

# REGISTRATION PACKET

Every student who wishes to participate will be cast in the play, space permitting. All students must be registered prior to auditions on Thursday, Dec. 12.

## AUDITION SCHEDULE

All audition workshops and auditions will be held in the Father Seamus Glynn Center.

### Pre-Audition Workshop

Thursday, Dec. 12

K - 3<sup>rd</sup> 3:45 - 4:30 p.m.

4<sup>th</sup> - 8<sup>th</sup> 4:30 - 5:15 p.m.

### Auditions

Friday, Dec. 13

K - 3<sup>rd</sup> 12:30 - 1:30 p.m.

4<sup>th</sup> - 8<sup>th</sup> 1:45 - 3:00 p.m.

### All Call Backs

Monday, Dec. 16

K - 8<sup>th</sup> 3:00 p.m.

## REHEARSAL SCHEDULE

Rehearsals will begin on Tuesday, Dec. 17. The schedule below lists all the rehearsal days/times, however, it may be subject to change. If changes need to be made, we will give you advance notice. All rehearsals are closed and no parents are allowed in the room so that students can work freely with the production staff.

Please note that students in a lead role are required to attend **both** rehearsals specific to their grade as well as "Leads" rehearsals noted below. The "Leads" schedule will be finalized after auditions.

### Father Seamus Glynn Center

<u>Date</u>	<u>K - 3rd</u>	<u>4th - 8th</u>	<u>Leads</u>
Tuesday, Dec. 17	None	None	3:45 - 4:30 p.m.
Thursday, Dec. 19	3:00 - 3:45 p.m.	3:45 - 4:45 p.m.	TBD
Monday, Jan. 6	3:00 - 3:45 p.m.	3:45 - 4:45 p.m.	TBD
Thursday, Jan. 9	3:00 - 3:45 p.m.	3:45 - 4:45 p.m.	TBD
Monday, Jan. 13	3:00 - 3:45 p.m.	3:45 - 4:45 p.m.	TBD
Thursday, Jan 16	3:00 - 3:45 p.m.	3:45 - 4:45 p.m.	TBD
Thursday, Jan. 23	3:00 - 3:45 p.m.	3:45 - 4:45 p.m.	TBD
Monday, Jan. 27	3:00 - 3:45 p.m.	3:45 - 4:45 p.m.	TBD
Thursday, Jan. 30	3:00 - 3:45 p.m.	3:45 - 4:45 p.m.	TBD

### Anaheim Center for the Performing Arts at Servite

<u>Date</u>	<u>K - 3rd</u>	<u>4th - 8th</u>	<u>Leads</u>
Saturday, Feb. 1	None	None	TBD after set load in

## DROP OFF / EXTENDED CARE / PICK UP

Students are accounted for by picking up their nametag at rehearsal. Attendance will be taken at the start of every rehearsal. Any absence will be cross-referenced with the student's conflict sheet. Please indicate all absences on your child's conflict sheet. Parents must come to the Father Seamus Glynn Center to pick up their child - no children will be released to the parking lot.

As a reminder, if rehearsal does not begin immediately after school for your child, he/she cannot remain on campus unsupervised. Please make arrangements accordingly for your child. Extended Care is offered on a drop-in (hourly) payment plan. Fees for Extended Care are invoiced through FACTS. The one-time registration fee of \$100 per family required will be waived, if you are using extended care only for the play.

## TECH WEEK & TECH WEEK MEALS

We are pleased that this year's performances will be held at the Anaheim Center for the Performing Arts at Servite High School. During the final week of rehearsals ("Tech Week"), all rehearsals will be held at Servite.

### Anaheim Center for the Performing Arts at Servite

All actors will be required to attend Tech Week from 4:00 - 8:30 p.m. for dates listed below:

**Monday, Feb. 3**

**Tuesday, Feb. 4**

**Wednesday, Feb. 5**

Please note that you can order meals for your performers for Tech Week. The cost is \$6.00 per dinner. Checks can be made payable to SFA. If you would like to order meals now, a generic order form is attached to the end of this packet. We will likely serve meals from Cortina's, Raising Cane's or Chick-fil-A. If you would like to wait to order until we know the details of the meals being served, an updated order form will be available after Christmas Break.

