

UpStage Players 2020 Handbook

Visit UpStagePlayers.com for forms, updated calendar, photos, etc.



Proudly Sponsored by:



Downtown Kiwanis Club of
Cleveland



Owner Burt Saltzman

Mission Statement

“UpStage Players is dedicated to the child performer, instilling a love of theatre, while building leadership and community.”

“We work for the kids!”

Please read, print, and sign Handbook Commitment Agreement located on the last page, to show that you have read over and understand the expectations.

Email questions to info@upstage-players.com

Welcome to UpStage Players Children's Theatre. Here are the basics about UpStage. Included are procedures, routines, expectations and program information.

Please return Mandatory forms on January 11, 2020.

If not returned by this date,
you will not be permitted to attend rehearsal.

Parents must attend a mandatory Parent Meeting on January 9th from 7-8:15. If your child does not have a representative at this meeting, they will not be able to participate in UpStage Players. Cast and Crew Must Attend.

Table of Contents

History.....	4
Staff Contact/Who Does What.....	5
Cast/ Crew Staff/ Parent /Volunteer Expectations.....	5-6
Actor Expectations.....	6-7
Crew Expectations.....	7-8
Procedures for Signing In and Out, Communication.....	8-9
Emergency Forms.....	10
Process.....	10-11
Cancellation of Rehearsal..... sign up for Remind	11
Rehearsal Schedule.... Quick view calendar on website	11-12
Volunteering.....	12
Sponsorship New and Program Book.....	13
Tickets.....	13-14
Costumes..... finale costume/costume call times	14
Bios.....	15
Rehearsal Wear/Finale T-Shirt..... Artist Design	15-16
Ways We Celebrate (Pride, Spirit Week, Banquet, Joey, etc.).....	16-17
Programs.....	18-19
Alumni	20
Fundraising..... Melt, Chipotle, Beach Land	21-24
Dazzle.....	25-26
Photography... No photos or videotaping during perform.	27
Handbook Commitment Agreement... Print and return after you read	28

History

UpStage was created in 1994. Our first show opened in the spring of 1995. We are celebrating our 26th season of teaching the fundamentals of the theatre. We have maintained our no cut policy over the years including every child that auditions. We invited children ages 7-15* to come together to produce one major Broadway musical per season. We also include Alumni participants and parents of UpStagers. UpStage gives every child who auditions a role, believing in the philosophy that there are no small parts. Each child is highlighted in some way. Lead roles are rotated yearly, giving each child an opportunity to grow as an actor. Our all-volunteer staff works countless hours to give children an opportunity to shine. The costs of the production are approximately \$32,000 raising money through grants, our annual appeal, ticket and concession sales, fundraisers, and donations throughout the season. Our colors, purple and black, are worn with pride to show our UpStage Spirit!

Past shows include:

- 1995 Camelot
- 1996 Annie
- 1997 Godspell
- 1998 The Wiz
- 1999 Fiddler on the Roof
- 2000 West Side Story
- 2001 Singin' in the Rain
- 2002 Hello Dolly
- 2003 Jesus Christ Superstar
- 2004 Annie Jr.
- 2005 Grease
- 2006 Guys and Dolls
- 2007 The Wiz
- 2008 Into the Woods
- 2009 Joseph and the Amazing Technicolor Dreamcoat
- 2010 Aladdin
- 2011 Seussical Jr.
- 2012 West Side Story
- 2013 Little Mermaid Jr.
- 2014 Godspell, Jr.
- 2015 Once on This Island, Jr.
- 2016 Shrek The Musical, Jr.
- 2017 Fiddler on the Roof, Jr.
- 2018 Singin' In the Rain, Jr.
- 2019 Lion King Jr.
- 2020 Frozen Jr.

Staff Contact Information Who to Go to For The Information You Need

info@upstage-players.com 216-862-8892

Mrs. Bernadette Walsh Executive Director 216.862.8892
 Mrs. Carrie Walsh-Hilf Artistic Director/Builder's Club/Parent Alumni 216.978.2395
 Ms. Kris Walsh Choreographer/Marketing Director/Set Design/Tickets/Master Carpenter
krisupstage@aol.com
 Mr. Bud Hilf Alumni Director/Technical Director/Stage Manager 216.978.2419
 Mr. Edwin Smith Music Director/Communications Director 216.952.0295
 Mr. Jerry Seppelt Treasurer/Builder's Club
 Ms. Christine Strlich Front Desk Manager/Parent Alumni
 Mr. James Walsh Master Carpenter Emeritus
 Mrs. Stephanie DeNardo/ Green Room Manager/ Parent Alumni
 Ms. Mariah Robertson Stage Manager/ Special Events Coordinator/UpStage Alumni
 Ms. Kristi Ward /Grants Manager/Website Manager/Parent Alumni
 Mrs. Sue Otcasek Concessions Director/Parent Alumni
 Ms. Donna Prude Cleveland Public Library Staff
 Ms. Amanda Somich Costume Designer/Parent, amandasomich@gmail.com, 216.650.7774
 Ms. Megan MacKinnon Costumes/Parent 216-394-9347
 Ms. Janet Katko Costumes/Parent
 Ms. Holly Hockenberry Program Book Designer/Parent Alumni
 Ms. Bridgette Lang Program Book Sales/Bio Design/Ticket Sales/Parent
 Ms. Julie Pattie Program Book Sales/Bio Design/Parent
 Ms. Mary Walsh-Hilf Assistant Stage Manager/Alumni
 Mr. Kurt Steigerwald Media Consultant
 Mr. Tony Gray Photographer/Parent Alumni
 Mrs. Shannon Swiatkowski Dazzle Co-Chairperson
 Mrs. Jennifer Bretz Dazzle Co-Chairperson

All Cast/ Crew/ Staff/ Parents/Volunteers Please Remember to sign in, we log hours for grants! Very important, include your child's name.

