

PARENT RESPONSIBILITIES

Rehearsals

- See that your child attends all rehearsals for which they are scheduled, **on time**.
- If your child cannot attend a rehearsal, **advance written notice** must be turned in to the assistant director. For illnesses, please contact the director or assistant director ASAP. Contact information can be found on the cast list which will be distributed at the Cast/Parents Meeting on September 17th.
- Unexcused absences count as two absences.
- A total of three absences during the course of the play is cause for dismissal, as determined by the director.
- When it is your turn to monitor rehearsal, please check in with the assistant director upon arrival at 4:15pm, then begin your monitoring duties.
- Please park and enter the theater from the 5th Street side door. For safety reasons, we do not unlock the other doors.
- Parents/babysitters are responsible for making travel arrangements to and from rehearsal. **You must pick up your children INSIDE the auditorium for their safety. Children may not leave the building without an adult.** If another parent is collecting your child, please let the director or assistant director know before rehearsal.
- Please make certain your child is wearing closed toe shoes to all rehearsals.
- Please make sure your child's name is on all personal items
- Have your child bring something to work on during rehearsal while they wait. No phones, computers, tablets or other hand held electronics are allowed. Books and homework are suggested.
- TBA rehearsals should be considered a scheduled rehearsal day. The director will post this information on our website and our Facebook page within 48 hours of a TBA date to let you know who will be rehearsing. Tech crew is invited to attend workshops. Children must be 10 years or older to attend workshops.

Monitoring & Committees

- Because this is children's theater, we need the help of all parents. **We ask that one parent of each child sign up to monitor at least 2 rehearsals.** Parents with more than one child in the cast need to monitor two additional rehearsals for the second child and one more for each additional child. If you monitor during a performance, it will count as two rehearsals **AND** your day of performance responsibility.
- Parents are **also** required to work one pre-production and one day of performance committee OR work on costumes or make-up, which satisfies both production requirements.

Communication

- We do most of our communication through our website and Facebook pages. Please accept our Facebook closed group invitation for Alice in Wonderland and check it often for updates and information about the production. If you do not use Facebook, you will need to check the cast/crew tab on our website for important information. We will be sending very few mass emails. If we need to contact individuals regarding costumes, make-up or role specific information, they may receive an individualized email. You may also follow us on Twitter for up to date information.

Fees and Expenses

- **Fees are due at the Cast/Parents Meeting.** \$50 production fee (actors), \$0 for each additional child of the family, or \$5 tech fee for tech only participants.
- Additional t-shirts can be ordered for \$15 (slightly more for XXL and larger).
- A professional photographer takes pictures before and during the dress rehearsal. The complete set of photographs will be available online after the close of the show.

Artwork.

- We use student artwork on all forms of publicity including T-shirts, programs and flyers. If your child would like to submit a work of art to be considered, please do so by **Saturday, October 6, 2018**. Art work should be drawn on plain white paper in black ink or very heavy pencil, with lines clearly drawn (not sketch form). Also, please be sure any words are spelled correctly. Please make sure the artist's name is included in the work, but not the title of the show. *Please note art work may be slightly altered to facilitate transfer to T-shirts and posters. These changes will be at the Graphic Designer's discretion.* Previous artwork is displayed on the walls of the hall outside the theater.

Performances

- In most cases, all parts of your child's costume will be provided except underwear and socks.
- Some seats at the front of the theater are reserved as "house seats" and will be assigned by the producer on an as-needed basis. If you have a family member with a disability and you need any of these seats, please see the producer prior to the performance.
- For the performance, you may park in front of the Ayden Recreation/Community Center, as well as in the town parking lot on 6th Street. Please do not park in the church parking lot which is located at the SW corner of Lee and 6th Street.
- After the final performance, all cast and crew must help "strike" the set (take down/apart the set and carry everything upstairs to storage). When this is completed, there is a pizza party (provided by Smiles and Frowns Playhouse) for the cast and crew in the activity room across from the auditorium.