## PERFORMANCES

We will have one cast for this production of Beauty and the Beast Jr. Each actor will participate in 4 shows. It is expected that every actor will attend all of tech week and all performances. Please inform Mrs. Lambert should you become aware of any scheduling conflicts at [jlambert@sfayl.org](mailto:jlambert@sfayl.org).

### Anaheim Center for the Performing Arts at Servite

<u>Date</u>	<u>Call Time</u>	<u>Performance Time</u>
Thursday, Feb. 6	5:30 p.m.	6:30 p.m.
Friday, Feb. 7	5:30 p.m.	6:30 p.m.
Saturday, Feb. 8	1:00 p.m. 5:30 p.m.	2:00 p.m. 6:30 p.m.

## PARTICIPATION EXPENSES

Cost for participation is \$185 for the first student and \$160 for the second and beyond. Fees include all rehearsals, production staff, technical staff, sets, facility use, musical license, costume rental, a cast t-shirt and 1 DVD per family. Partial scholarships are very limited and are available by contacting [jlambert@sfayl.org](mailto:jlambert@sfayl.org).

Costumes will be rented from Stagelight Family Productions - no exceptions. The total cost is included in your participation fee. Due to the nature of costumes, they will remain at the theater and will not be sent home. All cast members will receive a Beauty and the Beast Jr. t-shirt which is also included in your participation fee and may be worn on Fridays with uniform bottoms.

Program ads, sponsorships, and cast photos will be available for purchase. These are optional, not mandatory.

## TICKET COMMITMENT & PRE-SALE TICKETS

**Minimum Ticket Purchase Required.** Every family who has a child participating in the musical is required to purchase a **minimum of 12 tickets** at \$15 per ticket for a **total ticket obligation of \$180**. Minimum ticket commitments not met will be charged at a rate of \$15 per ticket and will be charged to the family FACTS account.

**Pre-Sale Tickets.** Tickets will be \$15/each and seats are assigned. Each family will have a **MAXIMUM** amount of 16 Pre-Sale Tickets. You will be provided a special access code to order your tickets in January if you have signed up for the mandatory volunteer hours (2 hours). After the pre-sale window has closed, any available tickets will be sold on a first come first serve basis.

Tickets will be available through the St. Francis website, by phone (number to be provided at a later time) and at the box office at Servite. Tickets can be downloaded to your phone, printed at home, or picked up at Will Call. No tickets will be sold through the SFA school office. All tickets are final sale.

## VOLUNTEER COMMITMENT

**Volunteering is mandatory.** Every family who has a child participating in the musical must sign up for a volunteer committee and fulfill a minimum commitment of **two (2) hours** of time. The volunteer hours met for the show can be applied towards the overall twenty (20) volunteer service hours required at SFA by your family each year. You are responsible to record your hours in FACTS. Please sign up to volunteer when returning the registration form, during auditions or after rehearsals.

**Committee Chair** - Committee Chairs oversee their committee duties and volunteers. Responsibilities include contacting and scheduling volunteers from a given list, and ensuring all assignments are filled.

**Volunteer** - Under the direction of the chairperson, volunteers will run jobs and complete tasks associated with their committee. At least one parent from each family must volunteer to work one or more committees, giving a minimum of two hours of time. **Pre-sale ticket orders will only be processed for families that have volunteered for a committee.**

- **Cast Party** - Plan and organize the cast party. Volunteers will help set up before the party, work during and help clean up after the party.