Please respect the process of this collaborative art. It takes time.

Read emails, schedules, Remind. Ask your text buddy!

Safety is our first concern at UpStage. Follow all safety procedures such as sign in/out on time, walk in parking lot with parent, fire procedures, fire drills, don't park in fire lane **YOU WILL BE TOWED**, stay in specific locations in building, wear shoes, protective gear when working on set etc.

Be respectful of everyone around you. Don't forget to have consideration of other people's time. Learn each other's names.

Be mindful of the procedures, space, equipment, costumes, props etc. Leave things the way you found them.

Remember your call times, be prompt and ready to work.

Rehearsals are closed. This means there are no visitors in the Auditorium/Green Room/Rehearsal Space. If you need help, a staff member will be happy to help you.

No food or drink in the auditorium. Bring a water bottle with water only. Snack only in the lobby permitting doctor's note. Sign in and out at the front desk when you arrive and depart for the day. Bring a change of shoes to wear into the auditorium.

Take everything home. **We do not have access to the auditorium** during non-rehearsal times.

Parents who bring younger children with them to volunteer are responsible for their younger helpers. Please have them work by your side.

Last but not least, have fun! Being in a show is an experience you will never forget. Enjoy each person and moment.

Actors

If you have a concern or question, never hesitate to talk to staff. We are here to help you! Questions can be addressed after rehearsal.

After you sign in, put coat away and then quickly join the warm up circle so you can get focused and ready. Warm ups begin 10 minutes before call time. Once we begin dress rehearsals, quickly come in, get into costume and join the warm up circle. Bring script and pencil with you.

Dress appropriately in layers. Sometimes it is hot, sometimes cold. Wear clothing appropriate for the entire cast, young and older. No inappropriate language or images. Rehearsal wear is available for purchase.

Come to rehearsal on time with a sharpened pencil, your script in a binder, a notebook for director's notes and a water bottle (with water only). Snacks may only be eaten in the lobby permitting doctor's note. On special days, we will serve some snacks/bake sale/pizza day.

Remember your call times, be prompt and ready to work. If you were supposed to know your dance or be off book, do it. Review your notes at home. Rehearse your lines, lyrics, blocking, review notes, and prepare costumes and props. Practice your lines and songs with your props or rehearsal props etc. for at least five minutes per day. As we get closer to the show, ten to fifteen minutes per day!

Music will be emailed to you. Please rehearse with it frequently.

No cell phones or texting during rehearsal. The first time is a reminder, the second time the staff member will take your phone and give to your parent when you are picked up. Leave all electronic devices at home or shut them off and leave them in your bag. You may bring a book or crossword for downtimes. UpStage Players is not responsible for lost or stolen items. **You may not go back into the auditorium for left cell phones. You will need to wait until the next rehearsal to retrieve it.**

Actors need to remain in the auditorium unless given specific instructions by staff member.

Be respectful of all staff, volunteers, actors and crew around you. Help each other back stage!

There will be restroom breaks during rehearsal. Please plan on using this time to use the restroom. In emergency situations, actors may ask staff member for permission. No one should leave the rehearsal area without permission. Please make sure to keep the restroom tidy, flush, keep sinks clean, turn off water, etc. Be respectful to the library and the staff.

Be prepared and show lots of energy so we can make this the best show ever!

Last but not least, have fun! Being in a show is an experience you will never forget. Enjoy each person and moment.

Crew

If you have a concern or question, never hesitate to talk to staff. We are here to help you!

After you sign in, see Stage Manager for assignments for the day. You are responsible for setting the stage for the appropriate scenes, preparing the props, getting ready for the rehearsal. Take detailed notes daily so that you know how to set up each scene and remember your particular assignments.

Dress appropriately in layers. Sometimes it is hot, sometimes cold. Wear clothing appropriate for the entire cast, young and older. No inappropriate language or images. Rehearsal wear is

available for purchase. Techies must wear black at the beginning of March until the end of the run.

Come to rehearsal on time with a sharpened pencil, your script in a binder, a notebook for director's notes and a water bottle (with water only). Snacks may only be eaten in the lobby permitting director's note. On special days, we will serve some snacks/bake sale/pizza day.

Take notes from the director, stage manager, crew heads etc. Review them at home so you are prepared for opening night. The curtain will never rise on time without a reliable crew in its theatre wings.

Tech crew needs to remain in the auditorium unless given specific instructions by staff member.

No cell phones or texting during rehearsal. The first time is a reminder, the second time the staff member will take and give to your parent when you are picked up. Leave all electronic devices at home or shut them off and leave them in your bag. You may bring a book or crossword for downtimes. UpStage Players is not responsible for lost or stolen items. **You may not go back into the auditorium for left cell phones. You will need to wait until the next rehearsal to retrieve it.**

Be respectful of all staff, volunteers, actors and crew around you.

