

Mini POPs Parent Commitment Letter

Super Awesome News

REGISTRATION AND FEES

- Registration:
 - You must register through our online class registration system found on our website: www.puttinonproductions.com; click on Online MiniPOPs Wednesday Class . **YOU MUST BE REGISTERED WITH A VALID CREDIT CARD ON OUR CLASS REGISTRATION SYSTEM IN ORDER TO PARTICIPATE.** The cast name/spelling used on our registration system will be used in all publicity.
- Financial Commitment and Payment Schedule:
 - **\$100** due upon Registration securing your child's spot. (Plus \$15.00 for new students.)
 - **\$100 due Oct.15 and \$95 due Nov.15.** This includes tuition and link to show.
- Withdraw Policy:
 - If you withdraw before the cast list is posted, POPs will retain \$100.00.
 - **If you withdraw for any reason after the cast list is posted, POPs will retain the entire tuition paid to date and you may need to wait one production before participating in another show with us.** 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. All classes will be held via Zoom. Below are all of the important logistics that you will need to know.

ZOOM PROTOCOLS

- 1) Ensure your actor has a reliable, fully charged device ready to go and has all the login information they need.
- 2) It is best if the device is on an adjustable stand and/or is on a desk or table so that the actor can stand up and move around, but still be seen in the camera shot.
- 3) Students should log in 5 minutes early, if possible, so that there is time to troubleshoot as needed.
- 4) Students should be in a quiet space with **reliable internet connection.**
- 5) It is best if student has a neutral, less busy background (i.e. wall with minimal décor) and has cleared space on the floor so that they can move around as need.
- 6) Please have script, pencil, highlighter, and water prior to logging on.
- 7) Please have tracks available to use, preferably on a second device if possible.
- 8) Cameras must remain on the entirety of each Zoom session.

CLASS ATTENDANCE:

The class rehearses every Wednesday via Zoom from 3:00pm – 4:30pm. We will always begin class with acting training before branching off into learning the show. Since every cast member has a featured role, individual/private rehearsals will take place during class; therefore, all cast members will not be required to attend every class the entire time. Schedules will be released at least one week in advance. Again, though, as each class begins with training, you can rely on attending every week. The schedule will simply inform you if your student is released early or not.

With this in mind, it is important you list all conflicts in the conflict sheet at the end of this letter. Rehearsal schedules will be built around this availability, within reason. Additional conflicts added will not be accepted and may result in loss of a part due to the inability to teach a child the material in a timely manner.

DESIGN: COSTUMES, PROPS, ETC

This class will include instruction on assembling costumes, props, scenery, etc (as needed). The intent of this process is to use clothing from the cast member's existing wardrobe and items found within your home. Portions of rehearsal will instruct students on designing for their character and contain work sessions where students will be able to work on their personal show needs. If crafting is required, parents will be expected to provide standard items (i.e. scissors, paper, glue, tape, markers, etc.). Specialty pieces (if needed) will be provided by POPs unless the cast member desires to purchase and retain such piece. The goal of this portion of the curriculum is to empower our students to make smart and savvy decisions based on what they have and do 100% of the work on their own with the guidance of Miss Ashley.

GENERAL POLICIES

- Medical/Special Circumstance:
 - Parents must notify staff regarding any special circumstances or medical requirements related to their child.
- Link to Show:
 - Parents will be provided a link to the final show.

QUESTIONS/CONCERNS

Julia Mirkovich, POPs Founder and 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 sheet below; scan and email to ashley@puttinonproductions.com**

Online Mini POPs Wednesday Cast (2:15 – 3:45 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:

Sept. 23 _____

Sept. 30 _____

Oct. 7 _____

Oct. 14 _____

Oct. 21 _____

Oct. 28 _____

Nov. 4 _____

Nov. 11 _____

Nov. 18 _____

Nov. 25 - NO REHEARSAL

Dec. 2 _____

Dec. 9 _____

Dec. 16 - LAST CLASS - NO CONFLICTS PERMITTED - FINAL SHOW RECORDING via ZOOM