

ELEVATE PERFORMING ARTS CONSERVATORY

FALL 2026

PRODUCTION HANDBOOK

Disney's Winnie the Pooh KIDS
&
Elf the Musical JR.

Rehearsals, tech, and performances at Thrive Church
7700 Wallis Street | Fulshear, Texas

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Handbook at a Glance

- Welcome and program overview
- Production calendars
- Tuition, payment plans, and refund policy
- Auditions, casting, attendance, and conflicts
- Rehearsal expectations, costumes, and scripts
- Tech week, performances, and parent responsibilities
- Conduct, safety, communication, acknowledgment, and required forms

READ BEFORE PARTICIPATING

Registration and enrollment confirmation indicate that the parent/guardian and performer have read, understand, and agree to this handbook. All known conflicts must be disclosed during registration. Tech rehearsals, dress rehearsals, and performances are mandatory.

Welcome to EPAC

At Elevate Performing Arts Conservatory, young performers are challenged, supported, and celebrated. Our productions combine meaningful training with the excitement and responsibility of creating a fully staged musical as a team.

This handbook contains the expectations, schedules, financial policies, and production procedures for the Fall 2026 season. Families should retain it throughout the production.

Fall 2026 Programs

Disney's Winnie the Pooh KIDS

Grades 1-6 | Thursdays, 5:30-7:00 PM | August 27-November 14, 2026

A joyful, fully staged musical where young performers build confidence through singing, acting, movement, storytelling, and teamwork while bringing the Hundred Acre Wood to life.

Elf the Musical JR.

Grades 1-12 | Thursdays, 7:00-9:00 PM | August 27-December 12, 2026

A full musical theatre production for new and experienced performers, featuring energetic music, ensemble storytelling, character work, and plenty of holiday magic.

YOUNGER ELF PERFORMERS

Younger performers will not routinely remain until 9:00 PM. Their call and dismissal times will be based on age, role, and the material being rehearsed. Families will receive advance notice when a performer is not called or has an adjusted rehearsal time.

Production Calendars

All rehearsals, technical rehearsals, dress rehearsals, and performances will be held at Thrive Church, 7700 Wallis Street, Fulshear, Texas.

Winnie the Pooh KIDS Schedule

Date	Time	Purpose
Thu, Aug 27	5:30-7:00 PM	Auditions & First Class
Thu, Sep 3	5:30-7:00 PM	Second audition date / callbacks / regular rehearsal
Sep 10, 17, 24	5:30-7:00 PM	Regular Thursday rehearsals
Oct 1, 8, 15, 22, 29	5:30-7:00 PM	Regular Thursday rehearsals
Thu, Nov 5	5:30-7:00 PM	Final regular Thursday rehearsal
Sat, Sep 19	8:00 AM-12:00 PM	Required extended rehearsal
Sat, Oct 17	8:00 AM-12:00 PM	Required extended rehearsal
Sat, Nov 7	8:00 AM-12:00 PM	Required early tech / extended rehearsal
Mon, Nov 9	5:30-7:00 PM	Tech rehearsal
Tue, Nov 10	5:30-7:00 PM	Tech rehearsal
Wed, Nov 11	No rehearsal	Dark
Thu, Nov 12	5:30-7:00 PM	Final dress rehearsal
Fri, Nov 13	5:30 PM call / 7:00 PM show	Performance
Sat, Nov 14	1:30 PM call / 3:00 PM show	Performance
Sat, Nov 14	5:30 PM call / 7:00 PM show	Performance

All listed production-week dates and times will be held at Thrive Church.