There will be restroom breaks during rehearsal. Please plan on using this time to use the restroom. In emergency situations, actors may ask staff member for permission. No one should leave the rehearsal area without permission. Please make sure to keep the restroom tidy, flush, keep sinks clean, turn off water, etc. Be respectful to the library and the staff.

Be prepared and show lots of energy so we can make this the best show ever!

Last but not least, have fun! Being in a show is an experience you will never forget. Enjoy each person and moment.

Procedures

Parking/Signing In and Out

Parents must park in the actual lot and walk over to pick up and drop off your child. There will be a sign in and sign out sheet for attendance. Please remember to always sign your child in and out and drop off and pick up their communication folder at end of rehearsal. Do not park directly in the fire lane. You will be ticketed or towed. If you need to make special arrangements for pick up/drop off, please see the front desk to make appropriate arrangements.

The front desk will be open for business on Saturdays only. Desk time will be fifteen minutes prior to rehearsal and during rehearsal. It will close thirty minutes prior to the end. **Please conduct all business at the beginning of rehearsal or during rehearsal.**

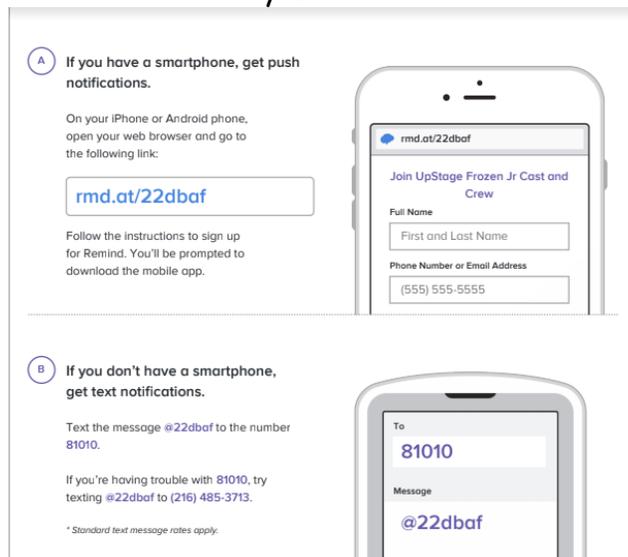
Parents are encouraged to arrive for pick up approximately 10 minutes prior to the end of rehearsal to pick up communication folder, hear changes in rehearsals, ask questions to other parents etc. Please be conscientious about arriving a few minutes early for pick up and departing from the Library. We have strict guidelines of when we have to vacate the building according to our rental contract. Please be prompt.

Communication

Your child will be provided a communication folder that they must bring to every Saturday rehearsal. Please turn in the communication folder at the beginning of rehearsal and pick up at the end. If you have forms, notes, money etc. to turn in, just leave them in the communication folder and they will be processed.

We will communicate through email and remind.com. It is your job to provide an email that you check regularly. If you are not receiving emails, please contact Communication Director, Edwin Smith at info@upstage-players.com.

Do Now: You will need to sign up for the Frozen Jr. Remind to receive messages regarding changes in rehearsal/reminders and snow days.



Mrs. Walsh-Hilf's cell is 216.978.2395, text her for information regarding **rehearsals**. Changes and new information will be emailed. We will also post information on website, Facebook, and Remind.

If you need to speak with Artistic staff (Director, Choreographer), they will be available for ten minutes after rehearsal. If this period is not enough time to meet, please set up an appointment through email so we can discuss your question or concern. Rehearsals are closed. Appointments can be made through info@upstage-players.com.

Emergency Forms

Each child will need an updated emergency form on file. Please make sure if numbers or information change, you inform us. We must have a valid working number. **If your child does not have their emergency form in by our first full Saturday rehearsal in January, they will not be able to attend rehearsal and it will count as unexcused.**

Process: Respect and trust the process of the collaborative art of theater.

Being involved in a production is time consuming. Even before actors get involved at auditions, many hours have already been invested from staff in planning for the upcoming production. This is a collaborative art that is a process that takes a lot of time. If you do not put the time in, it will show in the final product in March. Our goal is to create a polished professional production highlighting each of the strengths of our cast and crew. The rehearsal schedule is designed in a way to build the show as well as build relationships and trust in the cast/crew, volunteers, and staff, which is imperative to this collaborative art. Every day we are at rehearsal, we are working towards the final goal. It takes time to put together this masterpiece, and if you don't take the time in the process it will show in the production. Please respect and trust the process of this collaborative art.

Production Meetings: The staff begins meeting in the summer to discuss show ideas, and workshop/open house. We begin with the Executive Director/Artistic Director and Choreographer. Many emails, texts, and phone calls are exchanged in preparations. Next, we meet with Music Director and then all the other volunteers, just to get the production advertised and leadership roles filled. The pre-meeting process takes approximately 40 hours overall.

Auditions: At auditions we get to know each actor/crew member. The auditors take notes on effort, volume, character choices, which actors match up together, dance, vocal range and strength, taking risks and collaboration. As a staff, we come together and compare our notes at casting, revisit videos if available, application, compare height, vocal range, review experience, conflicts, car pools etc. If we need to, we might call back a few actors to have them match up and see who would be the best fit in this particular show. We look to build the best cast, not just pick the best singer, or oldest cast member. We do our

best to choose roles that students are interested in, and will help them grow in their craft. The audition and casting process take approximately 15-20 hours.