- **Cast/ Break-a-Leg Grams** – Purchase by friends and family members for cast. Volunteers set up and organize the stand during performances as well as sell items before performance and during intermission.
- **Costumes** – Volunteers will help distribute, track and receive costumes back and assist children with costume changes; also under direction of the producer, may help with hair and utilize make-up to create characters' looks.
- **MIB's (Men/ Moms in Black)** – Under the direction of the producer, run scene changes and move set pieces during tech week and run of the show.
- **Set Load In & Strike** – Parents will assist the production crew with loading up the set from the warehouse and installing it on stage at Servite on Sunday, Feb. 2 in the afternoon. Parents will assist the production crew with striking the set after the final show on Saturday evening and offload the set into the warehouse for storage.
- **Program Ad Sales** – Sell program advertisements to local businesses and families. Flyers and letter will be provided. This is a major source of funding for the play and can be worked into busy schedules. This commitment will need to be completed by Thursday, Jan. 23<sup>rd</sup>.
- **Rehearsal Coordinator** – Provide support during rehearsals to Mrs. Lambert, which includes check-in for Actors with nametags, remain outside of Seamus Center during rehearsal to provide Actors with assistance if needed and help with dismissal of students to parents.
- **Supervision** – Provide supervision of Actors during, tech week and performances. Help students with costume changes when necessary and keep a safe, well-organized, and fun environment.
- **Tech Week Meal Service** – Pick up food from local vendors and deliver to the Servite Theatre for students during tech week for dinner. Mrs. Lambert will arrange catering with vendors and volunteers will pick up the food, set up the meals for service, and serve the students during their dinner break. After students have eaten, volunteers will clean up the meal so that no mess is left behind.
- **Ushers** – Take tickets from theater guests, assist guests with finding seats, distribute programs and help monitor the NO photography / video rules during performances.

## COMMUNICATIONS / PAPERWORK

All forms and handouts will be sent home with each child at the end of rehearsals and can also be found on the St. Francis of Assisi website. If your child is absent, please check the website for the forms you have missed. All forms and payments (checks can be made payable to SFA) MUST be turned into the office and clearly marked Beauty and the Beast Jr. **Please do not turn in forms to your teacher.**

For further information, please contact either:

Jeannette Lambert at [jlambert@sfayl.org](mailto:jlambert@sfayl.org)

Meeghan Kaufman at [mkaufman@sfayl.org](mailto:mkaufman@sfayl.org)



## ST. FRANCIS PARENT COMMITMENT AGREEMENT

By signing below, I agree to the terms and conditions listed in the Registration Packet regarding the following commitments if my child is participating in the musical:

**Participation Expense.** Cost for participation is \$185 for the first student and \$160 for the second and beyond.

**Minimum Ticket Purchase Required.** Every family is required to purchase a **minimum of 12 tickets** at \$15 per ticket for a total ticket obligation of \$180. Minimum ticket commitments not met will be charged at a rate of \$15 per ticket and will be charged to the family FACTS account.

**Volunteering Commitment.** Every family must sign up for a volunteer committee and fulfill a minimum commitment of **two (2) hours** of time. The volunteer hours met for the show can be applied towards the twenty (20) volunteer service hours required at SFA by your family each year. You are responsible to record your hours in FACTS. Please sign up to volunteer when returning the registration form, during auditions or after rehearsals. **Pre-sale ticket orders will only be processed for families that have volunteered for a committee.**

- Cast Party
- Cast / Break-a-Leg Grams
- Costumes/Make-up
- MIB's (Men / Moms in Black)
- Set Load In & Strike
- Program Ad Sales / Layout
- Rehearsal Coordinator
- Supervision
- Tech Week Meal Service
- Ushers

### Parent/Guardian

Please print clearly as this email address will be how we communicate with parent/guardian. In addition, please choose the committee to help fulfill your volunteering commitment.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Committee: \_\_\_\_\_

Committee: \_\_\_\_\_

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

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

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

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

Student Name / Grade: \_\_\_\_\_

Student Name / Grade: \_\_\_\_\_

Student Name / Grade: \_\_\_\_\_

## STUDENT BEHAVIOR CONTRACT

To ensure that this program is a positive experience for all involved, I understand and agree to the following while I am participating in this experience:

