

# Parent Commitment Letter

## On-Set Movie Camp

### REGISTRATION AND FEES

- Registration:
  - You must register through our online class registration system found on our website: [www.puttinonproductions.com](http://www.puttinonproductions.com); click on POPs Pictures – On Set Movie Camp . **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.
  - All parents must sign the COVID waiver prior to the first class at: <https://app.waiverforever.com/pending/Wnl6bjNpWV1593554479>
  - All parents must watch Parent Meeting video prior to submitting conflicts sheet (link to be provided.)
- Financial Commitment and Payment Schedule:
  - **\$375** due upon Registration securing your child's spot. (Plus \$15.00 for new students.)
  - **\$300 due Oct.7 and \$300 due Nov. 1.** This includes tuition and movie link.
- Disruption Policy:
  - If filming cannot take place due to inclement weather, the filming will be rescheduled.
  - If we are required to terminate rehearsals or filming due to government order, then POPs will prorate the fees and bill/refund the difference.
  - **If you withdraw for any reason other than long term sickness (see below), POPs will retain the entire tuition paid to date and you may need to wait one production before participating in another show or class 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, as the movie has been cast with each person in mind contributing to the whole. Quitting a production after rehearsals have started often forces us to change other 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.
  - If you withdraw due to sickness that will last multiple weeks (doctor's note required), POPs will prorate the fees and refund the balance paid based on such proration.

### 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. The first read through of the script will take place via Zoom so the entire cast can participate at the same time on October 6th. Thereafter, rehearsals will take place primarily at POPs studios following social distance protocols and health and safety guidelines (see website for specific guidelines). These rehearsals will take place Tues and Thurs from 4 – 7:30pm and Saturdays from 10am – 1:30pm. **All rehearsals are by call only - meaning you will not be called for every rehearsal the entire time in order to comply with LA County protocols.** Rehearsal call times will be released as soon as we can, no later than 24hrs ahead of time for the first week and sooner for the subsequent weeks.

Filming from Nov. 1 – 15 will be held primarily outside following LA County protocols. Filming schedule will be determined based on locations. It is important that you fill out the conflicts schedule completely so that we can schedule accordingly. Below are all of the important logistics that you will need to know.

### **SAFETY PROTOCOLS & WHAT TO BRING**

- 1) Wear a mask. Bring a spare if you think you will want to change masks.
- 2) Wear close toed shoes.
- 3) Bring a snack and plenty of water.
- 4) Bring a jacket when we are filming outside.
- 5) Sunscreen is encouraged if we are out in the sun.
- 6) Students and staff will have their temperatures taken upon arrival as well as be asked a few screening questions. Anyone with a temperature of 100.4 degrees Fahrenheit or more will not be allowed to attend that day.

### **ATTENDANCE:**

This movie will be made in 6 weeks! With this in mind, it is important you list all conflicts in the conflict sheet at the end of this letter. Rehearsal and filming 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 or film at that location in a timely manner.

### **COSTUMES**

This class will use costumes from the cast member's existing wardrobe. Specialty pieces (if needed) will be provided by POPs unless the cast member desires to purchase and retain such piece.

### **GENERAL POLICIES**

- **Medical/Special Circumstance:**
  - Parents must notify staff regarding any special circumstances or medical requirements related to their child.
- **Movie Premiere:**
  - A link to the movie will be provided to each cast member and is included in tuition.
  - In addition, we are working hard to create a unique experience for our movie premiere which may involve extra fees.
- **Confirm Adult Presence:**
  - Parents/guardians must check for adult supervision before leaving their cast members at rehearsals and filming locations and wait for temperature check.
- **On Time Pickup:**
  - Parents/guardians must pick-up their cast member at the designated time and location **and no later.**
- **Closed Rehearsals:**
  - All rehearsals and filming are closed to everyone except the staff and film crew.

### **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](mailto: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](mailto:ashley@puttinonproductions.com)

On-Set Movie Camp

I am the parent/guardian of \_\_\_\_\_. I understand and agree to the terms of the On-Set Movie Camp Parent Commitment Letter. In addition, I have watched the Parent Video and agree with the expectations and requirements set forth herein. We will not have any conflicts other than as listed below.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Describe conflicts below:

**Auditions/Callbacks**

**September 14<sup>th</sup> – 21<sup>st</sup> Auditions** Self-tape submission via Email to [ashley@puttinonproductions.com](mailto:ashley@puttinonproductions.com)

**Saturday, September 26<sup>th</sup> Callbacks** (in studio by appt) \_\_\_\_\_

**Rehearsals** (online via Zoom and/or in studio)

**Tuesday, October 6<sup>th</sup>** 4:00 – 7:30pm – via Zoom – FULL COMPANY CALLED! \_\_\_\_\_

**Thursday, October 8<sup>th</sup>** 4:00 – 7:30pm \_\_\_\_\_

**Saturday, October 10<sup>th</sup>** 10:00am – 1:30pm \_\_\_\_\_

**Tuesday, October 13<sup>th</sup>** 4:00 – 7:30pm \_\_\_\_\_

**Thursday, October 15<sup>th</sup>** 4:00 – 7:30pm \_\_\_\_\_

**Saturday, October 17<sup>th</sup>** 10:00am – 1:30pm \_\_\_\_\_

**Tuesday, October 20<sup>th</sup>** 4:00 – 7:30pm \_\_\_\_\_

**Thursday, October 22<sup>nd</sup>** 4:00 – 7:30pm \_\_\_\_\_

**Saturday, October 24<sup>th</sup>** 10:00am – 1:30pm \_\_\_\_\_

**Tuesday, October 27<sup>th</sup>** 4:00 – 7:30pm \_\_\_\_\_

**Thursday, October 29<sup>th</sup>** 4:00 – 7:30pm \_\_\_\_\_

**Saturday, October 31<sup>st</sup> – Halloween - no rehearsal**

**Filming** (on location, dates and times TBD. Please list your student’s school hours as well as any additional conflicts for these days.)

**Sunday, November 1<sup>st</sup>** \_\_\_\_\_

**Monday, November 2<sup>nd</sup>** \_\_\_\_\_

**Tuesday, November 3<sup>rd</sup>** \_\_\_\_\_

**Wednesday, November 4<sup>th</sup>** \_\_\_\_\_

**Thursday, November 5<sup>th</sup>** \_\_\_\_\_

**Friday, November 6<sup>th</sup>** \_\_\_\_\_

**Saturday, November 7<sup>th</sup>** \_\_\_\_\_

**Sunday, November 8<sup>th</sup>** \_\_\_\_\_

**Monday, November 9<sup>th</sup>** \_\_\_\_\_

**Tuesday, November 10<sup>th</sup>** \_\_\_\_\_

**Wednesday, November 11<sup>th</sup>** \_\_\_\_\_

**Thursday, November 12<sup>th</sup>** \_\_\_\_\_

**Friday, November 13<sup>th</sup>** \_\_\_\_\_

**Saturday, November 14<sup>th</sup>** \_\_\_\_\_

**Sunday, November 15<sup>th</sup>** \_\_\_\_\_