Rehearsals: At rehearsal, we block the show, master the music, choreography, and build character. Each day, we are building a layer. We are establishing a relationship among actors and staff, each moment of challenge, laughter, excitement, builds for the final product. We also, are physically building costumes, props, set pieces, organizing our props and green room, making scene lists, entrances of who is supposed to be where and when. Our time is limited in the library, so we often are rehearsing lines in between hammering sounds, but we make every moment count. During the rehearsal process we have fun days, to help the cast and crew breathe and build friendships. So much of being in a play is quiet, these activities/days help us to build the "fun" such as: warm-ups, service activities, coloring backstage, contests, egg hunts, spirit day, parent preview day, dance contest, theater banquet, nursing home performances. All of this goes into building the show. Rehearsal planning, choreography, phone calls, emails, paperwork, green room set up, costume construction, actual time at rehearsal takes over 100 hours.

Tech Week: Loading in full lights, sound, mics and any other effects change the timing, blocking, entrance etc. We add this next layer and the excitement builds. This is a tiring week, but adrenaline sets in, kids help each other with homework backstage and everything seems to get done magically! Tech week planning, load in, load out, setting up lobby, makeup/hair design/application, mic checks, takes over 40 hours and hundreds of AA batteries.

Production: Now is the time to make the text breathe and come to life. We add the final layer, the audience and the interaction of going from a silent house at tech week to hearing laughter, tears, echoes of family members signing along, and applause make the process worth it. Set up of concessions, green room cleaning, finding missing props, cleaning and recleaning makeup sponges, fixing broken set pieces, refilling fog juice, house cleaning and set up, ticket sales takes over 40 hours.

Strike: Closing night, we strike the whole set. It is a moment that was built and now gone. We rehash the process as we take apart every set piece, put away costumes, and clean up every piece of glow tape. The memories will help us get through this bittersweet day, as well as looking forward to our final celebration of our theatre banquet. As many hours as it takes to set up, strike takes about 4 hours.

Theatre Banquet: Our red carpet event where we dress up, eat, celebrate and announce our peer awards. Best actor, best dancer, most creative costume box, and we dance, building one final memory of our beloved show. Preparations, set-up, clean-up, voting, composing program, working with caterer, DJ, takes approximately 30 hours.

Many, many hours and double the memories, friendships and fun! Enjoy every second of this process. It really is just a moment and then it is gone in a blink of an eye. Time to start planning for next year!

Cancellation of Rehearsal

In case of a snow day or cancellation, we will post on Facebook/send a message on Remind, two hours before the call time. We will also try and send out an email and post on the website asap. Call and listen to voicemail, 216-862-8892 if you are unsure of changes. If you ever feel that your drive will be unsafe due to weather, choose to keep your child home. Give us a call and your child will be excused.

Rehearsal Schedule

A full rehearsal schedule will be issued to each family. There also will be one posted on the website. Please take time to carefully highlight your child's role. They also must attend if it says FULL CAST. **There is also a quick glance calendar on the website.**

It is imperative that you make attending rehearsal on time for the entire time a priority. Being in a show is a big commitment for everyone in the family. We need you at rehearsal. If you must miss rehearsal, you need to email or text Mrs. Walsh-Hilf in order to be excused. As a general rule, you have two excused absences. After two absences, excused or unexcused, a parent must speak with the Artistic Director. At this time, we will review the situation and you may be asked to leave the show depending on the circumstances. If you have a lead role and cannot attend rehearsals regularly due to family situation, illness or other circumstances, you may be excused from your lead role and reassigned to an ensemble role. You need to keep in contact directly with the Artistic Director.

Attending rehearsal is very important but if your child is sick or contagious, please keep them home from rehearsal. We want them to get healthy. If your child would stay home from school, have them stay home and review script at home for the day, and get notes from a friend. Make sure you contact Mrs. Walsh-Hilf, 216.978. 2395.

A call list will be distributed with phone numbers and roles. Please consider car-pooling. Many families take advantage of car-pooling in order to have their child arrive on time. This is a great way for the actors and crew members to make new friends!

Two late arrivals and/or early pickups will be considered an absence. After two late arrivals and or/early pickups, a parent must speak with the Artistic Director. At this time we will review the situation and you may be asked to leave the show or change your role depending on circumstances. If you do arrive late to rehearsal, come in quickly and quietly, do not disturb the ongoing rehearsal process.

Tech week is mandatory. If a conflict arises, please inform Mrs. Walsh-Hilf as soon as possible.

When you miss, you need to meet with a fellow cast or crew mate to get notes on what we covered or changed. We try and keep the rehearsal times and dates as scheduled on the original schedule, but at times we may need to tweak them. See UpDate, website and emails in case of changes. If you do not call to inform us you will be missing, it will be considered unexcused.

If an understudy has been assigned to your role, and you know you are going to be absent, please give them a call or talk with them ahead of time and remind them they will definitely be filling in for you.

Please be on time for pick up at the end of rehearsal. We are on a contract with the Library and cannot stay overtime. If your child is here 10 minutes past pick up time, you will be charged a babysitting fee of \$10.00.

Call Mrs. Walsh-Hilf, 216-978-2395 or text, or email info@upstage-players.com.

