

Mini POPs Parent Commitment Letter

DESCENDANTS

REGISTRATION AND FEES

- Registration:
 - You must register through our online class registration system found on our website: www.puttinonproductions.com; click on Mini Descendants . **YOU MUST BE REGISTERED WITH A VALID CREDIT CARD ON OUR CLASS REGISTRATION SYSTEM IN ORDER TO AUDITION.** The cast name/spelling used on our registration system will be used in the playbill, cast t-shirts, and all publicity.
- Financial Commitment:
 - Tuition and fees covers less than 50% of the cost of putting on the high-quality show that POPs is known for in our community that is why we continue to fundraise to continue to bring a team of professional choreographers, musical directors, set designers, lighting designers, producers, media/graphics designers, and sound technicians, not to mention scenery, props, costumes, theater venues and prime studio space. Mandatory fees are for tuition, tickets and costumes.
- Payment Schedule:
 - **\$300.00** due upon Registration securing your child's spot. (Plus \$15.00 for new students.)
 - **\$205.00 due Feb.1, Mar. 1, Apr. 1.** This includes tuition and tech meals.
 - **\$285.00 due May 1** which covers the \$85.00 costume fee & \$200.00 mandatory ticket purchase (10 tickets X \$20.00 each)
- Withdraw Policy:
 - If you withdraw from a production after auditions and before the cast list is posted, POPs will retain \$250.00 and refund the rest.
 - **If you withdraw for any reason after the cast list is posted, POPs will retain the entire tuition paid and you will need to wait one production before auditioning with us again.** You will not receive any credit or refund for unused tuition. No exceptions. It is extremely disruptive if a cast member drops the production after the cast list is posted, as the show has been cast with each person in mind contributing to the whole. Quitting a show after the cast list has been posted has a great impact on the cast as it often forces us to change children's placement in the cast. We also do not believe in catering to entitlement as we feel it robs our young people of building a growth mindset and cultivating resilience.

THE PROCESS

At POPs we strive to create a safe place for students to play, explore, create, and express their true selves through the art of theater. We are so excited to have you join that process. Below are all of the important logistics that you will need to know.

REHEARSALS

- **Wednesday cast** will rehearse at Hermosa Beach Community Center, 710 Pier Ave., Hermosa Beach (Classrooms 5 and 10).
- **Thursday cast** will rehearse at POPs Studios, 2010 N. Sepulveda Blvd., Manhattan Beach (Behind Manhattan Bread & Bagel/Fresh Bros. Pizza),

- Some rehearsals in May will be relocated to other local rehearsal halls– TBA.
- Tech Week & Shows: Hermosa Beach Theater, 710 Pier Ave Hermosa Beach, CA.

CLASS TIMES, TECH WEEK AND PERFORMANCES

Wednesday Cast (A link to a video will be provided containing important parent info.)

- 1) Auditions
 - a. Wednesday, Jan 12 from 3:30 – 5:45 pm
 - b. Callbacks during first class on Jan. 19
- 2) Rehearses Wednesdays**
 - a. Starting Jan. 19 from 3:30– 5:45 pm.
- 3) Tech Week:
 - a. **Is MANDATORY and will be held at Hermosa Beach Theater.**
 - b. Tech- May 16 and 17 (4 – 8:30 pm) May 18 (3:30-5:45pm)
- 4) Performances:
 - a. May 20 at 6:30 pm (call time 4:00 pm)
 - b. May 21 at 1pm (call time 11:30am).
- 5) Friday Rehearsals:
 - a. Additional rehearsals from 4:30 – 7:15pm on select Fridays** at POPs studio. Please note conflicts so we can schedule these rehearsals.
- 6) Costume Fittings Date – TBA.

Thursday Cast (A link to a video will be provided containing important parent info.)

