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Dear Blue Rose Families,

Welcome to Blue Rose Theatre Project's theatre experience! Your production team has been hard at work for the last several months, planning and organizing this season's production schedule. This handbook is designed to be your road map through our program. New and returning families will find this handbook to be a valuable source of information. Keep this handbook to refer to during the production process.

Please read the handbook carefully. Give yourself time to digest the information. Also take the time to decide which volunteer committee you would like to take part in. Review the various options and decide as a family what your support role will be in the production.

Any questions or concerns can be addressed at our first parent meeting. *This meeting is mandatory for new families* in order for us to ensure solid communication between the production team and parents.

We are delighted to welcome you to our Blue Rose family and look forward to creating another great youth theatre production.

Thank You,

Siobhan Sullivan Crews
Founder and Artistic Director



CONTACT INFORMATION

Siobhan Sullivan, Artistic Director
info@bluerosetheatreproject.org
708-275-6579

Website:

www.bluerosetheatreproject.org

Sing Your Song

Julia@singyoursong.org

You will receive information about this production in the following formats:

- E-mail: ***It is essential that we have both your email address and an accessible phone number on file!***
- Blue Rose Theatre Project Parent Handbook
- Parent Meetings



MISSION OF BLUE ROSE THEATRE PROJECT

The BlueRose Theatre Project provides children, teens and young adults a safe place to grow and explore. Our classes are designed to foster creativity, instill confidence, build self- esteem, and provide a basis for communication, leading to life long team building skills that will prove invaluable whatever life choices they make.

Theatre can help children boost their confidence, giving them power and a voice that they never knew existed. Blue Rose Theatre Project showcases and nurtures notions of creativity, acceptance, leadership, public speaking, and is great FUN.

PARENT MEETINGS

There will be 1 - 2 mandatory Parent Meetings for this production. Please refer to your Rehearsal Schedule for dates and times. We will be giving out important information regarding rehearsals and performances, so please do your very best to attend.

We always appreciate and encourage your feedback and inquiries. However, the best time to communicate with the production team is at our scheduled parent meetings or through email. Please do not approach the production team during rehearsal.

PAPERWORK

The Production Packet, including signed contract, registration and payment is due at the first rehearsal. Please make certain that the back page is signed and that we have an email address on file (to keep you updated on any changes).

REQUIRED PAPERWORK:

- 1) Parent Volunteer Form
- 2) Actor/Parent Contract
- 3) Bio/Shout-Out Form
- 4) \$10 Shout-Out payment (if placing a Shout-Out in the program)
- 5) T-shirt order form + payment (if ordering a t-shirt)

VOLUNTEER DESCRIPTIONS

Indicate your committee choice(s) on the Parent Volunteer form. Contact the production office for more info on these committees.

Parent Coordinator

Responsible for coordinating communications between staff and parents. The “Go-to” person for all questions. There is handbook to guide you through this job.

Backstage Parents

Work in the backstage area throughout the show supervising the cast. Parents are responsible for their assigned backstage area (i.e. dressing room, green room, etc.). Also responsible for communicating with the Backstage Crew and ensuring the cast makes it onstage in time.

Star Grams

Help assemble and sell buttons, flowers and candy during the run of the show. Distribute the Star Grams backstage during performances.

Crew

Assist the stage manager with the running of the show. Must be available for a majority of performances and tech rehearsals except for the ones you attend with family and friends. No experience necessary.

Costume/Prop Assistants

Help find/make costumes and props in conjunction with the Costumer and Prop Master.

ATTENDANCE

- Cast members are required to attend all rehearsals to which they are called. If you have a conflict, you *must* contact the parent coordinator at brtpparentcoordinator@gmail.com.
- If a cast member does not attend a rehearsal for which they were called, and the production office was not notified (“No Call/No Show”), the cast member may be removed from the songs and/or scenes that were rehearsed that day.
- If a cast member receives 2 No Call/No Shows, they will be removed from the production altogether and no refund will be given.
- Last minute absences may result in the actor being removed from whatever songs or scenes were rehearsed on that day.
- No conflicts during Tech Week, Super Tech, Dress Rehearsals or Performances will be accepted.
- All pre-planned absences (vacations, doctor appointments, etc.) must be given to the production team at the time of the audition. All other conflicts will be at the director’s discretion.
- Be on time!! Please arrive 10 minutes early and allow yourself time to warm up, get settled and ready to work by the time rehearsal begins.
- The rehearsals 3 weeks prior to the week of the show are critical! Please get lots of rest and stay healthy!
- No refunds or credits will be issued after the show is cast.

REHEARSAL DRESS CODE

All cast members must come to rehearsal ready to work. Please wear appropriate modest clothing that is loose and allows movement. No flip flops!

REHEARSAL INFORMATION

- All cast members will be required to attend each and every rehearsal for which they are scheduled. If you must miss, please make arrangements with the production team (please see Attendance policy).
- As much as you might wish to watch your child's progress in the show, we ask that you respect our **closed rehearsal policy**. No friends or guests are allowed to attend rehearsals and all families will need to wait outside for their actor or actress to finish (with the exception of our rehearsal parent volunteers).
- Cast members should always come to rehearsals prepared, warmed up and ready to rehearse. Please bring your script and a pencil to every rehearsal. Follow along with what's going on onstage and stay involved!
- When not onstage, cast members are required to do homework, read a book, read their script or watch the rehearsal. Excessive talking and goofing around while rehearsal is in progress is not permitted. Rehearsals require a lot of waiting. Don't be surprised if your child tells you about some down time at rehearsals.
- Everyone is expected to clean up after rehearsal!
 - Put props away
 - Pick up trash / Clean floors
 - Make sure that all personal items are accounted for.
- Be on time! If you are running behind please inform the Parent Coordinator ASAP.

