

# RISING STARS - FROZEN The Musical

## COMMITMENT LETTER

### 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 RS Frozen the Musical . **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:
  - **\$315.00** due upon Registration securing your child's spot. (Plus \$15.00 for new students.)
  - **\$200.00 due Feb.1, Mar. 1, and Apr. 1.** This includes tuition and tech meals.
  - **\$390.00 due May 1** which covers the \$90.00 costume fee & \$300.00 mandatory ticket purchase (15 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 \$270.00 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

- POPs Studio: 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 Playhouse, 710 Pier Ave Hermosa Beach, CA.

## MANDATORY PARENT MEETING:

- Saturday Feb 1 from 1:00-2:00 pm. **ATTENDANCE IS REQUIRED:** ALL PARENTS are required to attend the Parent Meeting on the first day of auditions.

## AUDITIONS AND CALLBACKS:

This is an audition only production. Please come fully prepared for auditions, display a positive attitude towards fellow students and directors, and showcase a cultivated level of talent for their age to greater enhance acceptance into our cast. We do take students new to theater but if we feel this process will overwhelm them too much, we may not accept them in at time and offer feedback on how to prepare. We only do this if it is what is best for a child. Students' Parents will be emailed either acceptances or denials into the company as soon as audition decisions are made.

- Please bring a **headshot and resume** to leave with the Director. Additional information on what to bring to and how to prepare for auditions can be found at: **[www.puttinonproductions.com/audition-info.html](http://www.puttinonproductions.com/audition-info.html)**
  - **Auditions and Callback:**
    - Auditions: Saturday Feb. 1 from 1:00 – 5:30 pm.
    - Callbacks\*: Sunday Feb. 2 from 1:00 – 6:30 pm.
    - \*Callbacks are by invitation only. Cast members will be emailed specific callback times on Saturday after auditions; if you do not receive an email it is not necessary to call you back.*

## REHEARSALS: (see page 8 for detailed schedule)

Sundays: 1-6pm

Select Saturdays: 2-6pm

- All rehearsals (except for tech week) and meetings take place at:  
TADA/ POPs Studio  
2010 N. Sepulveda Boulevard, Manhattan Beach  
(Behind Manhattan Bread & Bagel/Fresh Brother's Pizza).

## TECH WEEK & SHOWS: - Mandatory, no conflicts are permitted!

- Tech: May 9<sup>th</sup> – 14<sup>th</sup> (see page 6 for detailed schedule)
- Shows: Friday, May 15 @7:30pm, Sat. May16 @ 2pm & 7:30pm, Sun. May 17 @2:00pm
- Tech and Shows:  
Hermosa Beach Playhouse  
710 Pier Avenue, Hermosa Beach.

Additional rehearsals at Hermosa Beach Playhouse may be announced prior to tech week.

## **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, tech meals, costumes, props, etc. We rely on parent volunteers to make the show a high-quality production and a better experience all around.

- A minimum of 4 “tasks”
  - To be performed by parents, guardians, relatives or mature siblings. A maximum of 6 tasks is required for families with more than 1 cast member. You must sign up one month prior to the first performance.
- Buyout Option:
  - We recognize that not everyone can volunteer to perform the tasks at the times required and therefore we offer a “buy-out” option. You may pay \$225 per cast member to buy- out of your 4-task requirement. For the buy -out you will be charged one month prior to first performance. POPS will use the buyouts to hire personnel to perform the tasks.
- Failure to Sign UP/or No Show:
  - If you do not sign up for your volunteer tasks, you will be charged the buy-out two weeks before the first performance. If you do not show up for your task, you will be charged \$50/shift.
- Substitution of 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.
- How to Sign Up:
  - The electronic volunteer spreadsheet listing the “tasks” will be available for signups on the POPS website: [www.puttinonproductions.com](http://www.puttinonproductions.com) on **Saturday February 29 at noon**. Contact [victoria@tadastages.com](mailto:victoria@tadastages.com) with questions.

## **TICKETS**

- Required Ticket Purchase:
  - All families are responsible for purchasing \$300 in tickets which you are encouraged to sell to friends in the community. Tickets are paid for in advance by the parents via tuition.
- Tickets Per Family:
  - Each family receives 15 tickets; additional tickets are \$20/each sold during tech week.
- Reserved seats:
  - Will be sold for each performance during tech week. Date and time will be announced.

- Saving seats prior to opening the theater doors on performance days will not be permitted.

## COSTUMES

- \$90 Costume Fee: Costume rental via the aforementioned tuition billing schedule. 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.
  - Costumes remain the property of POPS.
  - 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 Designers.
  - 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 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.

