

PARKWAY
PLAYERS

Spring 2026
Production Handbook



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 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. 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 warm up 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. 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.

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. 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. Tool kits will be provided for the duration of the show, and should be brought each work day.

Deadlines: Please read emails and handouts for deadlines. In order to complete shirt orders, make quality programs, and keep costs down we ask that you are respectful of turning forms and payments in on time.

Tuition:

- **Cast:** \$375 tuition fee will be invoiced and due by auditions.
 - \$25 costume fee due by February 28
- **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*)
- **No Refunds will be given after casting is announced.**

Spring Production Schedule: Jan. 17 – April 25

- Jan. 17 – Auditions– all students will sign-up for one 30 minute session
 - 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.
- Jan. 24 – Call Back Auditions – 9:00 – 11:30 – All students will be called back and assigned a start time. Parent meeting will take place after call backs from 11:30 – 12:00.
- Regular Rehearsals/*Crew Work Dates - Jan. 31*; Feb. 7, 14*, 21, 28*; Mar. 7, 14*, 21, 28*; Apr. 11*, 18*:
 - 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 Torchys)
 - Spring Break – we will hold practices both Saturdays, please plan to attend at least one.
- Tech Rehearsals – Cast & Crew
 - Sunday, April 19:
 - 1:30 p.m. – Set & Props load in and set-up
 - 5:00 – Cast & Crew Call time - Mic-Check and warm-ups
 - 5:30 – 8:30 p.m. Technical rehearsal – no costumes
 - Monday & Tuesday, April 23 & 24
 - 5:00 – Cast and Crew Call Time (kids should eat before arrival)
 - 5:30 – 8:30 – Full Dress Rehearsals
- Performances: Thursday & Friday, April 23 - 24:
 - 5:00 – Cast & Crew Call Time
 - 6:00 – Mic Check and Prayer Circle
 - 7:00 – Show (House opens @ 6:30)
- Performances: Saturday, April 25:
 - 8:30 – Cast & Crew Call Time
 - 9:15 – Mic Check and Prayer Circle
 - 10:30 – Show (House opens @ 10:00)
 - 12:15 – 12:45 - Cast lunch (provided at church)
 - 1:00 – Mic Check and Prayer Circle
 - 2:30 – Final Show (House opens @ 2:00)
 - 4:00 – 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 printed 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. If your child loses their original script, another copy can be purchased for \$10. 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.

Personal Items: Please label water bottles, bags, and jackets with your cast/crew member's name. We often have items left behind and want to make sure they find their rightful owner.

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 ask 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 in the weeks leading up to the production and on the Sunday of The Week. If you like to use power tools, this one is for you.
- **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. Often we also need help during the show run for quick changes.
- **Concessions:** This committee will help set up the concession area during tech week and find volunteers to work concessions for the shows. They will also help make candy grams for the cast.
- **Ushers:** During the shows, this team will help patrons find their seats, and help pick up trash in the sanctuary after performances. They will also assist in labeling the reserved seats for our performances.
- **Program Design & Headshots:** Members will help type information into the program and have headshots and programs printed for the production.
- **Cast Party:** We want to celebrate all the hard work the kids do. This committee will help feed the cast between our Saturday performances and plan a cast party after the production is over.