- 1) Auditions –
 - a. Thursday, Jan. 13 from 4:00 – 6:15 pm
 - b. Callbacks during first class on Jan. 20.
- 2) Rehearses Thursdays**
 - a. Starting Jan. 20 from 4:00 – 6:15 pm.
- 3) Tech Week:
 - a. **Is MANDATORY and will be held at Hermosa Beach Theater.**
 - b. Tech- May 18 and 19 from 4 – 8:30 pm.
- 4) Performances
 - a. May 21 at 6:30 pm (call time 4:00 pm)
 - b. May 22 at 1pm (call time 11:30am).
- 5) Friday Rehearsals:
 - a. Additional Rehearsals from 4:30 – 7:15pm on select Fridays**. Please note conflicts so we can schedule these rehearsals.
- 6) Costume Fitting Date – TBA

*Show dates may change due to things out of our control including but not limited to; theater unavailability, unannounced city events or construction.

**For full rehearsal schedule dates and no rehearsal dates– refer to conflict sheet at end of letter.

VOLUNTEERISM AND GETTING INVOLVED

Like all non-profit theater groups, we rely on parent volunteers to make the show a high-quality production and a better experience all around.

- Required Volunteer Tasks:

- **2 “tasks” per cast member are required** to be performed by parents, guardians, relatives and/or mature siblings.
- **More than 1 child:** If you have 2 or more children in the MiniPOPs cast, the requirement is 4 tasks.
- **Options:** Tasks can be performed for any Mini POPs or Rising Stars shows. We have 3 shows for Rising Stars and each Mini POPs cast performs two shows. Fulfilling tasks during other shows that your child isn’t in enables you to watch your child’s performance without any distractions.
- Volunteer Buyout:
 - **\$125 Buyout Fee:** We recognize that not everyone can fulfill tasks at the times required or prefer not to therefore we offer a buyout of **\$125 per cast member**.
 - **Failure to Sign Up:** If you do not sign up for your volunteer tasks, you will be charged the buyout on opening night.
 - **No Show:** If you do not show up for your volunteer shift, you will be charged \$50/shift.
 - **Substitution:** If you sign up for a task, and then determine that you can’t fulfill your volunteer commitment, you must find a substitute (can be a relative or neighbor). You will not be permitted to change your volunteer tasks within 48 hours of opening night.
 - **How to Sign Up:** The electronic volunteer spreadsheet listing the “tasks” will be available for signups on the POPS website: www.puttinonproductions.com **on Sat. Feb 26 at noon.**

CLASS ATTENDANCE:

100% attendance at all classes is strongly expected. Building a show is like building a house. When pieces of the house are missing the adjoining pieces bare more weight and cannot do their job to the best of their ability. The overall structure of the house suffers.

- Maximum of 2 Absences Permitted:
 - **Absences:** Two previously communicated conflicts will be accepted and scheduled around. Sickesses arise and will be worked out on a one on one basis.
 - **Conflicts:** Please turn in your Conflicts Sheet at the end of this packet during the first rehearsal indicating any conflicts that your child may have. Last minute absences due to parties or social events will not be accepted as conflicts. Multiple absences may result in loss of stage time due to the inability to teach a child the material in a safe and timely manner.
- Tech Week Attendance is **MANDATORY** (no exceptions):
 - Tech dinners: 1st dinner – pizza, green salad, water, cookies
 - 2nd dinner – PBJ or turkey sandwiches, chips, water, cookies
 - 1st show -- sandwich snack
 - 2nd show – snack. Please send box dinners if your child cannot eat these. There are no gluten free meals

TICKETS

- **Must Purchase 10 Tickets:** All families are responsible for purchasing 10 tickets totaling \$200.00. You are encouraged to resell to friends in the community. Tickets are paid for in advance by the parents as indicated in the schedule above. Additional tickets can be purchased

at the theater during tech week for \$20.00 (special parent pre-purchase price) prior to opening night.

