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**October 4, 2019**

**Welcome to the Caledonia Kids Theatre family!**

Congratulations on your student’s audition in to the cast of Honk Jr.! We had the privilege of observing many gifted and talented individuals this year, making the casting process very difficult. Despite this, we are so excited your child has chosen to be part of the Caledonia Kids Theatre. Our goal is to have fun and learn the aspects of theatre and performance.  We believe that theatre is a cornerstone for community, laying the foundation for new friendships, self-confidence, and a desire to share artistic gifts with others.

For years, we have received compliments on how well we cast our performers. Regardless of who you are, or your role, you will have fun and learn from this experience! Furthermore, we expect students to work hard throughout this season. We believe everyone is equally important to the success of this production, no matter their role. The musical would not be the musical without a chorus nor would it be without lead roles.

**General Rules**

* Each cast member is required to follow the expectations and policies of Caledonia Community Schools. Being in theatre is a privilege and secondary to your education.
* We expect you to maintain passing grades in your classes and have acceptable attendance.
* If your child decides that theatre is not really his or her thing, you can receive a refund up to 2 weeks (through October 18). **After that, no participation fees will be refunded. You must send an email to** **caledoniatheatrestaff@gmail.com****confirming you are no longer participating and contact the Resource Center for a refund.**
* Information can be found on our website, **www.caledoniayouththeatre.org**

**Rehearsal Expectations**

* In this theatre program, everyone is treated fairly and with respect. If we hear of any cast member belittling one another, it will be addressed immediately. Should the problem continue, he or she will be removed from theatre. Our motto is “Save the drama for theatre”and we would like to keep all of ours on the stage.
* We expect students to attend their assigned rehearsals. A revised calendar will be sent home with a detailed breakdown of chorus and lead rehearsals. Primary lead roles are expected to attend all practices.
* If you plan to be absent for illness or any other reason, it is the students responsibility to email the producer. While we do our best to stick to the rehearsal schedule, some  dates and times may need adjustment. We will do our best to give enough notice in case of any change.

**Rehearsal Outline**

* For the first few weeks we will focus on music.  All music will be emailed to students through Dropbox. Please begin listening to your songs immediately and daily!
* Each cast member will also receive a script. The script should come to every practice every week. In the event you misplace your script, it will cost you $10 to get a new one.  Students with lines are expected to do most of their rehearsing and memorizing lines at home.
	+ Reading and rehearsing with family members is a helpful way to memorize lines. Please help when you can. We will be “off book” by January 7!
* After the first couple weeks, we will introduce choreography and blocking.

**Other Requirements**

* Each student is responsible to provide portions of their own costume. We do not expect students to spend too much money/time creating a costume. Goodwill and Salvation Army “like” stores are perfect resources to find costume supplies. If you are unable to provide what is asked of you in the letter, please contact us immediately!
* Emails will be sent home weekly to the email address you provided on the registration form. If you do not receive an email next week, please contact us after rehearsals. If you have more than one email to help us communicate with your family, please contact our producer. The calendar will be emailed weekly as a reminder to you as well.

**Calling all Volunteers!**

It takes a lot of manpower to make this production a success. There are several areas where we are looking to fill volunteer and coordinator positions. For example, we will have two days deisignated to building our set:

* Saturday, January 12
* Saturday, January 19

If you are strong and have power tools, feel free to join us! If you can paint and create, we would love you there. If you aren’t handy at all, we would love you there! Stay tuned for the email to sign-up!

**Final Notes**

We believe it is important for kids to participate in and be formed by multiple types of activities. Therefore, practices are scheduled for  Fridays from 4:00pm-5:30pm which will allow kids to attend after school sports and other activities on the other days.

We are flexible with our cast when it comes to other these activities. However, if your child is in a Fall or Winter sport, we expect that they will communicate this commitment to his or her coach and make a plan to attend musical practices.

**Beginning January 8, all practices are mandatory.** After Christmas break, all cast members are expected to report. **No exceptions.** There are several elements that go into the final preparation of a show, including lighting, microphones, props, costumes and changes in blocking due to scenery.

**Thank you again for allowing your student to be a part of the Caledonia Kids Theatre program. We look forward to the next couple months and are excited to bring you an amazing performance!**

Sincerely,

Lorna Hullinger, Director
Tamara Hammond, Producer

Amy spees, Stage manager

Aaron Goodyke, Music Director