1. During this production, I realize that I am a representative of the school. At all times, I will observe the school rules as a guideline for appropriate behavior.
2. I will cooperate and abide by the rules/guidelines of chaperones, Stagelight Production staff, and parent volunteers.
3. I will satisfactorily complete all study of lines associated with this program.
4. I understand that possession and /or use of alcoholic beverages, illegal drugs or tobacco is forbidden.
5. I will dress appropriately for all activities.
6. I will be expected to make restitution for any incurred damage to property or persons, at school or at Anaheim Center for the Performing Arts at Servite, accidental or otherwise.

I understand that if any of the above is jeopardized by my behavior, my parents will be notified and I will be at risk of being sent home immediately and denied permission to continue with the activity. All fees are non-refundable.

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**1 - Student Signature**

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**Date**

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**2 - Student Signature**

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**Date**

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**3 - Student Signature**

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**Date**

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**Parent /Guardian Signature**

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**Date**

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**Parent /Guardian Signature**

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**Date**

## ADDITIONAL INFORMATION & CONFLICTS

This information is very important when we consider lead roles. Failure to inform us could cost you your part.

1 - Student's Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Do they attend daycare before/after rehearsals? Yes / No

**T-Shirt Size:** Youth Sm      Youth Med      Youth Lg      Youth XL  
Adult Sm      Adult Med      Adult Lg

**Conflict(s):** Yes / No      **Date(s):** \_\_\_\_\_      **Reason:** \_\_\_\_\_

2 - Student's Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Do they attend daycare before/after rehearsals? Yes / No

**T-Shirt Size:** Youth Sm      Youth Med      Youth Lg      Youth XL  
Adult Sm      Adult Med      Adult Lg

**Conflict(s):** Yes / No      **Date(s):** \_\_\_\_\_      **Reason:** \_\_\_\_\_

3 - Student's Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Do they attend daycare before/after rehearsals? Yes / No

**T-Shirt Size:** Youth Sm      Youth Med      Youth Lg      Youth XL  
Adult Sm      Adult Med      Adult Lg

**Conflict(s):** Yes / No      **Date(s):** \_\_\_\_\_      **Reason:** \_\_\_\_\_



## COSTUME MEASUREMENT SHEET

All students must complete as they are renting their costumes and the rental fee is included in participation expense.

1 - Student's Name: \_\_\_\_\_ Room #: \_\_\_\_\_

### All Cast Members

Waist To Below the Knee: \_\_\_\_\_ Inseam: \_\_\_\_\_

Chest: \_\_\_\_\_ Height: \_\_\_\_\_ Waist: \_\_\_\_\_ Weight: \_\_\_\_\_

### Female Cast Members - What sizes do you normally wear?

Dress: \_\_\_\_\_ Blouse: \_\_\_\_\_ Pants: \_\_\_\_\_

Are the above sizes Children: \_\_\_\_\_ Junior: \_\_\_\_\_ Misses/ Adult: \_\_\_\_\_

### Male Cast Members - What sizes do you normally wear?

Shirt: \_\_\_\_\_ Pants: \_\_\_\_\_

Are the above sizes Children: \_\_\_\_\_ Adult: \_\_\_\_\_

2 - Student's Name: \_\_\_\_\_ Room #: \_\_\_\_\_

### All Cast Members

Waist To Below the Knee: \_\_\_\_\_ Inseam: \_\_\_\_\_

Chest: \_\_\_\_\_ Height: \_\_\_\_\_ Waist: \_\_\_\_\_ Weight: \_\_\_\_\_

### Female Cast Members - What sizes do you normally wear?

Dress: \_\_\_\_\_ Blouse: \_\_\_\_\_ Pants: \_\_\_\_\_

Are the above sizes Children: \_\_\_\_\_ Junior: \_\_\_\_\_ Misses/ Adult: \_\_\_\_\_

### Male Cast Members - What sizes do you normally wear?

Shirt: \_\_\_\_\_ Pants: \_\_\_\_\_

Are the above sizes Children: \_\_\_\_\_ Adult: \_\_\_\_\_



## TECH WEEK - HOT DINNER ORDER FORM

Remember to order meals for your performers for Tech Week. The cost is \$6.00 per dinner. Checks can be made payable to SFA. No refunds are available. Please expect an updated order form after Christmas Break with details of meals being served.

