



Mini POPs Parent Commitment Letter Shrek Jr.

REGISTRATION AND FEES:

The payment schedule for Mini POP's is as follows:

- **\$270.00** due upon Registration securing your child's spot. (Plus \$15.00 will be charged for new students.)
- 4 equal payments of **\$135.00** will be charged (includes tuition and tech meals)
On Sept.1, Oct. 1, Nov. 1, Dec.1.
- **Jan 2 - \$330.00** due which covers the \$75.00 costume fee & \$255.00 mandatory ticket purchase (15 tickets X \$17.00 each)

REHEARSALS and SHOWS:

All rehearsals take place at POPs Studio, 2010 N. Sepulveda Blvd., Manhattan Beach (Behind Manhattan Bread & Bagel/Fresh Bros. Pizza), * some rehearsals in December will be relocated – TBA.

Tech week and shows take place at Hermosa Beach Playhouse, 710 Pier Ave Hermosa Bch, CA.

CLASS TIMES, TECH WEEK AND PERFORMANCES:

PARENT MEETING- ATTENDANCE REQUIRED: ALL PARENTS and returning parents are required to attend the Parent Meeting on the first day of rehearsal.

Wednesday Class (Mandatory parent meeting on Sept 4th from 2:15 – 3:00 pm)

- 1) Auditions –Wednesday, Sept 4th from 2:15 – 5:00 pm; Callbacks during first class
- 2) Meets Wednesdays starting Sept 11th from 2:15– 4:30 pm. NO CLASSES AFTER PERFORMANCES.
- 3) No rehearsals on Nov. 27; Dec.25; Jan. 1
- 4) **Attendance during Tech Week is mandatory and will be held at Hermosa Beach playhouse.**
Tech days for the Wednesday class are Jan. 13th and 14th (4 – 8:30 pm) Jan 15th (2:15-3:45pm)
- 5) Performances are Jan 17 at 6:30 pm (call time 4:00 pm) and Jan 18 at 1pm (call time 11:30am).
- 6) Leads and ensemble groups will be called for additional rehearsals from 5:00 – 7:45pm on select Fridays. Please note conflicts so we can schedule these rehearsals.
- 7) Costume Fittings Date – TBA.

Thursday Class (Mandatory parent meeting on Sept 5th from 4:15 – 5 pm)

- 1) Auditions –Thursday, Sept. 5th from 4:15 – 7:00 pm; Callbacks during first class
- 2) Meets Thursdays starting Sept. 12th from 4:15 – 6:30 pm. NO CLASSES AFTER PERFORMANCES.
- 3) No rehearsals on Nov. 28; Dec. 26 or Jan. 2.
- 4) **Attendance during Tech Week is mandatory and will be held at Hermosa Beach playhouse.**
Tech days for the Thursday class are Jan 15 and 16 from 4 – 8:30 pm.
- 5) Performances are Jan 18 at 6:30 pm (call time 4:00 pm) and Jan 19 at 1pm (call time 11:30am).
- 6) Leads and ensemble groups will be called for additional rehearsals from 5:00 – 7:45pm on select Fridays. Please note conflicts so we can schedule these rehearsals.
- 7) 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.

CLASS/TECH ATTENDANCE

- 100% attendance at all classes is strongly expected. With our class time limited to once a week, we need every cast member to attend every session in order to make the best show possible. **Class starts promptly, so please have your child in class and ready to work on time.** We must insist that each child miss **no more than 2 classes** in order for the whole team to succeed. It is too difficult to make a show cohesive when the performers are missing. We often hear a parent say that their child knows their lines, or they are fast at picking up, but it is hard for the rest of the cast trying to plunk through a scene without one of their cast mates. Every part is important in the show. **Please turn in your Conflicts Sheet at the end of this packet during the Mandatory Parent meeting** indicating any conflicts that your child may have. Excessive absences may result in a performer being cut or being omitted from a scene.
- We understand that some children attend school until 3:00 or attend school in another city. We do not expect you to pull your child out of school early to attend Tech Week; we just request that you get your child to Tech Week ASAP after school. **Please communicate any tardiness due to school to your stage manager.**
- Tech Week is an exciting and fun experience and can be very tiring for young cast members. Please make sure your child is well fed and well rested. Your child is expected to stay the entire time during tech days. Tech dinners will be provided for your child and is included in your class tuition: (1st dinner – pizza, green salad, water, cookies; 2nd dinner – ham and turkey sandwiches, chips, water, cookies; 1st show -- pizza snack; 2nd show -- snack). Please send box dinners if your child cannot eat these. There are no gluten free meals.

FINANCIAL COMMITMENT

Putting on the high-quality show that POPs is known for in our community requires 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 and rehearsal space. Mandatory fees are tuition, tickets and costumes.