- **Reserved Seats:** Reserved seats will be available for purchase during tech week. Reserved seats will be \$10/seat in addition to the ticket price.
- **No Saving Seats:** Other than reserved seats above, all performances have open seating. Theater doors open 20 min. prior to performance time. Saving seats prior to opening the theater doors on performance days will not be permitted.
- **Volunteer Shifts During Shows:** Parents who are volunteering are still required to have an individual ticket for admission. If you are sitting in a seat viewing any part of the show, you are required to have a ticket.

COSTUMES

- **\$85 Costume Fee:** Each cast member is charged a costume fee of \$85 as indicated by the schedule above. Costumes provided to cast members remain the property of POPS. In addition, if required, each cast member must provide his/her own character and jazz shoes, boots, nude leotard, tights, leggings and black pants and a few specific costume pieces for his/her role which will remain the cast member's property.
- **Hair/Makeup:** Each student will need to provide their own hair utensils (brush/bobby pins etc.) and makeup (foundation/lipstick/blush etc).
- **Costume Fittings:** Will take place outside of rehearsal on a date TBD.
- **Costume Care:** In the event a costume is damaged due to negligence or misuse, the resulting cost to repair or replace the costume will be the responsibility of the cast member. Costumes are never to be taken home unless instructed to.
- **Costume Damage:** It is the cast member's responsibility to keep his/her costume(s) clean for all performances. If a costume becomes soiled or badly wrinkled during Tech week or show weekends, the cast member's parents may be asked to take his/her costume(s) home for cleaning/pressing. In these instances, the costume must be ready for use by the next rehearsal or performance.

GENERAL POLICIES

- Medical/Special Circumstance:
 - Parents must notify staff regarding any special circumstances or medical requirements related to their child.
- Confirm Adult Presence:
 - Parents/guardians must check for adult supervision before leaving their cast members at rehearsals.
- On Time Pickup:
 - Parents/guardians must pick-up their cast member at the designated time and no later. Please be careful in our parking lot! There are pizza delivery cars rounding the corners all day long and please do not block the stairways with your car to drop/pick up your children. You must find a parking space.
- Closed Rehearsals:
 - All rehearsals are closed to everyone except the staff or parent volunteers who may be working during the rehearsal process.
- Video/Photography:

- No video or photography is allowed during rehearsals or Tech Week without the prior approval of the director.
- Foot Ware:
 - No open-toed shoes are to be worn at rehearsals or at the theatre venue.

OPTIONAL FUN

ADS IN OUR PROGRAM

- A playbill containing all cast member names and roles will be created. In addition, many parents will purchase ads to congratulate their child and wish him/her luck on the performance. Other parents will solicit local businesses to purchase ads. If parents obtain business ads, please have the business make the check payable to Puttin on Productions. **You will be credited with 50% of the price of the ad from non-cast member businesses.** Ads fees and artwork are due on **April 26.** Ad prices below.

	AD SIZE	PRICE
Design Fee	* Charged if you require help with creating your AD	\$25.00
Booster (up to 20 words)		\$10.00
Business Card	Business card size	\$40.00
Quarter Page	2.75" x 4 "	\$60.00
Half Page	5.5" x 4"	\$120.00
Full Page/Inside Black/white	5.5" wide x 8" high	\$200.00
Inside Rear - Full Color	5.5" wide x 8" high	\$450.00
Inside Front - Full Color	5.5" wide x 8" high	\$450.00
Outside Back - Full Color	5.5" wide x 8" high	\$600.00

DVDs

& T-

SHIRTS/SWEATSHIRTS

- **DVD's \$40:**
 - A link will be provided to order DVDs. **Deadline - May 20.**
- **T-shirts \$28 and Sweatshirts \$40:**
 - POPS logo on front and the show logo & cast names on the back; Please be sure to indicate the correct cast on order form.
 - Ordering: A link will be provided for ordering.
 - **Extras are not ordered so please discuss this with your cast member. Every show there are 2-3 cast members who see others wearing the shirts and want one. They cannot be ordered after March 14. .**
- **LAST DAY TO ORDER SHIRTS IS MARCH 14.**

QUESTIONS/CONCERNS

Julia Mirkovich, POPs Founder ad Executive Artistic Director is available to answer any concerns regarding your child or the show production. Please email her (Julia@puttinonproductions.com) and she will respond no later than 2 days after the date of your email.

