

## 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 or short dress, please wear shorts underneath. We move a lot!

### 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 **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 required to join the Remind.com class to get any practice updates, production changes and more!** To join the Remind.com class, please visit [www.remind.com/join/@factgo](http://www.remind.com/join/@factgo) or text @factgo 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 OR WHEN IN COSTUME.** We will give the cast time to change out of costume before any food is served.

## DUES

<http://www.factnc.org/resources>

**Each cast member is required to pay \$50 to be a part of this production.** Payment should be made online as soon as possible, but before 1/20/2020 to avoid possible loss of role.

## ONLINE TICKET SALES

<https://factgodspell.brownpapertickets.com>

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.***

## 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.**

## 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.

Pricing is on the online order form at the page shown above.

## 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.

Pricing is on the online order form at the page shown above.

## VOLUNTEER OPPORTUNITIES

We have the following volunteer opportunities available. To signup, follow these 3 easy steps:

- 1) **Click this link to see our SignUp on SignUp.com:** <https://signup.com/go/iqaMZwL>
- 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.

Volunteer opportunities include:

### **Ticket Sales & Ticket Collectors**

We need 2 people each performance.

### **Concession Sales**

We need 4 people to take concession item orders and money at each performance. This is a fun, wild ride for approximately 30 minutes. Thrill seekers encouraged to volunteer.

### **Backstage Helpers**

We need a minimum of 4 people who can come to practices and know what needs to happen (and not happen) backstage during the performances.

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

We need a minimum of 3 volunteers for each performance to help organize all props in storage containers and create a prop list for each scene.

### **Costume Group**

Our costume group meets most every practice. Anyone with sewing experience is encouraged to volunteer.

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

Each production requires a large amount of makeup and hair attention.

### **Tech Booth Supervisor**

Someone is needed to sit in the tech booth and watch over our tech crew. This does not have to be the same person every week.

### **Advertising Committee**

These volunteers make sure the word gets out through newspapers, flyers, etc. These folks help ensure we get large crowds to make our kids feel special!

## ELEMENTARY SHOW DAY VOLUNTEERS

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 fill 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/@factgo](http://www.remind.com/join/@factgo)

Or text @factgo to the number 81010

Volunteer here: <https://signup.com/go/iqaMZwL>