

# PARENT MEETING INFORMATION

## FALL MUSICAL 2017

### The Pirates of Penzance, Jr.

APEX MIDDLE SCHOOL

Musical News & Updates: [www.bamcat.org/musical](http://www.bamcat.org/musical)

Questions? Contact:

Jessica Schmitt: Musical Director [jschmitt2@wcpss.net](mailto:jschmitt2@wcpss.net)

Kathleen Mulrine: Co Technical Director [kmulrine@wcpss.net](mailto:kmulrine@wcpss.net)

Christine Roberts: Co Technical Director [croberts2@wcpss.net](mailto:croberts2@wcpss.net)

Jen Pierce: Musical Coordinator [musicalcoordinator@gmail.com](mailto:musicalcoordinator@gmail.com)

### ACADEMICS

All students involved in the musical are expected to be in good academic standing. Academics always come first. Students having difficulty with their studies should carefully consider their involvement in this production. During rehearsals, students will be encouraged to use the time when they are not on stage to work on homework, etc. Any student having difficulty maintaining acceptable standards will be subject to possible dismissal from the cast/crew, if deemed necessary by the student's parents, teachers, and the directors.

### SPORTS & ACTIVITIES

We are often asked whether students involved in sports or other activities can participate in the musical. Students participating in fall sports may not participate in the musical as practices/games and rehearsals overlap too much. However, they can try out for Winter sports and must list this on the application. Students involved in sports/activities outside of AMS must make sure this is communicated to Mrs. Schmitt and she will determine the extent of student involvement on a case-by-case basis. Parents should be prepared to provide Mrs. Schmitt with information regarding any commitments that may affect their child's availability.

### REHEARSALS

**DAYS:** Rehearsals begin on **September 19<sup>th</sup>**, and will be held every day after school. The entire cast **will not** rehearse every day. At the beginning of the rehearsal process, we will set up cast and crew email groups. Please check your email **every day**, as this will be the **primary means of distributing and updating rehearsal schedules for each week**. The schedule will also be posted in the MUSICAL section of the BAMCAT website.

**TIME:** ALL rehearsals are held after school, **beginning promptly at last call and ending at 4:45**. Parents are expected to pick up their child or allow child to ride the activity bus. All cast/crew members should make arrangements to meet their rides in the auditorium parking lot. Starting **November 6<sup>th</sup>**, rehearsals may end at 6:00pm.

**INCLEMENT WEATHER:** In the event of inclement winter weather, we will follow the Wake County Public School's schedule. **If school is canceled, rehearsal is cancelled**. Should this occur, make-up rehearsal(s) may be scheduled at the discretion of the production staff. It is possible that performance dates may be changed if there are an excessive number of days missed or inclement weather occurs during the scheduled performance dates.

### **IMPORTANT REHEARSALS**

As the show's opening approaches, there is **one mandatory SATURDAY** rehearsal and an **expanded** rehearsal schedule during the two weeks preceding the show. **In addition to the regular after-school rehearsals, please make sure to put these important dates and times on your family calendar:**

<b>Date</b>	<b>Time</b>	<b>Requirement</b>
<b>November 6th</b>	<b>3:30pm – 6:00</b>	Begin expanded rehearsal schedule.
<b>Saturday November 18<sup>th</sup></b>	<b>9:00am - 2:00pm</b>	<b>Load-in</b> (Tech Rehearsal) and <b>Costume Check</b> for all cast and crew members. The tech, prop, and set crews are expected to be present and ready for "cue-to-cue" rehearsals at that time. Cast members must bring all costume components for Director approval.
<b>Nov 30<sup>th</sup> Dec 1<sup>st</sup> Dec 2<sup>nd</sup></b>	<b>7:00pm (call time 5:30pm) 7:00pm (call time 5:30pm) 1:00pm (call time 11:30am) 8:00pm (call time 6:30pm)</b>	Performance dates for the 2017 Winter Musical. Cast and crew must report 90 minutes (1.5 hours)

### **REHEARSAL ATTENDANCE**

Rehearsals are open to **CAST, CREW, PRODUCTION STAFF, AND PARENT HELPERS** only! Do not bring friends to rehearsal with you!! You may only be at rehearsal if your character/scene is being rehearsed! Parents must be approved WCPSS volunteers in order to attend rehearsals.

**EXPECTATIONS:** EACH cast/crew member is expected to be present at every rehearsal that involves him/her. Conflicts will be worked around as much as possible with regards to scheduling, but any student who misses three or more rehearsals will face being cut from the show, no matter their role. You will be held personally responsible for ensuring that you are present at every rehearsal that involves you. Beginning Oct 31<sup>st</sup>, no more absences will be accepted and any absence could be grounds for your dismissal from the show. **Check your email every day for any changes to the schedule!** The rehearsal schedule will be scrolled daily and posted on both the BAMCAT and Apex Middle School websites.

**SICK POLICY:** If a student is absent from school for more than ½ day due to illness, he/she is not eligible to attend that day's rehearsal. (½ day occurs at 11:00am.) If a cast member is sick and cannot attend rehearsal, he/she is expected to call the main office (919-387-2181) and leave a message for Mrs. Schmitt prior to rehearsal time, or the student's parent may **send an email to Mrs. Schmitt ([jschmitt2@wcpss.net](mailto:jschmitt2@wcpss.net)) or Jen Pierce ([musicalcoordinator@gmail.com](mailto:musicalcoordinator@gmail.com)).** **Not contacting Mrs. Schmitt/Mrs. Pierce will count as an unexcused absence. STUDENTS MAY NOT SEND WORD THROUGH OTHER STUDENTS!**

**CELLPHONES:** Cell phones are not permitted to be out during rehearsal. This means they are in your backpack and away the entire time. First sighting- a warning, Second sighting- parent contact, Third sighting- asked to leave rehearsal and your participation will be reevaluated.