## GENERAL

- Special Requirements:
  - Parents must notify staff regarding any special circumstances or medical requirements related to their cast member.
- Drop Off:
  - Parents/guardians must check for adult supervision before leaving their cast members at rehearsals.
- PLEASE BE CAREFUL IN OUR PARKING LOT!
  - There are pizza delivery cars rounding the corners all day long. **Please do not block the stairways with your car to drop/pick up your cast member. 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.
- No video or photography:
  - is allowed during rehearsals or tech week without the prior approval of the director.
- Shoes:
  - No open-toed shoes are to be worn at rehearsals or the theater venue.
- Leaving the Premises:

- By participating in Rising Stars, parents are permitting their student to walk to businesses in our parking lot (Fresh Bros., Manhattan Bagel, Rubios, GROW etc.) during breaks without adult supervision unless otherwise advised.

### MERCHANDISE

- T-Shirts/ Sweatshirts
  - T-shirts and sweatshirts 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/\$38.
  - Ordering: go to [www.puttinonproductions.com](http://www.puttinonproductions.com) – click on Shop and **follow instructions.**
  - **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 24.**
  - **LAST DAY TO ORDER IS MARCH 24.**
- DVDs
  - A video DVD will be produced and available for sale. These videos may be ordered at any time prior to **May 17** from on our online Shop – click on DVDs and be sure to specify your student’s cast!

### ADS IN OUR PROGRAM

- Congratulate your child/wish him/her luck on the performance.
- Earn Money with Ads:
  - If parents obtain business ads, please have the business make the check payable to Puttin on Productions and your cast member will be credited for 50% of the non-cast-related business ads obtained.
- Below is the schedule of ad prices: **Due date: April 26th**

	AD SIZE	PRICE
Design Fee	*help with creating 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 Back – 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

\*\*\* Please complete conflict sheet below.\*\*\*

**YOU MUST HAND IN THIS PAGE WHEN YOU ENTER THE AUDITION ROOM**

I, Cast Member, have read and agree to adhere to the policies above and will comply with Cast Member Behavior Expectations. I further understand that continued disregard for any of the above may result in a call to my parents and removal from rehearsal(s) and/or the performance(s). I, Parent/Guardian, have read and agree to adhere to the policies above, including Support from Parents and will comply with all financial and volunteer obligations as stated herein.

Conflicts for: (PRINT NAME) \_\_\_\_\_

Cast Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Describe conflicts below:

**Feb 8 Saturday (2 - 6pm)** \_\_\_\_\_

Feb 9 (1 - 6 pm ) \_\_\_\_\_

**Feb 15 Saturday (2 - 6 pm)** \_\_\_\_\_

Feb 16 (1 - 6 pm) \_\_\_\_\_

**Feb 22 Saturday (No Rehearsal) - Sleepover Feb. 21**

Feb 23 (1 - 6 pm) \_\_\_\_\_

**Feb 29 Saturday (No Rehearsal)**

Mar 1 (1 - 6 pm) \_\_\_\_\_

**Mar 7 Saturday (2 -6 PM)** \_\_\_\_\_

Mar 8 (1 - 6 pm) \_\_\_\_\_

**Mar 14 Saturday (No Rehearsal) - 24 Hour Musical!**

Mar 15 (1- 6pm) \_\_\_\_\_

**Mar 21 Saturday (2 - 6 pm)** \_\_\_\_\_

Mar 22 (1 - 6 pm) \_\_\_\_\_

**Mar 28 Saturday (2-6 pm)** \_\_\_\_\_

Mar 29 (1-6pm) \_\_\_\_\_

**Apr 4 Saturday (2-6 pm)** \_\_\_\_\_

Apr 5 (1 - 6 pm) \_\_\_\_\_

**Apr 11 Saturday (No Rehearsal) - Spring Break**

**Apr 12 (No Rehearsal) - Spring Break**

**Apr 18 Saturday (No Rehearsal)**

Apr 19 (1 - 6 pm) \_\_\_\_\_

**Apr 25 Saturday (2-6 pm)** \_\_\_\_\_

Apr 26 *Possible* Costume Fittings (11:30a - 1p) \_\_\_\_\_

Apr 26 (1-6pm) \_\_\_\_\_

**May 2 Saturday (2-6pm)** \_\_\_\_\_

May 3 (1-6pm) \_\_\_\_\_

**\*Tech at Hermosa Beach Playhouse, 710 Pier Avenue, Hermosa Beach, CA 90254 \*NO CONFLICTS PERMITTED: Saturday May 9 (2-6pm), Sunday May 10 (1-6p), May 11 - 14 (3:30 - 9:30 pm) \*Performances: May 15 @ 7:30; Saturday May 16 @ 2:00pm & 7:30 pm; Sunday May 17 @ 2:00pm.**