

Orientation packet

For

Grandstreet Theatre School

Christmas show production/auditions

Grandstreet Theatre School Staff

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Christmas show

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Opportunities for student actors during the Christmas show

1. Crew positions

These can range from front of house (ushering, box office, house manager, concessions) to running crew (light board, follow spot, dresser).

Many of these positions work well for students who are really busy during October and November but would still like to be involved. They still need to audition to be considered but should let us know at the audition that crew is what interests them most.

2. Cast

These are the people who will actually perform onstage. **Some** of the roles may be double cast (3rd grade and under), which means there will be two casts and each cast gets approximately 9 shows, most will perform 18 times. Those double cast do Friday night, Saturday matinee and the other does Saturday night, Sunday matinee with each taking one Wednesday show and one Bryant School show.

The decision for casting is based upon several things:

- The audition

- Whether they fit the age and physicality that the director is looking for
- Behavior off stage and in class

- Whether they have met all the requirements

- Turning in all paperwork!

The decision for casting is made with the entire faculty but the final decision is made by the director of the show.

How parents react when looking at the cast list will really help how a child views their role in the show. Sometimes a child is relieved that they did not receive a large role so please act happy for them no matter what the outcome. All students who complete the entire audition process will be used in the show in some fashion.

The cast list is usually posted at noon on the appointed day outside the studio and on the website. Please do not ever call the theatre to inquire about the cast list.

3. Sellers

These cast members will help choose, order, make the different items that we sell during intermission. They will also sell raffle tickets during the show. They are responsible for inventory, making change, sales, and they do a performance number at intermission. These are very important jobs and the kids love it! Sometimes they also appear in the show but not always.

You must audition to be a seller.

4. Pre-show choir

This group of actors sings on the steps before the show for every production. They have separate rehearsals and are sometimes also in the show as well. They are usually not double cast.

Auditions

1. The day of the audition

Please enter upstairs at the front of the house. You will check in and the volunteers will make sure you have everything you need before going upstairs to audition. Please be about 15 minutes early. After your 4 minute audition you may leave.

Make sure your hair is neat and out of your face and that your clothing is cleaned and pressed.

2. Callbacks

These auditions usually follow the audition by a day or two. This is a chance for the director to see you again before casting. Usually if you are not called to a callback it means you are not being considered for a lead/supporting role, however, there are always exceptions.

Understand that whether you get the callback or not it means they were interested enough in your audition to want to see you again. This is great. If you don't get the part it doesn't mean you weren't good.

Materials needed

1. Conflict Sheet

This is to be filled out by the parent and student together. It is the most important component to the audition (next to the song and monologue). This is your chance to be excused from rehearsals. Here are some things to consider about the conflict sheet:

- We do NOT allow unexcused absences so be very careful when filling this out.
- You may not add conflicts after the cast list has gone up.
- You are better off to list things even if you may not go to them.
- Only list conflicts during the hours of 6:00 and 10:00 p.m.
- Fill out and sign the back
- Bring this to the audition. **We cannot cast a student without the conflict sheet. It is found at the end of the “audition packet”**

2. Picture

An 8x10 color headshot is required for every theatre school student. You may choose any photographer in town or use a school photo. The photo should be recent and look like you. Don't wear hats, big ribbons, or shirts with wording. The focus of the photo should be you.

We provide a photographer (Kurt Keller Photography) to take photos. You may sign up on the call board in the classroom. These photos are very reasonably priced and are great if we get commercial or movie calls. Once again this is just for your convenience. You may use any photographer of your choosing.

3. Resume

- This is a one page document
- Cut it down to 8x10 and glue or staple it to the back of the photo
- It is typed and not hand-written
- We have sample resumes
- These resumes are different from a typical work resume

4. Crew Points

These are points that you earn for doing off stage volunteer work. They are given by faculty or staff members of Grandstreet Theatre.

- Kindergarten through 4th graders need 1 crew point a year.
- 5th – 8th graders need 2 points a year.
- High School needs 3 crew points a year.

We feel that it is important that the students learn that producing a show takes more than just being an actor. They record their own crew points in a book in the classroom. It is totally on the honor system and any young actor who has made an effort, will get the appropriate number of crew points. Examples of crew points: Ushering, helping a teacher with a task, sweeping the stage or classroom, working backstage, light board, follow spot, etc. you get one point per task or per hour if you are on a running crew or ushering.

