

# Swamp Meadow Community Theatre Summer Production Guidelines

## The Jungle Book (Summer 2013)

Dear Parents,

Hello! If this is your family's first play with Swamp Meadow Community Theatre (SMCT), then welcome! If not, well, then welcome back! Our goal, as always, is to put on a great show and have a lot of fun doing it. To do that and also make sure everyone is on the same page, we need to lay out some ground rules.

**The Schedule:** Cast members are expected to be present and on time at all rehearsals for which they are scheduled. If someone doesn't show up, that makes it difficult or impossible to rehearse a specific scene and forces other cast mates to sit around with nothing to do. We understand, of course, that many families take vacations during the summer. All we ask is that you please make sure to let the stage manager know as soon as possible if your child has to miss or be late to a rehearsal.

**Drop Off/Pick Up:** We take our responsibility for your child's safety and security very seriously. When you drop your child off, please make sure to sign in. A sheet (and one of the production staff) will be at the door to verify that your child has been checked in. Likewise, at the end of rehearsal, please make sure to sign out. If your child is missing but was not signed out, we have to track you down to ensure you have him/her. It makes everyone tense. If someone else is going to bring your child home from rehearsal, please tell us at drop off so we are aware. We also ask that you arrive 15 minutes before the start of rehearsal (so that we can start on time) and 15 minutes before the end of rehearsal, as they sometimes end early.

**Knowing Their Lines:** There will be a date in the schedule by which all children are expected to be *off book*. This means that they have memorized all of their lines and their blocking. It is crucial for everyone to be off book when scheduled or it slows everyone down. Please work with your children to help them learn their parts.

**The Shows:** *All cast members must attend every show and every rehearsal during tech week (the week leading up to the first show) unless arrangements are made well in advance.* Note that this means that we will need your child to be available *every day from August 13 to 19*. This is vitally important to putting on a good show. We can arrange for two children to share a role so that one can miss a performance, but we can only do this if the other child has plenty of time to learn the part. So *please* look ahead to your August schedule and let us know now if you see (or even suspect) a conflict.

**Behavioral & Medical Issues:** All cast members are encouraged to have fun but we do have to get through the rehearsals. We need everyone to be able to focus and do the necessary work of creating a good production. If your child has a medical or behavioral condition that will have a negative impact on rehearsal, we ask that you stay through rehearsal and work with the production team. Remember that the production team (youth and adult) are not trained teachers or counselors and, as such, need your help in these situations. If your child has any allergies (makeup, nut, bee, etc.) please let the production team know as well.

**Age:** We ask that parents of our youngest participants (ages 6-8) plan on remaining with their children throughout each rehearsal. We welcome the opportunity to work with the young ones, but our team does not have the time and energy to give them individual attention.

**Oversight:** The adult volunteers are there to oversee the process, to manage things on an administrative level (child sign-in and sign-out, for example), and to mentor the production team (especially the youth directors). Their job is not to direct the show so much as to train the young adult directors.

**Production Help:** We always need adult volunteers and you are welcome to help! There are many roles that need filling over the lifecycle of the show from helping obtain donations and ads from local businesses to assisting with sign-in/out of children. Help is also needed during the production itself, including back stage crew, costumes, props, sound, lighting, and more. Besides these more technical areas, we also need parents to simply help watch and manage those cast members who are not currently on stage. There will be a production meeting early in the rehearsal schedule and all parents are strongly encouraged to come and see what jobs are open and where you can lend your talents! There is also an extensive list of volunteer opportunities available at the end of this handout. This is an opportunity to participate with your child in a creative activity and get to know a wonderful new community “family” as well.

**Your Child’s Safety:** Your child’s safety and well-being are our highest priority. When possible, SMCT employs the concept of two-deep leadership, namely that no adult (who is not the parent or guardian) should be alone with any child. There should always be two or more adults present. This is for both your child’s safety and for the protection of our adult volunteers. If you volunteer to help out in any capacity, please adhere to this rule.

**Facilities:** Our primary rehearsal and performance spaces are the Woody Lowden Recreational Center and the Captain Isaac Paine School. We must respect these two facilities and ask that everyone follow all rules and treat both places with care.

**Equipment:** The actors may be required to handle valuable and/or fragile equipment (microphones, props, etc.). Those items should be treated with care and respect. Proper handling procedures will be explained when needed.

**Costumes:** The Costume Designer of the production will let you know if you need to provide any parts of your child’s costume. All costumes must be approved by the director and/or the costume designer and, once assembled, should not leave the facility. Please verify that your child is not wearing any costume parts before leaving rehearsal. One exception is if the costume designer asks you to launder the costume between performances.

**Resolving Issues:** If your child has an issue with another child, he/she should speak to the youth director. If the issue relates to the youth director, he/she can speak to any of the other adult mentors or to the producer of the show. If you, yourself, have an issue with any of the other adult volunteers or have any other concerns, you can bring them up with any of the other adults or with the producer directly. We will work as a team to resolve issues as quickly as possible.

**Advertisements:** Even with all volunteer labor, putting on a show has considerable costs for sets, costumes, props, makeup, royalties, scripts, tech equipment, venue rental, etc. Unlike many community theaters, SMCT does not charge anyone to participate in our productions. Instead, money is raised through playbill ads sold to local businesses, supportive friends and family or other interested folks. We understand that this kind of “sales” work is not easy or possible for everyone, so in the interest of flexibility we have found that it works best to ask each cast member to provide \$40 in the form of sold ads *or* family contributions (*or* any combination thereof).

**Concessions:** Another way SMCT funds productions is by selling food and drinks during each performance. Each cast member is asked to provide some baked good (either homemade or store bought is fine) and/or a twelve-pack of drinks. Sign-up sheets will be available. We also need volunteers to staff the concessions stand during the shows.

# Contact/Emergency Information

Cast member: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

## Allergy/Medical

If you have any allergies or conditions that should be known by the SMCT staff, please list them here. Feel free to discuss any special needs or considerations your child may have with the producer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Scheduling Conflicts

If you already know that you will not be able to make any rehearsal or show dates due to vacations or other scheduling conflicts, please list them here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Questions

Do you have any questions or concerns regarding our show and our operating procedures? Write them here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Please sign and date to indicate that you have read the SMCT Production Guidelines, and return to the check-in table during the first rehearsal.

(Parent's signature required for cast members under 18)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent/Emergency Contact

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Drop off/Pick up

If you know that your child may be dropped off or picked up by people other than yourself, please list them here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There is a lot more that goes into a production than just acting. Below is a list of opportunities for your involvement.

During rehearsals and/or performances:

- Sign-in table
- T-shirt orders/sales
- Playbill advertising collection
- Design and printing of playbill
- Cast/crew awards
- Weekly newsletter for cast/families
- Safety and wellness officer
- Set and stage construction
- Specific set/prop project
- Painting
- Artwork
- Making costumes
- Collecting props
- Shopping for needs
- Lighting
- Sound
- Curtain person
- Blocking recorder
- Organizing cast party

During performance week:

- Hospitality staff  
(greeters/admission/usher)
- Ticket sales
- Organizing concessions
- Concession staff
- Baking
- Back stage help
- Physical help
- Cast mom/dad supervisor
- Make-up
- Photography
- Videography
- Providing trucks for set transportation

Other:

- Recruitment of volunteers
- Grant writing
- Fund raising

- I want to receive emails about upcoming activities.