

## Important FACT Information and Volunteer Opportunities

### WHEN CAST ARRIVES AT PRACTICE.....

#### **CAST MEMBERS UNDER THE AGE OF 10 NEED A PARENT AT ALL PRACTICES.**

1. Mark themselves present in our attendance book. The book will be on the half-wall as you walk in the side door of the auditorium. This will be alphabetical order by first name. Parents help your cast member if necessary.
2. Make sure to change into appropriate shoes or clothes if necessary. Slip on shoes are prohibited. Tennis shoes or jazz shoes work best. Something that will stay on their feet while they are moving around. No bare feet. Cast members should be able to move freely in clothing without revealing anything. Skirts and spaghetti strap tops do not work for this. If wearing a skirt please wear shorts underneath. We move around a lot.
3. Leave any food or drink (with the exception of water) outside. Put any gum or candy in the trash receptacle.

### PRACTICE ATTENDANCE

When cast members are missing, it is very difficult to run lines and set up the stage, which makes everything more complicated and time consuming for the cast members who are in attendance. If, however, your cast member cannot attend practice please let us know at least a day in advance at [secretary@factnc.org](mailto:secretary@factnc.org) or via your Remind.com account. If any cast member has 3 or more absences we may need to reevaluate their role in the musical to keep the musical on track.

### REMIND.COM

**All cast members and/or their parents are expected to join the Remind.com class for FACT-Mattress.** Remind will be the sole source of communication moving forward for practice updates, changes and more. To join the Remind.com class, please visit [remind.com/join/jbj2019](https://remind.com/join/jbj2019) or text @jbj2019 to the number 81010.

### HOUSEKEEPING

1. Restrooms are located on the hall beside the auditorium as well as behind the auditorium close to the concession sales booth. We ask that each cast member tell an adult volunteer if they need to use the restroom and have a buddy go with them. This is very large school and it is easy to get lost.
2. **ABSOLUTELY NO FOOD OR DRINK (with the exception of water) IS ALLOWED IN THE AUDITORIUM. ALSO, NO FOOD OR DRINK WHEN IN COSTUME.** We will give the cast time to change out of costume before any food is served.

## ONLINE TICKET SALES

<https://factnc.org/junie-b-jones-jr>

Each cast member will receive 2 complimentary tickets. Buy additional tickets EARLY and ONLINE to save money!

***Tickets purchased at the door will be \$10.00 for General Admission and \$15 for Reserved Seating!***

## AD SALES <http://www.factnc.org/ads>

**ALL ADS ARE DUE MARCH 1, 2019**

Advertisers are encouraged to submit their ads early and use our ONLINE form. You can submit your ad information online and pay via PayPal. There is also a button on the website listed above for printing a paper form that you can complete and bring it to practice.

**Ads and money must be turned in on time to guarantee the ad is in our playbill.**

## SPONSORSHIPS <http://www.factnc.org/sponsors>

With well over 1,000 people participating in or seeing FACT productions and programs each year, corporations and other organizations certainly enhance their visibility across our community when they sponsor FACT shows. At the same time, these sponsorship investments support FACT in its quest to provide high-quality theatrical experiences to ever-greater numbers of children, teens, adults, and seniors.

What is the difference between a sponsor and the advertisers? A Sponsor will receive tickets to BOTH season productions as well as advertising space in BOTH season playbills! AND, a sponsor will receive space on the FACT website to advertise their name or business and we will provide a link back to their website if applicable.

Sponsors are encouraged to submit their information using our online form and pay via PayPal. We will have sponsorship paper forms available soon. If you have questions, or would like more information on this opportunity, please complete the form on our Sponsors page.

**Sponsorships and money must be turned in on time to guarantee the ad is in our playbill.**

## FUNDRAISING

### T-SHIRT ORDERS <http://www.factnc.org/resources>

Each cast member will receive a short sleeve t-shirt with the show’s logo at no cost to them. Additional shirts can be ordered for anyone who would like one. **The deadline to order a shirt is March 1, 2019.** Payment must be received before the order is placed.

Youth – Adult XL	15.00
Adult 2XL and up	17.00

### FACT APPAREL FUNDRAISER <http://www.factnc.org/resources>

As our fundraiser, we will be selling long sleeve apparel. These will display the FACT logo and are **not specific to any play**. These make great gifts for cast members, volunteers, parents, grandparents and neighbors (you get the point). We will offer long sleeve t-shirts, regular sweatshirts, hooded sweatshirts and zip up hooded sweat jackets. **The deadline to order any apparel is also March 1, 2019.**

If we do not have enough interest to fulfill the order, money will be refunded.

