

PARKWAY PLAYERS

Fall 2025

Cast & Crew Production Handbook



Parkway Players is a ministry partner of Parkway Church and is operated by a board of directors lead by: Audie & Sara Johnson, Ashley & John Burrows, Kate Chappell, Sarah Lerner, & Jessica Page

Mission: To provide theater productions for children and students that honor the Lord through content, quality, and creative expression.

Vision: We want to create a safe space for young people to use their gifts. We will strive to expect excellence on the stage, and strong character and ethics off stage that reflect our Christian values. Through appropriate content, modest costumes, and a culture of encouragement, we will help young thespians grow in their craft as well as partnering with parents and the church to grow their relationship with Christ.

Cast & Crew Expectation: All cast and crew members will be expected to follow the guidelines set forth by Parkway Players. They should do their best at the role assigned and accept that every part is important. No refunds will be given after casting has been announced. They should work hard and remain respectful to all involved in the production, understanding the directors have the right to remove them from the cast without a refund if they choose not to follow the guidelines and expectations, including dress code and attendance guidelines. Here are the 3 big rules:

1. Be Safe – follow dress code, no horseplay, remain in designated areas of church
2. Be Respectful – follow directions, be kind to everyone, be on time, no gossip
3. Be Responsible – bring your script, stay off your phone, learn your parts

Contact: We want to keep an open line of communication, please feel free to contact us with any concerns or questions. Please check your spam folder if you aren't receiving emails.

Website: <https://parkwayplayerspearland.com/>

Facebook: <https://www.facebook.com/profile.php?id=100091807475363>

e-mail: info@parkwayplayerspearland.com

Attendance: Regular and punctual rehearsal attendance is vital for every cast member. Please make every effort to arrive at rehearsals on time so that we can all warmup and get started as soon as possible. Our time is limited, so we want to use it wisely. We do know that emergencies and family needs will arise; if your child will miss a rehearsal please let us know as soon as possible. They should not attend if they have run fever or have been vomiting with 24 hours of rehearsals. School events will be excused; however, we will only allow 3 rehearsal absences during the production. Please let us know as early as possible so that we can plan rehearsals accordingly. No absences are allowed during tech week unless it is school-related and cleared with director in advance.

Cast Dress Code: Dress for rehearsals should be modest and comfortable. There will be dancing involved at almost all rehearsals, so tennis shoes or jazz shoes should be worn. No flip-flops or crocs please. Most costumes will work best with jazz shoes, so wearing them to rehearsals will help the cast get used to them. No shoes with metal buckles please! We need to protect the wooden stage from scratches. For the production, cast members will be required to provide their own makeup and will be given guidelines specific to their role closer to show dates.

Crew Dress Code: Students will be painting and may get dirty during work times, so they should dress accordingly. Close-toed shoes should be worn at all times. For productions, the crew will need to wear solid black.

Tuition:

- **Cast: \$375 tuition fee will be invoiced and due by auditions after any applicable discount has been applied**
 - **\$25 costume fee due by September 30**
- **Crew: \$200 tuition fee will be invoiced after acceptance (*no costume fee*)**
- **10% discount for active church members of Parkway Church or currently enrolled students of Parkway Christian Academy**
- **5% Sibling discount for non-members (*cannot combine with other discounts*)**

