - 5. Executive Producer - \$500
 - 6. Marquee Level Sponsorship - \$1,000+

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
tmccray@mzltg.com

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

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

Gibrette Muller (Props, Backstage)
(816)918-4341
brettieboo@hotmail.com

Haley Box (Administrator, Financial Support & Sponsorships)
(913)579-2852
haley_box@yahoo.com