Volunteering

UpStage Players depends on its volunteers. Please offer up any assistance that you can. We need help with costumes, makeup, set design, marketing, the playbill, ushering, concessions, Builder's Club, as stated in the packet issued at parent meeting. Please send an email to info@upstage-players.com if you are interested in sharing your talent with UpStage Players. Service hours will be offered for students willing to assist in Builder's Club or preparing for our show. High School, Scouts and Church groups are encouraged and welcome to volunteer.

We appreciate and value the flexibility of sharing your talents and sometimes doing the job that needs to get done. Thank you for all that you do from stapling, setting up, building, stitching, painting, and striking the last piece of tape on the stage.

Each family involved in the current production is required to complete a minimum of fifteen hours of volunteering or make a donation to UpStage Players for \$120.00. Volunteers should commit to their volunteer choices by January 11 or make their donation. See Mrs. Walsh for questions. One volunteer application per family needs to be filled out and returned by Jan. 11.

New*Program Sponsorship**

This is included in the One and Done Package. Each participant is to create a 200 character sponsorship to be submitted by Jan. 11 with your One and Done paperwork. This is separate from the Program Book Ad. We will have a proofing date on March 7. Stop in and look at your sponsorship to make sure they are correct. If you do not sign off on your sponsorship, you forfeit your right to make any corrections after this proof date.

Program Book Ads

You are encouraged to sell program book ads to help support the show. (This is different than the Program Sponsorship) All ads need to be submitted by Feb. 15. We will have a proofing date on March 7. Stop in and look at your ads to make sure they are correct. If you do not sign off on your ads, you forfeit your right to make any corrections after this proof date. See Holly Hockenberry-Higgins for concerns.

Tickets

Ticket sales are imperative for the show's success. Please help spread the word by inviting friends, family and neighbors to come and see the show. Tickets are advanced assigned seating until March 15. After March 15th, no tickets will be sold until the performance. All tickets after March 15th are General Admission. Tickets at the door are limited. Cash and credit only for General Admission Tickets.

There will be four performances this season.

Doors open 30 minutes prior to show time. Please come early to get settled.

UpStage Players will only be accepting Online ticket orders. **You Must Have a Printed Ticket(Hard Copy).**

Please make your reservations early.

Here is the information you need to buy tickets for Frozen Jr. You must follow the prompts to be able to print your tickets. **You are responsible for printing your own tickets. Make sure you purchase tickets for our theatre company, UpStage Players, in Cleveland, Ohio.**

Directions for Purchasing Tickets:

Go to www.showtix4u.com

Click on Buy Tickets

Search [UpStage Players](#)

1. Select Event
2. Select Seats or Number of Tickets
3. Log-in or create new account
4. Enter Payment Information
5. Print Tickets **You Must Have a Printed Ticket (Hard Copy).**

(There is a live chat customer service option on the lower left hand side of the screen.)

Any questions email Kris at KrisUpStage@aol.com

Costumes

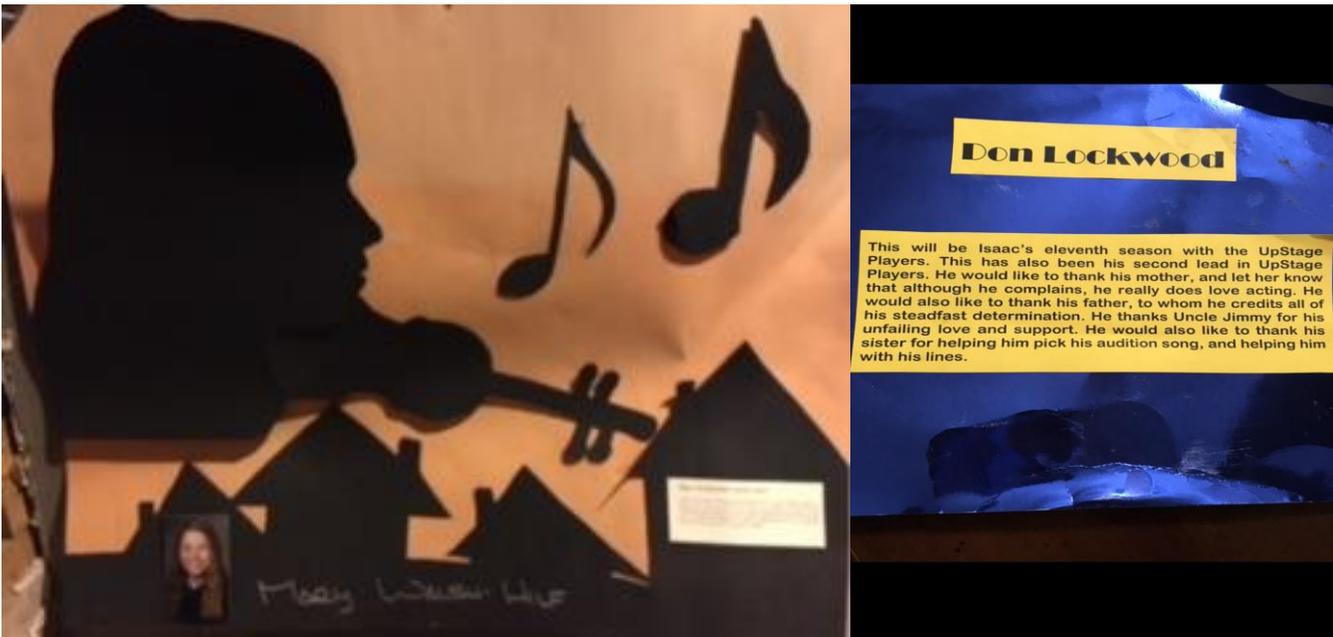
Each child is expected to provide a costume or pieces of a costume. Costumes pieces are due Feb. 1, in a decorated copy paper box. The Costume Designers will provide a detailed list for you. **Check for costume call times on the rehearsal schedule. This will also be a time to ask questions directly to costumers.** Please do not wait until the last minute to seek out your costume. If you have difficulty finding costume pieces, please contact Mrs. Somich, Mrs. MacKinnon, and or Mrs. Katko as soon as possible.

