

# RISING STARS - SPONGEBOB 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 Rising Stars. **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 lists, 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:
  - **\$375.00** due upon Registration securing your child's spot. (Plus \$15.00 for new students.)
  - **\$265.00 due Feb.1, Mar. 1, and Apr. 1.** This includes tuition and tech meals.
  - **\$295.00 due May 1** which covers the \$95.00 costume fee & \$200.00 mandatory ticket purchase (10 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 \$250.00 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 ( See Page 7 for all rehearsal dates)

- POPs Studio: 2010 N. Sepulveda Blvd., Manhattan Beach (Behind Manhattan Bread & Bagel/Fresh Bros. Pizza) **Generally Sundays: 1-6 pm and most Saturdays: 2-6pm**
- Some rehearsals in May will be relocated to other local rehearsal halls- TBA.

## **PARENT MEETING:**

- There will be a meeting for parents either in person or on zoom containing important information about the production. To be scheduled.

## **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 this time and offer feedback on how to prepare. We only do this if it is what is best for a child. 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 Jan. 14 from 12:00 – 5:00 pm.
    - Callbacks\*: Sunday Jan 15 from 11:00 – 5:00 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.*

## **CLASS ATTENDANCE:**

100% attendance at all classes is strongly expected. Building a show is like building a house. When pieces of the house are missing the adjoining pieces bare more weight and cannot do their job to the best of their ability. The overall structure of the house suffers.

- **Maximum of 2 Conflicts Permitted:**
  - Two previously communicated conflicts will be accepted and the team will do their best to schedule around. A conflict is defined as being late to rehearsal, leaving early or being fully absent.
  - Sickneses arise and will be worked out on a one-on-one basis.
  - **Conflicts Sheets:** Please turn in your Conflicts Sheet at the end of this packet during the audition indicating any conflicts that your child may have. Last minute absences due to parties or social events will not be accepted as conflicts. Multiple absences (beyond the allotted 2) may result in loss of stage time due to the inability to teach a child the material in a safe and timely manner.

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

- Tech: May 6 – 13 (see page 7 for detailed schedule)
- Shows: Sat., May 13 @7:30pm, Sun. May 14 @ 1:00pm and 6:30 pm
- Tech and Shows:  
Hermosa Beach Community Theater  
710 Pier Avenue, Hermosa Beach.

Additional rehearsals at Hermosa Beach Theater 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.
- 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 18 at noon**. Contact [susan@puttinonproductions.com](mailto:susan@puttinonproductions.com) with questions.

## **TICKETS**

- Required Ticket Purchase:
  - All families are responsible for purchasing 10 tickets totaling \$200 which you are encouraged to sell to friends in the community. Tickets are paid for in advance by the parents as indicated in the schedule above. Additional tickets can be purchased at the theater during tech week for \$20.00 (special parent pre-purchase price) prior to opening night.
- Reserved seats:
  - Will be sold for each performance three weeks before opening night for \$10/seat in addition to the ticket price.
  - Saving seats prior to opening the theater doors on performance days will not be permitted. Theater doors open 20 min. prior to performance time.
- Volunteer Shifts During Shows: Parents who are volunteering are still required to have an individual ticket for admission. If you are sitting in a seat viewing any part of the show, you are required to have a ticket.

## **COSTUMES**

- \$95 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

- COVID Release:  
By participating in this program, you have agreed to the terms of the Student and Parent Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID 19 stated below.
- 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.

## OPTIONAL FUN

## MERCHANDISE

- **T-Shirts/ Sweatshirts**
  - T-shirts and sweatshirts with the POPS logo on front and the show logo on the back are available for purchase at a cost of \$30/\$45.
  - Ordering: A link will be provided for ordering. **LAST DAY TO ORDER IS MAR 4.**
  - **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 Mar 4.**
- **Video Link**
  - A video link will be produced and available for sale for \$40. An email will be sent after the close of show weekend with details on how to order.

### **ADS IN OUR PROGRAM**

- An electronic program is available for our shows. 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.
- See: <https://puttinonproductions.com/advertise> for ad specs, prices and due date.