Elf the Musical JR. Schedule

Date	Time	Purpose
Thu, Aug 27	7:00-9:00 PM	Auditions / first rehearsal
Thu, Sep 3	7:00-9:00 PM	Second audition date, callbacks, and class
Sep 10, 17, 24	7:00-9:00 PM	Regular Thursday rehearsals
Oct 1, 8, 15, 22, 29	7:00-9:00 PM	Regular Thursday rehearsals
Nov 5, 12, 19	7:00-9:00 PM	Regular Thursday rehearsals
Thu, Nov 26	No rehearsal	Thanksgiving
Thu, Dec 3	7:00-9:00 PM	Final regular Thursday rehearsal
Sat, Sep 19	4:00-9:00 PM	Required extended rehearsal
Sat, Oct 17	4:00-9:00 PM	Required extended rehearsal
Sat, Nov 7	4:00-9:00 PM	Required extended rehearsal
Sat, Dec 5	4:00-9:00 PM	Required tech / dress rehearsal
Mon, Dec 7	7:00-9:00 PM	Tech rehearsal
Tue, Dec 8	7:00-9:00 PM	Tech rehearsal
Wed, Dec 9	No rehearsal	Dark

Date	Time	Purpose
Thu, Dec 10	7:00-9:00 PM	Final dress rehearsal
Fri, Dec 11	6:00 PM call / 7:30 PM show	Performance
Sat, Dec 12	1:30 PM call / 3:00 PM show	Performance
Sat, Dec 12	6:00 PM call / 7:30 PM show	Performance

All listed production-week dates and times will be held at Thrive Church.

Tuition, Fees, and Payment Policies

WEBSITE-MATCHED PRICING

The amounts and payment structures below match the Fall 2026 pricing published at ElevatePAC.org as of July 28, 2026.

Winnie the Pooh KIDS

Payment	Amount	Due / Includes
Enrollment payment	\$150	Due when enrollment is confirmed or on the first day of auditions; includes \$50 registration and \$100 costume/production fee
Tuition installment 1	\$137.50	September 15, 2026
Tuition installment 2	\$137.50	October 1, 2026
Tuition installment 3	\$137.50	October 15, 2026
Tuition installment 4	\$137.50	November 1, 2026
Monthly-plan total	\$700	Enrollment payment plus four tuition installments
Pay in full	\$672.50	Due when enrollment is confirmed; includes all fees and 5% off tuition

Elf the Musical JR.

Payment	Amount	Due / Includes
Enrollment payment	\$175	Due when enrollment is confirmed or on the first day of auditions; includes \$50 registration and \$125 costume/production fee
Tuition installment 1	\$156.25	September 15, 2026
Tuition installment 2	\$156.25	October 1, 2026
Tuition installment 3	\$156.25	November 1, 2026
Tuition installment 4	\$156.25	December 1, 2026
Monthly-plan total	\$800	Enrollment payment plus four tuition installments
Pay in full	\$768.75	Due when enrollment is confirmed; includes all fees and 5% off tuition

Bonus Elf Opportunity for Pooh Performers

Pooh performers may also participate in Elf the Musical JR. for an additional \$195. The add-on includes selected Elf rehearsals, required technical and dress rehearsals, costume/production expenses, and all three performances. No additional registration fee is charged.

Participation, roles, and calls are assigned at the Director's discretion. Bonus-show performers will attend only the Elf rehearsals for which they are called and may not be needed for the full rehearsal block.

Payment Methods and Processing

- Cash, check, and electronic payments are accepted.
- Post-dated checks may be provided for scheduled monthly installments.
- Electronic payments are subject to applicable processing fees.
- Families experiencing difficulty setting up payment should contact EPAC promptly at 281-944-5720.

If a student enrolls after an installment due date, any installment already due is payable when enrollment is confirmed unless EPAC approves a different written arrangement.

Refund and Transfer Policy**ALL PAYMENTS ARE FINAL**

All tuition and fees are non-refundable and non-transferable once enrollment is confirmed. This includes enrollment payments, tuition installments, pay-in-full payments, and bonus-show add-ons. Missed rehearsals, schedule conflicts, withdrawal, casting decisions, or removal for failure to follow program expectations do not create a refund or credit.

Auditions and Casting

Auditions are conducted in a supportive rehearsal setting. Students do not need to prepare a song or monologue in advance unless EPAC later communicates otherwise. Material will be taught in the room.

- Every enrolled student will be cast and will have meaningful opportunities to participate.
- Roles are assigned according to the needs of the production, including readiness, vocal and acting ability, movement, age, attendance, behavior, preparation, and ensemble balance.
- Casting decisions are final and remain under the Director's artistic authority.
- Enrollment does not guarantee a principal, featured, solo, or named role.
- A performer's role may be adjusted when attendance, preparation, safety, conduct, or production needs require it.