Make sure you label all pieces and parts, **every sock, shirt,** of your costumes.

Finale Clothes: After the curtain call, the cast comes together and performs one final contemporary song as shown here. They all dress uniformly in their finale shirt (the shirt you paid for). This year they will need black pants/leggings with their character shoes, ballet or jazz shoes. Due March 7th.

Email Costume Designer Amanda Somich, Megan MacKinnon, Janet Katko.

Bios



Every actor, crew member and staff member will need to submit a bio via email. Bios will be on display in the lobby with your headshot. This is a great piece to add to any memory book. You don't want to miss out on your bio and head shot being posted. Bios must be submitted via email by January 25th. Your bio should be written in third person and include information about your past experience on stage, your hobbies and a thank you.

See example below:

Carrie Walsh-Hilf (Director) Carrie has been directing for over twenty years. She graduated from Cleveland State University with her theatre degree. She has directed several shows, most recently *The Giver* at Euclid High School. She is proud of her cast and crew for working together and building the best show ever. She would like to dedicate her 25th show to her family. She is very thankful for all of her blessings and wishes the cast and crew a great run.

Please send your bios to upstagebios@yahoo.com See Bridget Lang or Julie Patty for questions.

Rehearsal Wear

Rehearsal Wear will be **only be** sold on Preview Day, Feb. 15th, and March 15, and during the show.

Artist T-Shirt Design

Leave your pawprint! Participants are encouraged to design an UpStage T-Shirt and submit by January 25. If your T-Shirt is chosen by your peers, your shirt will be produced for sale and you get your own t-shirt for free! Looking forward to lots of original designs!

Finale T-Shirt Order

Each actor and crew member is required to purchase a t-shirt. The t-shirt is part of your child's costume and will be worn during the finale number. At the end of the production, participants may keep their finale shirts. **T-shirt order forms are included in the One and Done Package by Jan. 11.** Additional T-shirts will be available at the Understudy Performance.

If for any reason the actor or tech crew member does not complete the show, the shirt will not be awarded and money will not be refunded. If you have concerns, please see Mrs. Walsh for information on payment programs and scholarships.

Methods of Payment

UpStage Players accepts all major credit cards. We accept checks made out to UpStage Players. *A \$30.00 fee will be charged for returned checks. No checks accepted after March 15th.

Celebrating UpStage P.R.I.D.E.

See Mariah Robertson for more information or ideas.

P: Positivity/Prepared
 R: Respect/Responsible
 I: Integrity/Inclusion
 D: Determination/Dependable
 E: Excellence/Energy

Raffles every Saturday!

Jan. 11: Receive pal names.

Jan. 18: Pals notes shared and crazy Sock Day

Jan. 25: Chinese New Year

Feb. Valentines due for pal

Feb. 13 Valentines for your pal passed out

Feb. 25: Mardi Gras: Wear purple, gold and/or green!

March 14: Purple and Black day. Show your UpStage Pride/Pie Day!

March 15: Egg Hunt and Breakfast

Spirit Week

We celebrate being an UpStage Player and share our spirit with the cast during tech week. Each day we have different activities prepared by a group of UpStagers as well as Builder's Club Members. This week we will begin Tech week with PI Day! See the UpDate for more details. If interested in participating in the planning of spirit week, see Mariah Robertson.

Theatre Banquet

A theatre banquet is held following the show which is a true red carpet affair. All participants will be welcome to attend with their families. We are looking for a parent chair to handle the details with Mariah Robertson. The event is scheduled for Thursday, April 2nd at the Richmond Hts. Kiwanis Lodge. A peer and staff ballot will be distributed during the rehearsal process and UpStagers will vote for each of the different categories. Winners will be announced at the banquet and trophies will be given. **Check email for ballots and due dates for Banquet RSVP. If you would like to help plan Banquet, see Mariah Robertson.**

Joey Award

The Joey Award was established in 1997 in honor of one of our founder's, Joseph Michael Walsh, Jr. Mr. Walsh was an advocate for the arts. He believed in making the imperfect incredibly perfect. He focused on details and believed in teaching children responsibility, leadership and pushing yourself beyond your limits. The award highlights one member of the cast or crew and is awarded Opening Night with a trophy. The Joey Award winner is invited back each year to present the new Joey Award winner the following year. The Joey Award recipient is selected by their peers.

Parent Sneak Peek

Rehearsals are usually closed except on this special day when we celebrate our Parents. Parents are invited to come to watch rehearsal and then join in a Family Dance Party. We appreciate all that you do to have actors and crewmembers arrive on time. This is a day for us to build our UpStage Family! All are welcome this day! *This is also our annual BAKE Sale day!