Crew Sweatshirt	Youth – Adult XL	20.00	Hoodie	Youth – Adult XL	25.00
Crew Sweatshirt	2XL and up	23.00	Hoodie	2XL and up	28.00
Long Sleeve T-shirt	Youth – Adult XL	20.00	Zip Hooded Jacket	Youth – Adult XL	32.00
Long Sleeve T-shirt	2XL and up	23.00	Zip Hooded Jacket	2XL and up	35.00

## VOLUNTEER OPPORTUNITIES

We have the following volunteer opportunities available. We will use SignUp.com to organize our upcoming production.

Here's how it works in 3 easy steps:

- 1) Click this link to see our SignUp on SignUp.com: <http://signup.com/go/bZwuXxj>
- 2) Review the options listed and choose the spot(s) you like.
- 3) Sign up! It's Easy - you will NOT need to register an account or keep a password on SignUp.com.

Note: SignUp.com does not share your email address with anyone. If you prefer not to use your email address, please contact me and I can sign you up manually. Our volunteer opportunities include:

### **Ticket Sales**

We need 2 people each performance on Friday, Saturday and Sunday.

### **Ticket Collectors**

We need 2 people each performance on Friday, Saturday and Sunday.

### **Playbill Distributors**

We need 2 people each performance on Friday, Saturday and Sunday.

### **Concession Sales**

We need 4 people each performance on Friday, Saturday and Sunday. Concessions will be set up when you arrive. We just need someone to take concession item orders and money. We sell prepackaged candy bars, chips and can sodas. This is a fun, wild ride for approximately 30 minutes. Thrill seekers encouraged to volunteer.

### **Backstage Helpers**

We need a minimum of 4 people. Ideal person for this position is someone who can come to practices and know what needs to happen (and not happen) backstage. Usually the biggest challenge is keeping the cast quiet and paying attention. The microphones on stage work very well and pick up all the sounds. The cast has to be as quiet as possible backstage. We need volunteers for Friday, Saturday, Sunday and Elementary Day.

**Prop Group (Under the direction of Sharon Grissom)**

We need a minimum of 3 people. These volunteers organize all props in storage containers and create a prop list for each scene. Makes sure the kids get their props for each scene and makes sure props are put back in the proper storage container. We need volunteers for Friday, Saturday, Sunday and Elementary Day.

**Costume Group**

Our costume group meets most every practice. Anyone with sewing experience is encouraged to volunteer but anyone without sewing skills will be a big help too.

**Makeup & Hair Group (under the direction of Windy Edwards)**

Each production requires a large amount of makeup and hair attention. We need volunteers for Friday, Saturday, Sunday and Elementary Day. The more the merrier.

**Tech Booth Supervisor**

This is an easy job. We need someone to sit in the tech booth and watch over our tech crew. This does not have to be the same person every week. If you're going to sit in on practices this would be a great job for you. You will need to be able to climb a set of stairs to get to the tech booth but if you can you get a bird's eye view.

**Advertising Committee (Under the direction of Lindsay Wilson)**

These volunteers will make sure the word is out. Send ads to local newspapers. Arrange handing out flyers at local events. Distributing flyers to area schools. Placing outdoor signs. Anything to spread the word. Our cast works hard and deserves a large audience.

## ELEMENTARY SHOW DAY ADDITIONAL VOLUNTEERS – APRIL 3, 2019

We invite elementary classes to see our play as a dress rehearsal with a live audience. Win. Win for everybody. Our cast gets to practice with a very forgiving audience and the elementary kids get to take a field trip to see a play. The cast enjoys this day so much.

### **Curbside Attendants**

These 2 volunteers will stand at the drop off location the morning of Elementary Day and make sure the cast members get from their car to the auditorium safely. These volunteers will need to be at the school before 8:00 am but no earlier than 7:50 am to avoid the high schoolers parking and heading to classes but still get to the drop off location before the cast start arriving. Tricky I know but very important.

### **Lunch Coordinators (Under the direction of Danielle Massey)**

The plan is to serve lunch, usually chic fil a sandwiches, chips and bottled water. If your cast member has any allergies, please let us know. If your cast member would prefer to bring their lunch, that is fine. We will have bottled water for all cast members. We will need lunch helpers to get lunch accomplished. Imagine your child inviting 40 of his/her closest friends over and you having to feed them.

### **Seating Students**

The classes will come in on buses and be escorted to the auditorium as to not get squished by a flock of high schoolers changing classes. We will have a layout of the auditorium showing where each class should sit. These volunteers guide the classes to their seats. The teacher is with each class. This is easy.

CONTACT INFORMATION

Lisa Lawrence, Director

Windy Edwards, Assistant & Vocal Director

Danielle Massey, Secretary – [secretary@factnc.org](mailto:secretary@factnc.org) – 919-796-5406

[www.factnc.org](http://www.factnc.org)

Please like us on Facebook!!

[www.facebook.com/ncfact](http://www.facebook.com/ncfact)

Remind.com -- [www.remind.com/join/@jbj2019](http://www.remind.com/join/@jbj2019)

Or text @jbj2019 to the number 81010