*** Please complete conflict sheets below.

Mini POPs Descendants – Wednesday Cast (3:30 – 5:45 pm)

I am the parent/guardian of _____. I understand and agree to the terms of the Mini POPs Parent Commitment Letter. In addition, we will not have any conflicts other than those listed below.

Print Name _____ Signature _____

Describe conflicts below:

Jan 19_ First day of class/ CALLBACKS _____

Jan 26 _____

***FRIDAY Jan 28 – NO REHEARSAL**

Feb 2 _____

***FRIDAY Feb 4** _____

Feb 9 _____

***FRIDAY Feb 11** _____

Feb 16 _____

***FRIDAY Feb 18 – NO REHEARSAL**

Feb 23 _____

***FRIDAY Feb 25** _____

Mar 2 _____

***FRIDAY Mar 4** _____

Mar 9 _____

***FRIDAY Mar 11 – NO REHEARSAL**

Mar 16 _____

***FRIDAY Mar 18** _____

Mar 23 _____

***FRIDAY Mar 25** _____

Mar 30 _____

***FRIDAY Apr 1 – NO REHEARSAL – Spring Break**

Apr 6 – 8 NO REHEARSAL – SPRING BREAK

Apr 13 _____

***FRIDAY Apr 15 – NO REHEARSAL**

Apr 20 _____

***FRIDAY Apr. 22** _____

Apr 27 _____

***FRIDAY Apr 29** _____

May 4 _____

***FRIDAY May 6** _____

May 11 _____

***FRIDAY May 13 – NO REHEARSAL – Rising Stars Opening Night!**

May 18 from 3:30 – 5:45 pm _____

Tech at Hermosa Beach playhouse – no conflicts permitted –May 16 & 17 (4 – 8:30 pm). Note Special Rehearsal May 18 3:30 – 5:45 pm. Performances – May 20 6:30 pm; May 21 1 pm.

*** Leads and ensemble groups will be called for additional rehearsals from 4:30 – 7:15 pm on select Fridays. Please note conflicts so we can schedule these rehearsals.**

Mini POPs Descendants – Thursday Cast (4:00 – 6:15 pm)

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Print Name _____ Signature _____

Describe conflicts below:

Jan 20 First day of class/ CALLBACKS _____

Jan 27 _____

***FRIDAY Jan 28 – NO REHEARSAL**

Feb 3 _____

***FRIDAY Feb 4** _____

Feb 10 _____

***FRIDAY Feb 11** _____

Feb 17 _____

***FRIDAY Feb 18 – NO REHEARSAL**

Feb 24 _____

***FRIDAY Feb 25** _____

Mar 3 _____

***FRIDAY Mar 4** _____

Mar 10 _____

***FRIDAY Mar 11 – NO REHEARSAL**

Mar 17 _____

***FRIDAY Mar 18** _____

Mar 24 _____

***FRIDAY Mar 25** _____

Mar 31 _____

***FRIDAY Apr 1 – NO REHEARSAL – Spring Break**

Apr 7 – 8 NO REHEARSAL – SPRING BREAK

Apr 14 _____

***FRIDAY Apr 15 – NO REHEARSAL**

Apr 21 _____

***FRIDAY Apr. 22** _____

Apr 28 _____

***FRIDAY Apr 29** _____

May 5 _____

***FRIDAY May 6** _____

May 12 _____

***FRIDAY May 13 – NO REHEARSAL – Rising Stars Opening Night!**

Tech at Hermosa Beach Theater – no conflicts permitted –May 18 & 19 (4 – 8:30 pm). Note Performances – May 21 6:30 pm; May 22 1 pm.

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