1 - Student's Name: \_\_\_\_\_

Room #: \_\_\_\_\_

Date	Restaurant	Total \$
Monday, Feb. 3	TBD	\$:_____
Tuesday, Feb. 4	TBD	\$:_____
Wednesday, Feb. 5	TBD	\$:_____

2 - Student's Name: \_\_\_\_\_

Room #: \_\_\_\_\_

Date	Restaurant	Total \$
Monday, Feb. 3	TBD	\$:_____
Tuesday, Feb. 4	TBD	\$:_____
Wednesday, Feb. 5	TBD	\$:_____

3 - Student's Name: \_\_\_\_\_

Room #: \_\_\_\_\_

Date	Restaurant	Total \$
Monday, Feb. 3	TBD	\$:_____
Tuesday, Feb. 4	TBD	\$:_____
Wednesday, Feb. 5	TBD	\$:_____

Total Attached: \$ \_\_\_\_\_



# DIOCESE OF ORANGE

## MINOR PERMISSION AND LIABILITY RELEASE FORM

ACTIVITY: Beauty and The Beast Junior Program

DATE & PLACE: 12/17-1/27 at SFAYL & 2/1 - 2/8 parents to provide transportation to Ana. Center for the Performing Arts at Servite

SCHOOL/PARISH: St. Francis of Assisi Catholic School

STUDENT/MINOR PARTICIPANT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ CHECK ONE: \_\_\_ FEMALE \_\_\_ MALE

STUDENT'S CELL PHONE: \_\_\_\_\_

PARENT/GUARDIAN NAME(S): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

MOTHER'S HOME/CELL PHONE: \_\_\_\_\_ FATHER'S HOME/CELL PHONE: \_\_\_\_\_

**EMERGENCY CONTACT**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATION: \_\_\_\_\_

**MEDICATION** *During the above named activity, my child has my permission to take the following:*

Choose at least one:

- My child will be taking a prescription medication.  
Name of medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times per day: \_\_\_\_\_
- My child will be taking a non-prescription medication.  
Name of medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times per day: \_\_\_\_\_
- My child will not be bringing any medications, but I authorize, if needed, school/parish/diocesan staff to give my child non-prescription, over-the-counter, medications:

Notes:/Allergies/Medical Problems/Special Dietary Requirements: \_\_\_\_\_

I, \_\_\_\_\_ grant permission for my child, \_\_\_\_\_

**Parent or Guardian's Name**

**Child's Name**

to participate in this school/parish/diocesan event. This activity will take place under the guidance and direction of school/parish/diocesan employees and/or volunteers from St. Francis of Assisi Catholic School

**Name of School/Parish**

As parent/legal guardian, I remain legally responsible for any personal actions taken by the above named minor participant.

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend St. Francis of Assisi Catholic School, its officers, directors, employees and agents, and the Diocese of Orange, its

**Name of School/Parish**

employees and agents, chaperones, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith. I agree to compensate the parish/school, its officers, directors and agents, and the Diocese of Orange, its employees and agents and chaperones, or representative associated with the event for reasonable attorney's fees and expenses which may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the parish/school or the Diocese of Orange.

I authorize the making of photographs, motion pictures, video tapes, recordings or other memorializing of said event and my child's participation therein, and the publication and duplication or other use thereof. I waive any rights to compensation or any right that I otherwise might have to limit or control such making or use.

I give permission to the physician, nurse, dentist or licensed care staff selected by the supervisory personnel then present to render medical, dental or other appropriate treatment deemed necessary and appropriate by the physician, nurse, dentist or licensed care staff.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_