Attendance and Conflict Disclosure

Musical theatre is a team commitment. Every absence affects scene work, music, choreography, spacing, costumes, and fellow performers.

Allowable Regular-Rehearsal Absences

- Winnie the Pooh KIDS performers may miss no more than two regular rehearsals.
- Elf the Musical JR. performers may miss no more than three regular rehearsals.

Required Saturday rehearsals, tech rehearsals, dress rehearsals, and performances are mandatory and are not included within these limits.

Known Conflicts

- All known school, family, travel, church, arts, and activity conflicts must be disclosed on the Conflict Disclosure Form during registration.
- A disclosed conflict is not automatically approved; EPAC will evaluate its impact on the production.
- New emergencies or unavoidable conflicts must be communicated as soon as possible by a parent or guardian.
- Excessive, undisclosed, or last-minute absences may affect casting, featured material, stage time, or continued participation.
- Attendance alone is not enough; performers must arrive prepared and participate fully.

Arrival, Dismissal, and Check-In

- Performers should arrive 10 minutes before their call time, ready to begin.
- Parents must follow the communicated check-in and pick-up procedure and pick up promptly.
- Students may not leave the rehearsal or performance space without being released by EPAC staff.
- Families will receive advance notice when a performer is not called, is called later, or will dismiss earlier.

Rehearsal Expectations

Standard Rehearsal Attire

- Black EPAC or plain black athletic shirt.
- Black leggings, jazz pants, or other movement-appropriate black pants.
- Black socks and black jazz shoes.
- Character heels only when assigned and approved.
- Hair secured away from the face; no jewelry or accessories that create a safety issue.

Performers who arrive without safe rehearsal attire or required shoes may be limited in their participation that day.

What to Bring

- A labeled, refillable water bottle.
- Script and music, when issued.
- A pencil with an eraser.
- Required rehearsal shoes and any assigned personal costume pieces.
- A small, nut-free snack only when EPAC indicates that a longer call includes a break.

Please label all personal belongings. EPAC is not responsible for lost or damaged items.

Scripts and Music

- Scripts, music, and licensed production materials remain the property of EPAC and/or the licensing company.
- Students must bring issued materials to every rehearsal and may mark them only in pencil.
- Materials may not be copied, shared, posted, photographed, or distributed.
- A \$20 replacement fee will be charged for a lost or damaged script.
- All materials must be returned when requested, normally at the final performance.

Preparation Between Rehearsals

Students are expected to review music, lines, choreography, blocking, and notes outside rehearsal. Families should help younger performers establish a short, consistent practice routine.

- Bring a positive, ready-to-work attitude.
- Listen while others are receiving direction.
- Record all blocking and notes in the script.
- Practice assigned material before the next call.
- Respect the rehearsal room, venue, staff, and fellow performers.

Food, Drinks, and Venue Care

- Water is permitted in designated rehearsal areas.
- Food and snacks are permitted only when announced and only in designated areas.
- Gum is not permitted during rehearsals, tech, or performances.
- Performers must help leave all rooms cleaner than they found them and respect Thrive Church property.

Costumes, Hair, and Makeup

The costume/production fee supports production expenses but does not necessarily cover every item a performer may need. EPAC will provide or coordinate primary production costumes. Families may be asked to supply reasonable personal basics such as undergarments, tights, socks, shoes, undershirts, or other items that remain the performer's property.

- Costume assignments and design decisions are made by EPAC.
- Costumes may not be altered without permission.
- Issued costume pieces must be kept clean, complete, and stored as instructed.
- Families are responsible for replacement costs when an issued item is lost or damaged through negligence.
- Hair and makeup instructions will be distributed before performances and must be followed.
- Costumes and costume pieces may not be worn outside approved rehearsals and performances.

Tech Week and Performances

MANDATORY COMMITMENT

All scheduled tech rehearsals, dress rehearsals, cast calls, and performances are mandatory. These dates are not optional and are not included in the regular-rehearsal absence allowance.