Understudy Performance/Breakfast with the Stars

Our Understudies play a key role, filling in at a moment's notice. Because in most cases, they do not actually get to go on during the run of the show, we give them an opportunity to perform for their families on Sunday, March 15th. The performance will feature them and their cast mates. Come to support our Understudies while enjoying Breakfast with the Stars!

Breakfast with the Stars!

We will hold a Continental Breakfast prior to our Understudy Performance on Sunday, March 15, from 9-11:00. Please come for a light breakfast and enjoy the Understudy Performance(11:30) before rehearsal. All are welcome but we need an RSVP by March 7th. **Please check emails/folder for information.**

Cast Parties

We are a family at UpStage and we all must work hard to pull off a successful show. Once we do so, we all celebrate after the performances. On Friday night, we go to Chins Pagoda on Lake Shore Blvd. Family pricing is available for this event. Reservations are required. All cast members must have an adult in attendance with them at all cast parties.

On Saturday, we will hold a cast party TBD. Please check emails to keep up with all RSVP's to events.

Programs UpStage Isn't Just about Theatre, We Build a Community.



Kiwanis Builder's Club

This is our service club which builds leaders in our community. We are always looking for new members. This club gives students an opportunity to plan service projects and lead the events. Supervised by Carrie Walsh-Hilf, students have planned toy drives, food drives, raked leaves for neighbors in our community, worked at the Cleveland Food Bank, cleaned beaches, shoveled snow, made blankets, performed at nursing homes, sang Christmas carols for veterans, made Valentines and Christmas cards. We also participate in fun activities such as movie day as shown here, board game night, Playhouse Square, going tobogganing, skating, and on picnics. Participants wanting to get more involved have an opportunity to run for office. Elections are held in January. This is a great way to get leadership experience for high school and build your resume for college and beyond. Students in the program plan what the

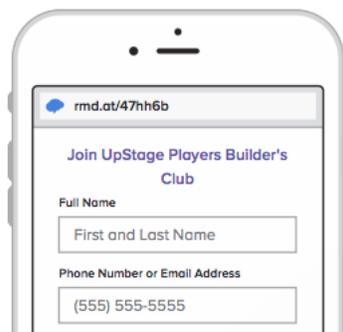
students want to do. Come see what Builder's Club is all about! You do not have to be in our show to be a member of Builder's Club. Our meetings are posted on the website with many events in between. Grace French Editor of the Builder's Club Bugle will also keep you posted. Contact Carrie Walsh-Hilf for details on Builder's Club, info@upstage-players.com, and sign up for **Builder's Club Remind**.

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/47hh6b

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message @47hh6b to the number 81010.

If you're having trouble with 81010, try texting @47hh6b to (601) 872-0757.

* Standard text message rates apply.



Spirit Committee/Theatre Banquet

Students plan different activities and events that will help make us a community. In the past they have planned egg hunts, scavenger hunts, made posters, held purple and black day, UpStage colors, created skits and cheers. Students meet during and before rehearsal. Consider joining to build your leadership skills and share your UpStage Spirit. Please see website and email for updates on Spirit Activities. See Mariah Robertson for questions or if you are interested in volunteering.

Alumni

Alumni are invited to assist with the upcoming production. Please consider coming back and donating some time to help give back and build another generation of actors, techies, theatre goers, confident and responsible individuals who give back to the arts! We look forward to hearing from you. We need help in finding our alumni. Send any names and contact information to info@upstage-players.com.

Fundraising

Production

UpStage Players offers many opportunities for keeping our costs minimal for families. Our first and number one fundraiser is our spring musical production. Grants, annual appeal, ticket sales, program book ads, concessions and merchandise sales cover a large percentage of our production expenses. Please consider attending a show and purchasing concessions and memorabilia. All proceeds go directly back into the production costs. Consider helping out, leading or contributing to one or more.

Annual Appeal

Every November, UpStage Players reaches out to alumni and friends requesting donations to support our production in March. Our annual appeal has been critical to continuing our work as a non-profit children's theatre. Please consider being a part of this annual fundraiser by including your name on our mailing list. Contact Bernadette Walsh if you are interested.

Bake Sale

UpStage Players will hold its annual Bake Sale on February 15th. Families bake delightful treats for purchase. The Bake Sale will take place prior to our Parent Sneak Peek.

MELT Nights

Please consider going to MELT on Wednesdays in January.

FLIER MUST BE PRESENTED DURING VISIT TO QUALIFY FOR FUNDRAISING EVENT

(PLEASE SHOW TO SERVER OR MANAGER DURING YOUR DINING EXPERIENCE)



Upstage Players & Melt Bar and Grilled

DINE TO DONATE!

WEDNESDAYS IN JANUARY!

*Melt Bar and Grilled
Cleveland Heights and Mentor Locations*

- FOR HOURS AND DIRECTIONS VISIT MELTBARANDGRILLED.COM -

Enjoy amazing gourmet grilled cheese and great craft beer in a fun and eclectic atmosphere for a GREAT cause! 20% of the food and drink sales *accompanied with this flier* will be donated directly to the organization!