Tuition – Mandatory

- Tuition is charged as follows: \$270.00 (plus \$15 registration fee for first time students) at registration; Then 4 equal payments of \$135.00 on **Sept 1, Oct 1, Nov 1, and Dec 1.** Tuition includes all rehearsals and tech/show meals.
- If you withdraw from a production after auditions and before the cast list is posted, POPs will retain \$270.00 and refund the rest. **It is extremely disruptive if a cast member drops the production after the cast list is posted, as the show needs to be adjusted and re-cast. Therefore, if you withdraw for any reason after the cast list is posted, POPs will retain the entire tuition paid and you will not be permitted to audition for our next production. You will not receive any credit or refund for unused tuition. No exceptions.**
- In addition to tuition, other mandatory fees (see below – Tickets and Costume = \$330.00) will be charged on **Jan 2.**

Tickets - Mandatory

- All families are responsible for purchasing \$255.00 in tickets which you are encouraged to sell to friends in the community. Tickets are paid for in advance by the parents on Jan 2nd. Each family receives 15 tickets. Additional tickets can be purchased at the theater during tech week for \$17.00 each prior to opening night. *date and time TBA
- 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.** If you have a large nonprofit group (over 12 people) such as Girl Scouts, Church choir, etc., please contact Julia at info@puttinonproductions.com and we will set aside seats for the group.
- **Parents who are volunteering are still required to have an individual ticket for admission. If you are sitting in a seat viewing the show, you are required to have a ticket.**

Costumes - Mandatory

- Each cast member is charged a costume fee of \$75 on Jan 2. 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. EACH CAST MEMBER IS REQUIRED TO PROVIDE HIS/HER OWN MAKEUP AND HAIR ACCESSORIES.**
- **Costume fittings take place at rehearsal.** Costumes are provided in the dressing rooms during Tech Week. Costumes are not to be removed from the theater without the prior approval of the Costume Coordinators.
- 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.
- 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 and pressing. In these instances, the costume must be ready for use by the next rehearsal or performance.

Ads - Optional

- 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 Corp. **You will be credited with 50% of the price of the ad from non-cast member businesses.** Ads fees and artwork are due on Dec 10th. Ad prices below.

	AD SIZE	PRICE
Design Fee	* Help with creating AD	\$25.00
Booster (up to 20 words)		\$10.00
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 - Optional

- A video DVD will be produced and also available for sale. These DVDs may be ordered at any time at: www.puttinonproductions.com – Click on Store/ DVDs. **Deadline to order by is Jan 31st.**
- T-shirts with the POPS logo on front and the show logo and cast names on the back are available for purchase at a cost of \$25; sweatshirts are available for \$38; on our online Store.
- **Extras are not ordered so please discuss this with your cast member as there are always 1 – 2 cast members who see the t-shirts and then want one.**
- **LAST DAY TO ORDER IS OCT 2nd.**

CASTING & PLACEMENT

POPs fosters teamwork and firmly believes that there are no small parts. Students will be informed of what they've been cast after the second week of class.

- The casting decisions made by the director(s) are based on many factors and are ultimately influenced by what will be best for the entire production. Sometimes, the child who might make the best match for a particular character will have to miss too many rehearsals, or just one KEY rehearsal and we have to decide NOT to cast that child for the part.
- **CASTING DECISIONS ARE MADE BY THE DIRECTOR (S) AND ARE FINAL. We expect all parents and students to support the casting decisions made by the director(s).**
- Each role, no matter how “big” or “small” is VERY IMPORTANT, and the goal is to HAVE FUN and LEARN!
- Parental support and encouragement are expected for each child to do the best possible job at whichever role(s) he/she is cast in.

CAST MEMBER BEHAVIOR EXPECTATIONS

Teamwork is the key to success of POPs. We require commitment and cooperation from everyone involved. In order for POPs to provide a professional theatre experience to its students AND create a fun and stimulating environment within which to work, there are expectations for behavior that must be met. The following behaviors will be expected during all POPs rehearsals, productions, and events.

- ✓ Display the highest standards of respect for self and others.
- ✓ Pay attention and follow the requests of staff, parents and supervisors at all times.
- ✓ Be prepared – know your lines, choreography, staging and be off-book when required. Students must also bring their script, score, and a pencil to EVERY rehearsal.
- ✓ No excessive talking and disruptive behavior. This is disrespectful to your instructors and fellow cast members and impedes the learning and rehearsal experience for all.
- ✓ There is no talking about other students or whispering to each other during rehearsals. We are a team that supports each other 100%. This enables everyone to be their most creative self.
- ✓ No exploring. Do not leave the rehearsal/theatre premises without supervision. You must wait inside for your ride to pick you up.
- ✓ Clean up after yourself. We must take care of the space that we use for rehearsals.
- ✓ Food and soft drinks are not allowed in the classrooms. Please make sure your child has a snack before rehearsal. We encourage your child to bring bottled water to rehearsals.
- ✓ There is no eating or drinking in costume. Please bring a large t-shirt to wear over your costume while eating tech dinners.
- ✓ You must inform your instructor of any illness or injury before rehearsals begin or if they occur during rehearsal.
- ✓ Remember you have to give to get! Give of yourself and be kind and you will receive the same in return.

