



2019 CAST AND FAMILY REQUIREMENTS AND EXPECTATIONS

Web site: www.cdplayerstheater.com

Email address: cdptheater@gmail.com

Mary Poppins show dates: July 18, 19, 20 at 7:00 pm, July 20 matinee at 1:00 pm and July 21 at 2pm
Tech week: Sunday, July 14-17

The following requirements must be met in order to participate as a cast member in the CDPT shows:

- Attend the Kick-Off Meeting (unless away at college).
- Attend all rehearsals starting with the Sunday Tech Rehearsal and continuing until show time (excused absences from rehearsals allowed at the discretion of the directors)
- Participate in all show dates.
- Pay a cast fee of \$25 per cast member. \$50 for families with 2 or more cast members.
- Volunteer 10 hours of time for each cast member.

Mary Poppins Kick-off meeting

NOTE: **Adults over age 18 and cast members under 18, or their parent, must attend one of the Kick-Off Meetings to become a cast member.** **The first meeting is on Saturday, March 2 at 9:00 a.m.** at Grace Lutheran Church, 501 Skogen Rd., Cambridge. The cast will be introduced, rehearsal schedules discussed, scripts distributed, the cast fee will be collected, t-shirt can be ordered (payment required) and other details about the show will be presented.

Cast fee

A fee of \$25 per cast member or \$50 per family is to help offset the costs of presenting a musical is payable at the KICK OFF MEETING; checks should be made out to CD Players Theater.

Volunteer Hours

All cast members, or their family members, will be required to put in at least 10 hours of volunteer time for each cast member. You will be notified of volunteer opportunities via email from SIGNUP.COM. If you do not receive emails from SIGNUP.COM, please contact Renee at rbobias@charter.net with your correct e-mail address. Cast and families are expected to participate in the following volunteer activities:

Cambridge Memorial Day Parade Monday, May 27 arrive at 9:30 Cast and family members are needed for the float and to walk along the route handing out candy and ticket information flyers. Meet at the Cambridge Historical School, 213 South Street, Cambridge.

Set Build Saturday, June 8 at 9:00

Promote the show by putting up posters announcing the show dates.

Other volunteer activities include building and striking the set, assisting with children's costumes during rehearsals, painting sets, creating accessories and hand props, cleaning back stage areas during rehearsals and shows, greeter at the door on show dates, selling tickets at the door, distribute will call and online tickets, selling flowers, telegrams and concessions and ushering at shows. Record volunteer hours at the table near the exit as you leave the building.



THE FOLLOWING ARE EXPECTATIONS OF CAST AND FAMILIES

All CD Players rehearsals are **CLOSED REHEARSALS**. This means that only cast members, production staff and those volunteering will be permitted in the gym or on stage during rehearsals and shows. Volunteers working in the gym during rehearsals must respect the cast and Directors by speaking quietly and taking cell phone calls out in the hallways. The Directors should not be interrupted during rehearsals. Parents who are picking up children at the end of rehearsals must wait quietly in the gym until the cast has been dismissed.

REHEARSALS Cast members are expected to attend all scheduled rehearsals unless you have notified the Directors on your audition application of dates you cannot attend. Rehearsals are typically scheduled from Monday through Thursday from 6:00 to 9:00. Rehearsals are not scheduled on Fridays. At the end of each rehearsal, cast and crew are assembled for what is called NOTES. At this time specific instructions are given to cast and crew relating to the rehearsal, instructions for future rehearsals and reminders for upcoming events.

The rehearsal **SCHEDULE** will be posted to the web site. If an emergency comes up and you are unable to attend or will be late to a rehearsal SEND A TEXT to Dede at 608-212-0672 at least one-half hour before the start of rehearsal. Please include your name in the text.

CONTRIBUTE at least one dozen baked goods for the concession stand for at least one performance. We ask that all baked goods be brought in the Wednesday or Thursday of performance week. We also ask that you bring in an item to donate for cast use (case of water, paper towels, toilet paper, Kleenex or other items).

COSTUMES are the responsibility of the actor. Some costumes are rented, others are custom made for specific cast members and some are created from the costumes CD Players has in stock or has borrowed. You may be asked to provide items to complete the costume such as shoes, socks, leggings, shirts, pants, etc. Rental costumes must be returned at the end of the show in the same condition as originally received and with all the pieces originally provided. Hang up all costume pieces at the end of rehearsals and shows. Notify the costumer if your costume needs repairs such as ripped seams or hems, missing buttons, etc.

Cell phones must be turned OFF during rehearsals and performances when microphones are in use.

Cast members need to arrive 1 to 2 hours prior to performances to allow enough time to be in full makeup and costume at least ½ hour prior to show time.

Scripts must be cleaned-up and returned no later than **Sunday, July 21**.

OTHER WAYS TO HELP WITH SHOW PRODUCTION COSTS

- **Become a Patron.** Contact a board member during rehearsals for information on becoming a patron or visit CD Players website at cdplayerstheater.com.
- **Piggy Bank Program** Collect receipts from the Cambridge Piggly Wiggly and put in the envelope provided. Bring the receipts to rehearsals or mail to CD Players Theater, PO Box 511 by June 15 or December 15. CD Players receives a donation from the Cambridge Piggly Wiggly equal to 1% of the receipts.
- **Volunteer at a UW Men's hockey concession stand.** Work at one of the CDP hosted stands at the Kohl center and earn 5 hours towards your 10 hours! See Dede for more information.