Fall Production Schedule: Aug. 23 – Nov. 15

- Aug. 23 – Auditions– all students should sign-up for one session via our website.
 - 9:00 am– 11:30 p.m. – 30-minute group audition sessions for all cast to include singing, dancing, and acting for a panel. Materials will be emailed prior to auditions.
- Aug. 30 – Call Back Auditions – 9:00 – 12:00 – Some students will be called back and assigned 45 minute - hour-long time slot.
- Regular Rehearsals/*Crew Work Dates - Sept. 6*, 13, 20*, 27; Oct. 4*, 18, 25*; Nov. 1, 8*:
 - Saturday mornings - 9:00 a.m. – 12:00 p.m. @ Parkway Church
 - We will begin in Choir Room each morning just inside Entrance 2
 - Drop off will be at Entrance #2 (will be unlocked from 8:50 – 9:10)
 - Pick-up through a drive through line at North Lobby (closest to Conn's)
 - *No rehearsal Oct. 11 (Fall Break)*
- Tech Rehearsals – Cast & Crew
 - Sunday, Nov. 9:
 - 1:30 p.m. – Set & Props load in and set-up – Crew call time @2:00 p.m.
 - 3:30 – Cast Call time - Mic-Check and warm-ups
 - 4:00 – 6:30 p.m. Technical rehearsal – no costumes
 - Monday & Tuesday, Nov. 10, 11
 - 5:00 – Cast and Crew Call Time (kids should eat before arrival)
 - 5:30 – 8:00 – Full Dress Rehearsals
 - Thursday, November 13
 - 5:00 – Cast and Crew Call Time
 - 5:30 – 8:30 – Full Dress Rehearsal with stage pictures
- Friday, Nov. 8:
 - 5:00 – Cast & Crew Call Time
 - 7:00 – Opening Show (House opens @ 6:30)
- Saturday, Nov. 9:
 - 8:30 – Cast & Crew Call Time
 - 10:30 – Second Show (House opens @ 9:30)
 - 12:00 – 12:30 - Cast lunch and celebration – will remain at church between shows
 - 2:00 – Final Show (House opens @ 1:30)
 - 3:30 – Strike set (**everyone** is expected to stay and help)

*****Additional afternoon rehearsal may be called as needed. Parents will be given advanced notice*****

Scripts: Each cast member will receive a copy of the script. This is theirs to keep, so they should feel free to highlight parts and take notes during rehearsals. It is against copyright to photocopy these scripts and give them to someone else. Scripts should be brought to rehearsal every Saturday along with a pencil. Each week we will have a limited time in rehearsal, therefore students will be encouraged to memorize songs and lines at home.

Communication: Each week, parents will receive an email update. Please take time to review these emails as they often have links to choreography videos or songs that students can listen to and work on throughout the week. They also contain important updates to our production schedule if needed.

Photos: We will have photos taken during dress rehearsals. These will be available for purchase so that you may enjoy the show during our performances. More information to come about the "Show Pack."

Videos: Videos are only available with Disney shows due to copyright rules. In the event that we do perform a Disney title, videos will be available for purchase.

Show T-shirts: Each production we design a shirt that will be available to purchase. The link will be sent via email, and open for all cast, crew, and family members to order.

Tickets: Each show will have two categories of tickets. We will have a reserved seat section for \$12 which will be the center floor seats, and a general admission area in the elevated seats for \$10 each (\$8 GA for senior citizens and students). Tickets will be sold in advance online and at the door. Prior to reserved seat tickets going on sale, we will announce the date and send communication via email and Facebook.

Volunteer Opportunities: We require that one parent from each family join our team. There are many different areas to volunteer and help make this a successful production all around. Here are a few ways to get involved, and meet some fellow theater parents along the way:

- **Sets Committee:** This committee will work with the technical director to design and build the sets. The majority of the work will take place on crew work days and during tech week.
- **Props Committee:** This committee will work together to find or create the props for the show. This is your team if you like to shop and be crafty.
- **Costume Committee:** Sewing ability is not required, but helpful. This group will have access to the costume closet to help gather and sort from our resources. They will then use their shopping or sewing skills to help finish out the costumes for each character and chorus member.
- **Concessions:** This committee will help set up the concession area during tech week and find volunteers to work concessions for the shows.
- **Fan Grams:** This committee will organize the merchandise and fan grams for the production. They will create bags for each cast/crew member and find items that match our theme as well as candy.
- **Ushers:** During tech week, you will help us label the reserved seats. During the shows, this team will help patrons find their seats and help pick up trash in the sanctuary after performances.
- **Advertising & Program Ad Sales:** We need help getting the word out to the community about the show. This team will ask local businesses for sponsorships and help advertise.
- **Program Design & Headshots:** Members will help type information into the program and have headshots and programs printed for the production.