SUPPORT FROM PARENTS

- ✓ Display support for your child and other cast members in the role that they have been given at all rehearsals and at all performances.
- ✓ Do not criticize other POPS cast members, teachers, staff or volunteers at any POPS rehearsal or performance.
- ✓ Help your child to abide by all the Cast Member Expectations set forth above by setting a positive example for him/her to follow, getting your child to rehearsal and tech week on time, fulfilling your financial obligations on time and fulfilling your volunteer responsibilities.

VOLUNTEERISM AND GETTING INVOLVED

- POPs is a family-oriented organization and all parents, guardians, and family members are encouraged to get involved in the productions of POPs by helping with sets, supervision, costumes, props, etc. We rely on parent volunteers to make the show a high-quality production and a better experience all around.
- **2 “tasks”** (see below) per cast member are required to be performed by parents, guardians, relatives or mature siblings. If you have 2 cast members in MiniPOPs, the requirement is 4 tasks. If you have 3 or more cast members in MiniPOPs, a maximum of 5 tasks is required. **Tasks can be performed for any POPs show.** For example, the Saturday cast can fulfill volunteer tasks for the Wednesday cast shows or any Rising Stars show and be free to watch the Saturday cast shows without any volunteer responsibilities.
- We recognize that not everyone can volunteer to perform the tasks at the times required and therefore we offer a **buyout of \$125 per cast member** so that we can hire college students to

perform these tasks. If you do not sign up for your volunteer tasks, you will be charged the buyout on opening night. If you do not show up for your volunteer shift, you will be charged \$50/shift.

- 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.
- The electronic volunteer spreadsheets listing the "tasks" will be available for signups on the POPS website: www.puttinonproductions.com **on Sat. Oct 12th at noon.**

GENERAL POLICIES

- Parents must notify staff regarding any special circumstances or medical requirements related to their child.
- Parents/guardians must check for adult supervision before leaving their cast members at rehearsals.
- 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.**
- No video or photography is allowed during Tech Week without the prior approval of the director.
- No open-toed shoes are to be worn at rehearsals or at the theatre venue.

QUESTIONS/CONCERNS:

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

***** Please see conflict sheets below.**

Mini POPs Shrek Jr. – Wednesday Cast (2:15 – 4:30 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. 4 (2:15 – 5:00 pm) AUDITIONS _____

Sept. 11 First day of class/ CALLBACKS _____

Sept. 18 _____

Sept. 25 _____

Oct 2nd. _____

*FRIDAY Oct 4 _____

Oct. 9 _____

*FRIDAY Oct. 11 _____

Oct. 16 _____

*FRIDAY Oct. 18 _____

Oct. 23 _____

*FRIDAY Oct. 25 _____

Oct. 30 _____

Nov. 6 _____

*FRIDAY Nov. 8 _____

Nov. 13 _____

*FRIDAY Nov. 15 _____

Nov 20 _____

*FRIDAY Nov. 22 _____

Nov 27 – No Class

Dec. 4 _____

*FRIDAY Dec.6 _____

Dec. 11 _____

*FRIDAY Dec 13 _____

Dec. 18 _____

Dec. 20 through Jan. 3rd – NO CLASSES

Jan. 8 _____

Jan 15th 2:15pm – 3:45pm _____

Tech at Hermosa Beach playhouse – no conflicts permitted –Jan 13 and 14 (4 – 8:30 pm)

Performances – Jan 17 – 6:30 pm; Jan 18 – 1 pm.

*** Leads and ensemble groups will be called for additional rehearsals from 5:00 – 7:45 pm on select Fridays. Please note conflicts so we can schedule these rehearsals.**

Mini POPs Shrek Jr. – Thursday Cast (4:15 – 6:30 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. 5 (4:15 – 7 pm) AUDITIONS _____

Sept. 12 First day of class/ CALLBACKS (4:15-6:30pm) _____

Sept.19 _____

*FRIDAY Sept.20 _____

Sept.26 _____

Oct. 3 _____

*FRIDAY Oct. 4 _____

Oct. 10 _____

*FRIDAY Oct. 11 _____

Oct. 17 _____

*FRIDAY Oct. 18 _____

Oct. 24 _____

*FRIDAY Oct. 25 _____

Oct.31 _____

Nov.7 _____

*FRIDAY Nov.8 _____

Nov. 14 _____

*FRIDAY Nov. 15 _____

Nov 21 _____

*FRIDAY Nov.22 _____

Nov. 28 NO CLASS

Dec. 5 _____

*FRIDAY Dec. 6 _____

Dec. 12 _____

*FRIDAY Dec 13 _____

Dec. 19 _____

Dec. 20th - Jan.3rd – NO CLASSES

Jan. 9 _____

**Tech at Hermosa Beach Playhouse – no conflicts permitted –Jan 15th and 16th (4 – 8:30 pm)
Performances – Jan 18 – 6:30 pm; Jan 19 – 1:00 pm.**

**** Leads and ensemble groups will be called for additional rehearsals from 5:00 – 7:45 pm on select Fridays. Please note conflicts so we can schedule these rehearsals.***