THEATRE RULES AND ETIQUETTE

- Arrive on time. Sign in immediately.
- **NO CELL PHONES** are permitted during rehearsals.
- Do not leave the theatre or rehearsal area for any reason unless you have permission from the stage manager.
- Always keep your voices down and do not run in the theatre.
- Absolutely **NO** horseplay is allowed in the theatre or rehearsal rooms. The only options for students that are not onstage are: homework, reading, learning your script, or observing the rehearsal.
- Always tell a member of the production team if you must use the bathroom. You must use the “buddy system” in order to leave the rehearsal room or theatre.
- Blue Rose Theatre Project has a closed rehearsal policy. No friends, guests, or parents are allowed to watch rehearsals (with the exception of approved parent volunteers).
- Be careful backstage. Don’t touch anything backstage (set pieces, curtain, etc.) without permission.
- **NO FOOD OR GUM IS ALLOWED IN THE THEATRE!** While we encourage you to bring a snack to Tech and Dress rehearsals, they must be eaten outside *during break time only*.
- Closable water bottles are the only drink allowed in the theatre.
- Please clean up after yourself!
- Please let the Parent Coordinator know if you have arranged someone other than a parent to pick up your child.
- Remain in the assigned area when you are not onstage.

COSTUME INFORMATION

** Each cast member must have a small laundry basket or bag with their name clearly marked to hold all of their personal belongings in the dressing room during performances. **

Most character costumes will be provided for each cast member. However, you may be asked to provide basic costuming items (shoes, tights, socks, etc.). We will let you know what is needed at the 2nd Parent Meeting.

All costumes that are supplied by the Blue Rose Theatre Project are the property of BRTP and will be collected after the show closes. You will be responsible for the safe return of the costume at the end of the play.

Each child will be costumed based upon the character and time period of the play. **Encourage your child to be accepting of their assigned costume and to show respect to their hardworking costumers!**

NEVER eat or drink anything except water while in costume.

HAIR AND MAKEUP

Specific information about hair and makeup will be given at the 2nd parent meeting (especially regarding characters needing special makeup).

Cast members must supply their own stage makeup.

Everyone will need their own hair and makeup kit containing the basics, including: foundation, powder, blush, eye shadow, eyeliner, mascara, lip color, wet wipes, brush, comb, bobby pins, hair spray and pony tail holders.

Please do not share makeup or hair brushes! It's a good way to pass germs!

BACKSTAGE RULES

- There will be a sign in sheet backstage for Tech Week and Show Week. Sign in ***immediately*** upon arriving at the theatre.
- Put on your costume and make-up immediately after you arrive on performance days.
- All cast members should wear appropriate underclothing with their costume. There is a big age difference with the children and everyone feels more at ease if everyone is dressed modestly.
- Remain in the dressing room during the show until you are needed on stage.
- Keep your things in a basket with your name clearly marked on it.
- **Label everything!**
- Safety is always a concern. Please use caution when backstage.
- Talk quietly backstage. Never run in or around the theatre.
- No one is allowed in the wings unless they are entering or exiting the stage. If you're in the wings: If you can see the audience, they can see you!!!
- Before you leave:
 - Put away your costume(s) and make sure it is ready for your next performance.
 - Always hang up your costume in the appropriate place.
- **Clean up after yourself!**

TICKET SALES

- Tickets can be ordered in advance through the link on our website: www.bluerosetheatreproject.org.
- Early Bird tickets are general admission and are \$15 for students and \$18 for adults if purchased BEFORE January 1, 2019. Tickets go up to \$18 and \$20 on January 1st.
- Groups of 10 or more are priced at \$10 per ticket.
- Families are encouraged to help advertise by taking flyers to work, local businesses and mailing to friends and family.
- Flyers advertising the play will be available for distribution.
- Please help us get the word out to your school for field trips. Special group rates are available for field trip shows.

T-SHIRTS

If there is enough interest, cast t-shirts will be available to all cast members, volunteers, friends and family. Please turn in the order form and fee at the first Parent Meeting. T-shirts will be distributed on or before the first Tech Rehearsal.

SHOUT-OUTS

Shout-Outs are short messages, purchased by a family member or friend, that are printed in the program to congratulate your star. The Shout-Out form and \$10 fee is due to be turned in by November 28, 2018. The cost of the shout out is to help underwrite the cost of the programs.

PROGRAM BIOS

Each cast member will get a short biographical highlight in a lobby display. Please fill out the Program Information Form and return it to us by November 14, 2018.

PROGRAM ADS

We are selling ad space for the program to help offset printing costs. These ads can be purchased in business card size, half page and full page.

STAR GRAMS

Star Grams are flowers or candy that include a message that can be purchased on the days of our public performances. Each Star Gram is sent backstage to the appropriate cast member to congratulate them or can be delivered in person after the show!

FIELD TRIP PERFORMANCES

In addition to the public performances, we will be performing morning field trip shows for surrounding schools. Check your Rehearsal Schedule for dates and times.

If you know of any organizations or schools that would like to attend, please have them contact info@bluerosetheatreproject.org.

CAST PARTY

Our last hurrah! A time to recall all the wonderful memories from auditions to closing night and recognize all of the tremendous volunteers who helped make it possible. Don't miss this party!

AND NOW, ON WITH THE SHOW!!!