### • **Puttin' on Productions**

- **Student and Parent Assumption of Risk and Waiver of Liability**
  - **Relating to Coronavirus/COVID 19**

- COVID 19 is contagious and believed to be spread by person-to-person contact. I understand that it is believed that the virus can live on and be transmitted through contact with surfaces. Whether or not I have received a COVID 19 vaccine, I have elected to knowingly and voluntarily have my child participate in activities at Puttin' on Productions' (POP's)/TADA Stages LLC's (TADA's) facility located at 2010 N. Sepulveda Blvd., Manhattan Beach and any outside venue designated by POPs.
- I acknowledge POPs has put in place preventative measures to reduce the spread of COVID 19, however POPs cannot guarantee that me or my child(ren) will not become infected with COVID 19 or any other illness or communicable disease (herein after collectively referred to as "COVID 19"). I further acknowledge that attending POPs could increase my risk and my child(ren)'s risk of contracting COVID 19.
- By signing this agreement, I acknowledge the contagious nature of COVID 19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID 19 by attending POPs and that such exposure or infection may result in personal injury, economic injury, illness, permanent disability and death. I understand that the risk of becoming exposed to or infected by COVID 19 at POPs may result from the actions, omissions, or negligence of myself and others, including but not limited to POPs employees, volunteers, contractors, student participants and their families.

- I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including but not limited to personal injury, economic injury, disability and death), illness, damage, loss, claim, liability or expense of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at POPs or participation in POPs programming ("Claims"). On my behalf, and on behalf of my child(ren), I hereby release, covenant not to sue discharge and hold harmless POPs, TADA, and their respective employees, agents, Board members and representatives, of and from all Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of POPs, TADA, and their respective employees, agents and representatives, whether COVID 19 infection occurs before, during or after participation in any POPs program.
- I have read and understand this Assumption of Risk and Waiver of Liability. I acknowledge that this document is intended to be and is a binding agreement that affects my child(ren) and my rights and my ability to hold others responsible or liable for any damages, injuries or claims that I may otherwise have. I am voluntarily signing this document on behalf of my child(ren) and myself and have done so without duress or undue influence. I further understand that by signing it, I am releasing certain legal rights that I might otherwise have.

### 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.\*\*\***

**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:

**Jan 14 Saturday AUDITIONS (12 - 5pm)** \_\_\_\_\_

Jan 15 CALLBACKS (11 - 5pm) by invitation only \_\_\_\_\_

**Jan 21 Saturday (No Rehearsal)**

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

**Jan 28 Saturday (No Rehearsal)**

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

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

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

**Feb 11 Saturday (2 - 6pm)** \_\_\_\_\_

Feb 12 (1 - 6 pm) \_\_\_\_\_

**Feb 18 Saturday (No Rehearsal)**

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

**Feb 25 Saturday (No Rehearsal)**

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

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

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

**Mar 11 Saturday (No Rehearsal - POPs Spring Fundraiser!)**

Mar 12 (1- 6pm) \_\_\_\_\_

**Mar 18 Saturday (2 - 6pm)** \_\_\_\_\_

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

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

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

**Apr 1 Saturday (No Rehearsal) - Spring Break**

**Apr 2 (No Rehearsal) - Spring Break**

**Apr 8 Saturday (No Rehearsal) - Spring Break**

**Apr 9 (No Rehearsal) - Easter Sunday**

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

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

**Apr 22 Saturday (2 - 6 pm)** \_\_\_\_\_

Apr 23 *Possible* Costume Fittings (11:30a - 1p) \_\_\_\_\_

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

**Apr 29 Saturday (2 - 6pm)** \_\_\_\_\_

Apr 30 (1-6pm) \_\_\_\_\_

**\*Tech at Hermosa Beach Playhouse, 710 Pier Avenue, Hermosa Beach, CA 90254 \*NO CONFLICTS PERMITTED: Saturday May 6 (2-6pm), Sunday May 7 (1-6p), May 8 - 12 (3:30 - 9:30 pm), May 13 12pm - 6pm. \*Performances: Saturday May 13 @ 7:30p. Sunday May 14 @ 1:00pm & 6:30pm.**