

# **RISING STARS – Shrek The Musical COMMITMENT LETTER**

## **REGISTRATION AND TUITION FEES:**

The payment schedule for Rising Stars is as follows:

**\*\$315.00 is due at registration. (plus \$15.00 fee for new students)**

**\*\$150.00 due Sept.1, Oct.1, Nov.1, Dec.1.** This includes tuition and tech meals.

**\*\$390.00 due Jan 2**(which covers the \$90.00 costume fee and the \$300.00 mandatory ticket purchase). Each cast member must buy 15 tickets for \$20.00 each.

You must register through our online class registration system found on our website: [www.puttinonproductions.com](http://www.puttinonproductions.com); click on **Shrek 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.

## **REHEARSALS AND SHOWS:**

All rehearsals (except for tech week) and meetings take place at:

POP's Studio  
2010 N. Sepulveda Boulevard  
Manhattan Beach  
(Behind Manhattan Bread & Bagel/Fresh Brother's Pizza).

Tech week/shows  
Hermosa Beach Playhouse  
710 Pier Avenue, Hermosa Beach.

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

## **AUDITIONS:**

This is an audition only production. Only those who come fully prepared for auditions, display a positive attitude towards fellow students and directors, and showcase a cultivated level of talent for their age will be accepted into our cast.

Additional Audition information can be found at:  
**[www.puttinonproductions.com/audition-info.html](http://www.puttinonproductions.com/audition-info.html)**

**Please bring a headshot and resume to leave with the Director.** Students/Parents will be emailed either acceptances or denials into the company as soon as audition decisions are made.

**MANDATORY PARENT MEETING:** (Saturday Sept.7<sup>th</sup> 1:00-2:00 pm)

**ATTENDANCE IS REQUIRED: ALL PARENTS and returning parents are required to attend the Parent Meeting on the first day of auditions.**

**AUDITIONS AND CALLBACKS:**

Auditions: Saturday Sept.7<sup>th</sup> from 1:00 – 5:30 pm.

Callbacks are Sunday Sept.8<sup>th</sup> 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 performers are required to commit to this rehearsal schedule.

**Tech Week:** Mandatory, no conflicts are permitted.

**Show Dates\*:**

Friday, Jan 10<sup>th</sup> @7:30pm, Sat. Jan 11<sup>th</sup> @ 2pm & 7:30pm, Sunday Jan 12<sup>th</sup> @2:00pm

**IF YOU CANNOT COMMIT TO ANY OF THE ABOVE SCHEDULE PLEASE DO NOT AUDITION.**

**CONFLICTS/ABSENCE POLICY**

- 100% attendance at all rehearsals is strongly expected.
- **The Acceptable Conflicts marked on the Conflict Calendar and turned in at auditions will be the only absences accepted. A maximum of 2 Acceptable Conflicts will be permitted.**
  - Examples of Acceptable Conflicts include but are not limited to graduations, weddings, funerals, school performances, performing arts competitions or currently scheduled soccer championships etc.
  - Examples of unacceptable conflicts include but are not limited to birthday parties, play dates, Disneyland excursions, or unexpected out of town guests etc.

- Any rehearsal absence, whether an Acceptable Conflict or an unexpected event (accident, sickness) may result in a performer being cut or being omitted from a scene.
- Absent cast members are responsible for finding another cast member and learning any staging, choreography, script and/or vocal changes that may have occurred during their absence.
- Performers must be at rehearsals on time. Excess tardiness and/or absences are disruptive to rehearsals and may result in losing the part your performer has been given.
- All rehearsals are closed to everyone except the staff or parent volunteers who may be working during the rehearsal process.
- **Tech Week is mandatory.** Performers will be required to be at the theatre during Tech Week from 2 - 6 pm on Saturday and 1-6 on Sunday and from 3:30 pm – 9:30 pm Mon. – Thurs. so please be prepared for this. 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; we just request that you get your child to Tech Week ASAP after school.

### **FINANCIAL COMMITMENT**

There are 3 mandatory fees: tuition (includes tech meals), tickets and costumes. Please read the commitment below, so that you and your family can make an up front, educated decision as to whether you are able to participate in POPs at this time.

### **Tuition Policy**

- 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 \$315.00. **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.**

### **Tickets**

- 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. Each family receives 15 tickets; additional tickets are \$20/each sold during tech week. TBA date and time.
- 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.

### Costume Policy

- You will be charged a flat costume fee of \$90 for costume rental. **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 Costumers.
- 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.