- Performers must arrive by the published call time with all required items.
- During calls, performers remain under EPAC supervision and may leave only when released.
- Families should not enter backstage, dressing, or technical areas unless assigned as volunteers.
- Photography, video, and recording must follow venue and licensing restrictions.
- Performers are expected to remain through notes, costume check-in, and dismissal procedures.

Parent and Guardian Responsibilities

- Read EPAC communications fully and respond by stated deadlines.
- Maintain current phone, email, emergency, and authorized pick-up information.
- Ensure the performer arrives on time, prepared, appropriately dressed, and with required materials.
- Communicate conflicts, emergencies, medical concerns, and necessary accommodations directly and promptly.
- Support respectful communication and allow the performer to receive artistic direction from EPAC staff.
- Complete assigned volunteer, costume, ticketing, hospitality, load-in, strike, or front-of-house responsibilities.

Load-In, Strike, and Volunteer Support

Fully staged productions depend on family support. EPAC may assign or offer volunteer positions for load-in, set and prop preparation, costumes, front of house, concessions, backstage assistance, cleanup, and strike.

- Only adults authorized by EPAC may work in backstage or technical areas.
- Volunteers must follow staff instructions and venue safety procedures.
- Performers and families may be required to assist with appropriate cleanup and strike responsibilities after the final performance.
- Children may not handle tools, scenery, or technical equipment unless specifically supervised and assigned.

Conduct and Community Standards

EPAC is committed to a rehearsal environment where performers can take artistic risks, learn, and belong. Students and adults are expected to communicate with kindness, honesty, and respect.

- Bullying, harassment, intimidation, discrimination, retaliation, or deliberate exclusion is not permitted.
- Physical aggression, unsafe behavior, repeated disruption, or refusal to follow staff direction is not permitted.
- Cast information, rehearsal recordings, and private communications may not be used to embarrass or target another participant.
- Families should bring concerns directly to the Director rather than discussing them with children, other families, or on social media.

EPAC may respond with redirection, a parent conference, a behavior plan, removal from specific material, suspension, or dismissal from the production. Serious safety or conduct concerns may result in immediate dismissal. Financial obligations and the no-refund policy remain in effect.

Health, Safety, and Emergency Information

- Do not send a performer who has a contagious illness, fever, vomiting, or symptoms that make safe participation impossible.
- Parents must disclose relevant allergies, medical conditions, medications, mobility needs, or emergency information.
- A completed Medical Information and Emergency Treatment Authorization must be on file before the performer's first rehearsal.
- Performers must follow all venue, movement, costume, prop, and technical safety instructions.
- In an emergency, EPAC may contact emergency services and the parent/guardian or listed emergency contact.

Participation in performing arts activities includes physical movement, group interaction, and use of rehearsal and performance spaces. Families acknowledge the ordinary risks associated with participation and agree to follow EPAC's safety expectations.

Communication

Official updates will be sent by email and/or text. Families are responsible for monitoring communications and notifying EPAC if they are not receiving messages.

Contact	Information
Email	info@elevatepac.org
Call or text	281-944-5720
Website	ElevatePAC.org
Venue	Thrive Church, 7700 Wallis Street, Fulshear, Texas

Questions about casting, artistic decisions, behavior, attendance, or scheduling should be directed to the Director. Payment questions should be directed to EPAC administration.

Handbook Acknowledgment

By signing below, the parent/guardian and performer acknowledge that they have read, understand, and agree to the EPAC Fall 2026 Production Handbook, including the production calendar, attendance and conflict policies, mandatory tech and performance commitments, tuition and payment obligations, non-refundable and non-transferable policy, conduct expectations, and parent responsibilities.

The family understands that casting and artistic decisions remain under EPAC's authority; that participation requires preparation and respectful conduct; and that failure to follow these expectations may affect casting or continued participation without refund or credit.

Performer name: _____

Production: ☐ Winnie the Pooh KIDS ☐ Elf the Musical JR. ☐ Bonus Elf Add-On

Parent/guardian name: _____

Parent/guardian signature: _____

Performer signature: _____

Date: _____

FINAL REMINDER

Complete and return the Conflict Disclosure Form and Medical Information and Emergency Treatment Authorization before the first rehearsal. Retain the handbook for the full production period.