**IMPORTANT NOTE:** Cast/crew members are expected to remain in the auditorium area (or other supervised area designated by the production staff) during meetings, rehearsals, and performances. **NO EXCEPTIONS.** Cast/crew members are encouraged to bring a quick snack from home to eat **prior to rehearsal in the lobby of the auditorium.** Water bottles are also encouraged; please mark them with your name.

## **PARTICIPATION REGISTRATION & FEE**

Parents/Guardians of confirmed musical cast and crew members are asked to register their children as participants by completing our online **Musical Participant Registration form by October 1<sup>st</sup> (Cast) or by October 10<sup>th</sup> (Crew)**.

<http://bamcatams.org/musical/musical-participant-registration/>

All cast and crew members are asked to provide a **nominal participation fee of \$25**. This fee covers the cost of cast/crew t-shirts and food for our longer rehearsals and strike party. These musical productions are quite expensive, and we appreciate your cooperation in helping cover the necessary costs.

**Participation fee payment is also due by Oct 1<sup>st</sup> (Cast) or by Oct 10<sup>th</sup> (Crew).**

- Participation fee payments may be made online at the time of registration, or by visiting **bamcatams.org** Go to **BAMCAT Quick Links** in left sidebar and select **Make a payment**.  
<http://bamcat.org/parent-information/payment-links/>

- If paying participation fee by check, please make payable to **BAMCAT**. Write student's full name and "**musical participation fee**" on memo line. Enclose in envelope labeled "**Attn: Musical**" and have your child drop it into the **BAMCAT mailbox located near the door to Mrs. Schmitt's room #1701**

*Please contact Mrs. Schmitt, Mrs. Mulrine or Jen Pierce prior to these deadlines if this presents a hardship for your family. Your communications will be kept confidential.*

## **CRUCIAL FAMILY SUPPORT AND PARTICIPATION**

**The musical is a huge undertaking, and family support is vital to its success. One parent (per student participant) is asked to volunteer in some way in support of the production and/or performance.**

### **FOOD DONATIONS**

**Families of musical participants** may be asked to contribute some of the food to feed the cast/crew during our Saturday rehearsal and/or donate items such as drinks and snacks to be sold at the concession stand during performances. Details will be forthcoming.

### **PARENT VOLUNTEER OPPORTUNITIES**

There are a variety of fun and interesting crew options. This year we are seeking several **Parent Crew Leaders** (see **Musical Crew Job Descriptions** following). We're sure you will see something that catches your interest or offers you the opportunity to apply your special skills or talents. We know you will find this to be a fun and rewarding experience!

- **Parent As-needed Support**

Not available on a regular basis? There are many ways parents can support the musical as the need arises:

- Can you help with crowd control during rehearsals?
- Can you play piano well enough to help cast members learn their songs?
- Can you do simple sewing at home?
- Can you supervise backstage during one of the performances (dads especially needed!)

- **Crew Coordinator**

Learn the backstage ropes! Provide crew volunteer communication including creating and sending out emails, and writing website posts and updates in a timely manner. Assist Mrs. Mulrine & Mrs. Roberts with duties as needed. (*Tina McKenna*)

- **Parent Crew Leader, Co-Leader and Creative Support**

There are several parent crew lead and co-lead positions open this year. Production crews include: Set Design/Construction, Props, Costumes, Tech, House/Box Office, Concessions and Publicity. We are also looking for parent assistance in the following areas: Playbill design and production, Graphic Arts (design poster, t-shirt, tickets), Photography, Shout Out PowerPoint presentation development.

## **MUSICAL CREW JOB DESCRIPTIONS**

**Set Design/Construction:** Collaborate with Mrs. Schmitt to determine set needs. Design, construct/build set, paint set pieces, move set pieces during performances. Oversee student crew.

**Props:** Collaborate with Mrs. Schmitt to determine prop needs. Lead student crew in gathering necessary props and setting up for performances, moving props on and off stage during performances. Oversee student crew.

**Costumes:** Collaborate with Mrs. Schmitt to determine costume needs. Communicate with parents about costume requirements. Gather and size costumes, create costumes as needed. (Some sewing may be necessary.) Organize costumes for performances and supervise/assist cast with wardrobe changes during performances. Oversee student crew.

**Make-Up:** Collaborate with Mrs. Schmitt to determine make-up needs and ensure cast has appropriate make-up applied for the show.

**Tech:** Assist Mrs. Mulrine/Mrs. Roberts with sound, microphones, lights, etc.

**Concessions:** Help collect and organize donations for the concession stand. Coordinate shifts for manning the concession stand during the show (we are open before the shows, during intermission, and after the show for each performance).

**Publicity:** Help coordinate distribution of musical posters to local businesses. Help coordinate and assign students to hang up musical posters around school. Hang cast bios/photos in the lobby. Hand out and collect playbills at performances. Oversee student crew. (*Julie Williamson*)

**Playbill:** Compile information and create playbill. Collect from printer for performances.

**Graphic Arts:** Create design for tickets, t-shirt, and poster. Must have adobe software!!

**Photography:** Take cast/crew headshots for lobby display and candid shots for the slideshow during rehearsals. Ensure pictures are sent for use in the yearbook.

**PowerPoint Slideshow:** Design slideshow using candid photographs taken during rehearsals, Shout Outs (Well Wishes) from family and friends, corporate advertisements (if any), etc.