### Ads – Optional

- Many times, parents will use ads to congratulate their child and wish him/her luck on the performance. Other parents will solicit local businesses to purchase an ad. If parents obtain business ads, please have the business make the check payable to Puttin on Productions Corp 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: Dec 10th**

	<b>AD SIZE</b>	<b>PRICE</b>
<b>Design Fee</b>	<b>*help with creating AD</b>	<b>\$25.00</b>
<b>Booster (up to 20 words)</b>		<b>\$10.00</b>
<b>Business Listing</b>	<b>1/8 Page</b>	<b>\$36.00</b>
<b>Quarter Page</b>	<b>2.75 x 4"</b>	<b>\$60.00</b>
<b>Half Page</b>	<b>5.5" x 4"</b>	<b>\$120.00</b>
<b>Full Page/ Inside Black/White</b>	<b>5.5" wide x 8" high</b>	<b>\$200.00</b>
<b>Inside Back – Full Color</b>	<b>5.5" wide x 8" high</b>	<b>\$450.00</b>
<b>Inside Front – Full Color</b>	<b>5.5" wide x 8" high</b>	<b>\$450.00</b>
<b>Outside Back -Full Color</b>	<b>5.5" wide x 8" high</b>	<b>\$600.00</b>

### **Merchandise – (Optional)**

- 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. Go to [www.puttinonproductions.com](http://www.puttinonproductions.com) – click on Clothing **and designate size in Special Instructions.** Shirts/sweatshirts. **Extras are not ordered so please discuss this with your cast member.**
- **LAST DAY TO ORDER IS OCTOBER 2<sup>ND</sup>.**
- **DVDs** - A video DVD will be produced and available for sale. These videos may be ordered at any time prior to **Jan 17<sup>th</sup>** from on our online Store – click on DVDs.

### **CASTING & PLACEMENT**

Cast members must participate in the full audition process to be cast. POPS fosters teamwork and firmly believes that there are no small parts. Students will be informed of what they've been cast as soon as possible after auditions are completed.

- 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).**
- Parental support and encouragement is 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.
- ✓ 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 rent for rehearsals.
- ✓ Food and drinks are not allowed in the rehearsal rooms or theater.
- ✓ There is no eating or drinking in costume – bring a large t-shirt to wear over your costume during tech week 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. If you have a concern, please contact Julia Mirkovich ([info@puttinonproductions.com](mailto:info@puttinonproductions.com)) directly and discreetly.
- ✓ 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.
- A minimum of 4 “tasks” (see below) per cast member are required 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.
- 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. If you do not sign up for your volunteer tasks, you will be charged the buy-out one month before the first performance. 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 spreadsheet listing the "tasks" will be available for signups on the POPS website: [www.puttinonproductions.com](http://www.puttinonproductions.com) on **Saturday October 12th, at noon.**

### **GENERAL POLICIES**

- Parents must notify staff regarding any special circumstances or medical requirements related to their cast member.
- 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 cast member.**
- 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 the theatre venue.
- 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.

**\*\*\* Please see 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:

Sept. 15 (1 – 6 pm) \_\_\_\_\_

**Sept 21<sup>st</sup> Saturday (2 – 6 pm)** \_\_\_\_\_

Sept. 22 (1 – 6 pm) \_\_\_\_\_

**Sept 28<sup>th</sup> Saturday (2 – 6 pm)** \_\_\_\_\_

Sept. 29 (1 – 6 pm) \_\_\_\_\_

**Oct. 5<sup>th</sup> Saturday (No Rehearsal – Special Event: TECH OLYMPICS!!!!)**

Oct. 6 (1 – 6 pm) \_\_\_\_\_

**Oct 12<sup>th</sup> Saturday (2 -6 PM)** \_\_\_\_\_

Oct. 13 (1 – 6 pm) \_\_\_\_\_

**Oct. 19<sup>th</sup> Saturday (No Rehearsal)**

Oct. 20 (1- 6pm) \_\_\_\_\_

**Oct. 26<sup>th</sup> Saturday (2 – 6 pm)** \_\_\_\_\_

Oct. 27 (1 – 6 pm) \_\_\_\_\_

**Nov. 2<sup>nd</sup> Saturday (No Rehearsal)**

Nov. 3 (1-6pm) \_\_\_\_\_

**Nov. 9<sup>th</sup> Saturday (No rehearsal)** \_\_\_\_\_

Nov. 10 (1 – 6 pm) \_\_\_\_\_

**Nov.16<sup>th</sup> Saturday (2 – 6 pm)** \_\_\_\_\_

Nov. 17 (1 – 6 pm) \_\_\_\_\_

**Nov. 23<sup>rd</sup> Saturday (No Rehearsal)**

Nov. 24 (No Rehearsal) \_\_\_\_\_

**Nov.30<sup>th</sup> Saturday (No Rehearsal)**

Dec.1 (1 – 6 pm) \_\_\_\_\_

**Dec. 7<sup>th</sup> Saturday (No Rehearsal)** \_\_\_\_\_

Dec. 8 (1-6pm) \_\_\_\_\_

**Dec.14<sup>th</sup> Saturday (2-6pm)** \_\_\_\_\_

Dec.15 (1-6pm) \_\_\_\_\_

**No Rehearsal Dec. 21,22,28,29**

**\*Tech at Hermosa Beach Playhouse, 710 Pier Avenue, Hermosa Beach, CA 90254 \*NO CONFLICTS PERMITTED: Saturday Jan 4 (2-6pm), Sunday Jan 5 (1-6p), Jan 6 – 9 (3:30 – 9:30 pm) \*Performances: Jan 10 @ 7:30; Saturday Jan 11 @ 2:00pm & 7:30 pm; Sunday Jan 12 @ 2:00pm.**