**UPSTAGE PLAYERS & MELT BAR AND GRILLED
THANK YOU VERY MUCH FOR YOUR SUPPORT!**

The Fine Print

Each participating table must have either a physical or digital flier present, and patrons **MUST ALERT THEIR SERVER UPON ASKING FOR THEIR BILL** that they are dining in support of the fundraiser, in order for their bill to be applied to the total raised. Sales credited to the fundraiser are for ALL in-house purchases, carryout, in-house merchandise and alcohol. Please do not distribute the flier inside or outside of the restaurant.

**PLEASE CONTACT US AT EVENTS@MELTBARANDGRILLED.COM
WITH INQUIRIES REGARDING OUR FUNDRAISING OPPORTUNITIES!**



Chipotle Night

7851 Reynolds Road, Mentor. Online orders do not count for the fundraiser. Must go to the restaurant. Chipotle will donate 33% of the sales from our group for this year's production of Frozen Jr.

MUSIC TO YOUR MOUTH



Make dinner a selfless act by joining us for a fundraiser to support UpStage Players. Come in to the Chipotle at **7851 Reynolds Rd** in Mentor on **Wednesday, January 22nd** between **5:00pm** and **9:00pm**. Bring in this flyer, show it on your smartphone or tell the cashier you're supporting the cause to make sure that 33% of the proceeds will be donated to UpStage Players.



Online orders will not be included in the fundraiser total. To ensure your purchase is counted in the fundraiser, be sure to order and pay in-restaurant. Gift card purchases during fundraisers do not count towards total donated sales, but purchases made with an existing gift card will count.

MUSIC TO YOUR MOUTH



Make dinner a selfless act by joining us for a fundraiser to support UpStage Players. Come in to the Chipotle at **7851 Reynolds Rd** in Mentor on **Wednesday, January 22nd** between **5:00pm** and **9:00pm**. Bring in this flyer, show it on your smartphone or tell the cashier you're supporting the cause to make sure that 33% of the proceeds will be donated to UpStage Players.



Online orders will not be included in the fundraiser total. To ensure your purchase is counted in the fundraiser, be sure to order and pay in-restaurant. Gift card purchases during fundraisers do not count towards total donated sales, but purchases made with an existing gift card will count.

Beachclub Bistro Nights

Go to the Beachclub Bistro on Tuesdays in February from 4-9, and present coupon(available on the website). Earn money for UpStage and enjoy a fabulous dinner. *You must dine in. Contact Karen Steigerwald for information.



Present this flyer to your
Beach Club Bistro server

ANY CHARITY **TUESDAY** IN
February
from 4 pm to 9 pm and 20% of your dine in
food purchases will be donated by
BCBistro to:



Upstage Players
Valid at 21939
Lakeshore Blvd.
Euclid, OH
216-731-7499
www.bcbistro.biz

May be used for dine-in orders only.
Does NOT apply to purchases of any beverages
including alcoholic. No other discounts may be used

UpStage Players

NOVEMBER 21



Like



Comment



Share

Donations

Donations are needed and welcome in order to maintain the high quality production that is offered to children yearly. Please consider donating to UpStage Players. All monies collected go directly back into the production. Please visit our website to make donations. We are a 501(c)3. Please contact Mrs. Walsh for specific questions info@upstageplayers.com.

Dazzle Awards



Presented by Playhouse Square, a High School competition recognizing the best high school productions and students. We will send qualifying UpStage Players to attend this awesome event of celebrating the arts for youth. Alumni: Corbin Gray, Luke Johnson, Mary Walsh-Hilf have all performed at this event. What rising stars will participate this year?



Please support our mission as a teaching theatre and allow children to attend this amazing performance by future Broadway Stars! Ornaments will be on Sale!

A limited number of tickets are available to actors/crew in grades 6 and up (plus one parent) who attain the most points according to the following criteria*:

CRITERIA TO ATTEND DAZZLE:

YEARS IN UPSTAGE: 1 pt/year

BUILDERS CLUB MEMBER: 5 pts

ON TIME TO REHEARSAL: 1 pt

NO MISSED REHEARSALS: 10 pts

ATTENDANCE AT ALL TECH WEEK REHEARSALS: 10 pts

PARENTAL VOLUNTEER HOURS BEYOND EXPECTED # OF HOURS: 10 pts/hour

DEADLINE TO ATTAIN POINTS: End of set strike on March 25, 2018

*Point system and criteria may be subject to change. If points are too close, students may be asked for a written statement of why they want to attend. Final decisions are at the Executive Director's discretion.

See Shannon Swiatkowski or Jennifer Bretz for details.

<http://www.playhousesquare.org/education-engagement/plan-a-field-trip/high-school-musical-theater-awards>



Photographer Tony Grey is a Parent Alumni and Board Member. For once, we grabbed a photo of him. 2018 Singin' in the Rain.

Photography

Professional photographer Tony Gray takes head shots of all participants and group shots that are available for purchase. **Our royalty contract prohibits photography or videotaping during the show.** Photographs will be displayed on opening night along with a DVD with the power point used in our preshow. Consider purchasing photos. If you have questions, see Tony Gray.

Print and Turn in by Jan. 11, 2019

Participant First and Last Name_____

Handbook Commitment Agreement

I have read and understand all of the expectations listed in this handbook. I understand the commitment I am making to UpStage Players and will work my best to follow these guidelines. I understand that if I do not meet these expectations I will meet with the director and set up a plan to help me to do so. In the event that I am still unable to meet the expectations, I may be asked to leave the production.

Participant Signature

Date

Parent Signature

Date