5. Song (not always needed – check the audition packet)

To be considered for casting you must sing 16-32 measures of a song, usually from a musical or an old standard. Do not sing a current pop song unless that has been specifically requested by the director.

No one is allowed to sing without written sheet music. Please have your music in a folder, book, or three ring binder. It is wise to choose something age appropriate and that shows off your voice the best.

The following songs are overdone or not appropriate for this age group and should be avoided:

Tomorrow (Annie)
My Favorite Things (The Sound of Music)
Do-Re-Mi (The Sound of Music)
All that Jazz (Chicago)
Rent (all songs)
Adelaide's Lament (*Guys and Dolls*)
Honey Bun (*South Pacific*)

The accompanist is there to help you so make sure you let him/her know where you start and stop by marking it in the music. You will also be given a minute or so to let him/her know what the tempo is. If you mess up or the accompanist messes up just keep going. Always thank and be nice to the accompanist NO MATTER WHAT. They have more power than you might think.

6. Monologue

- This is a one minute or so excerpt from a book or play.
- It should be in first person.
- There should be only one person speaking but there is usually someone (imaginary) that you are speaking to in the scene.
- It needs to be memorized
- We do not need a copy of it
- We have many on file and can help them find one or look through books they like to read.
- Kindergarten through second graders may opt to tell us a story or answer a series of questions in lieu of a monologue.

7. Introduction

“Good Morning, or Hello, etc my name is _____ my pieces are from _____”.

This should be simple and give us a glimpse of their personality.

Rehearsal Process

1. Arrival and Departure
Please be on time. If you're not ten minutes early, you are late. We will start and end on time.
2. They will most likely need a pair of black shoes for the show. Not tennis shoes or clunky heeled shoes
3. We encourage you to car pool if possible
4. Please continue to attend theatre school during the rehearsal time. Only currently enrolled students are allowed to be in the Christmas show. So if they drop out of theatre school they are also sacrificing their role in the show. We feel it is important to continue learning while rehearsing a show. Also we begin work on spring projects in the fall.
5. Illness is considered an excused absence only if a parent calls the stage manager before rehearsal begins. During dress rehearsal and performances we only excuse illness under doctor's orders.
6. You will be given a rehearsal schedule on the first day of rehearsal.
7. Rehearsals are usually 6:30-9 p.m. except dress rehearsal week when they run from 6:00 to 10:00 p.m.

Performances

1. Performance dates this year are December 1-17. They are called 45 minutes before performance time. Performance times are at 7:30 and 2:30. We do two shows on Saturday and matinees only on Sunday.
2. We usually do a show for Bryant School on one school day. We can usually get a school related absence for those in District 1.
3. Please try to avoid fast food during rehearsals and performances. They also are not allowed to eat in costume.
4. It is important that they keep up on their school work. If they are struggling please let us know so we can help. The older students are very good at tutoring.
5. We have a dance on a Saturday during the run. Admission is \$2.00. This is closed to theatre school students and family only.
6. The second Sunday in November is our "set-in" day. We begin at about 1:30 and work until 4:30, then we have a pot-luck and finish up after that. All cast members are required to attend unless it is on their conflict sheet. We also encourage all family members to come and help. We build the set, sort costumes and put up Christmas decorations. It's fun.

7. We do not have an opening night party for this production, however, you should know that many parents and relatives will send flowers, balloons (please no latex balloons), candy, etc on opening night. These can be delivered to the classroom before the show. We do not allow anyone to give flowers at curtain call.
8. Secret Pals are an optional program we do each year. They are to do nice things for that person throughout the rehearsal and performance process. They are NOT supposed to spend any money on this until the final gift. The final gift will be given out at the dance and should cost between \$8.00 and \$15.00. If your child decides to participate in Secret Pals they need to let the person in charge of Secret Pals know on the first rehearsal. Names for Secret Pals will be handed out at set-in.

Raffle Tickets

Each year we raffle off a trip usually valued between \$1500-2000. Each actor and crew member is required to sell 3 raffle tickets for our scholarship fund. Each student must sell 3 raffle tickets at \$20.00 a piece or 3 for \$50.00. They can sell more if they want and we hold a contest to see who can sell the most. The winner receives \$100 cash, second place \$50 and third place \$25.