

UpStage Players Handbook



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Kiwanis Club of Cleveland



People like You!



Mission Statement

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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 and sign Handbook Commitment Agreement 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 13, 2018.

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. If your child does not have a representative at this meeting, they will not be able to participate in UpStage Players.

If you choose to turn in all mandatory monies at one time, One and Done options are listed. Due dates and reminders listed in red below:

All forms available on website. Other dates/events added will be shared through email, Our Facebook Page and Remind. Please check frequently for updates, and changes.

January 10: OnLineTickets Sales Begin/Euclid Chipotle Fundraiser 4-8, Roles announced via email/Facebook

January 11: \$12.00 Script Fee (unless you purchased the One and Done Package)

January 13: Volunteer Application/Commitment, Emergency Form, Handbook Commitment, Photo Release, \$12.00 Production Fee, One and Done Package(if you choose to do this)

January 20: Collecting New/Like New Books for Builder's Club

January 27: Costume pieces due(label everything!)/Capezios /Canned Drive

January 27: T-Shirt, Rehearsal Wear, Bio (email to upstagebios@yahoo.com), Artist T-Shirt

Feb. 1: Builder's Club Speeches Due

Feb. 3: Builder's Club Speeches Presented and Voting

Feb. 10: UpStage Dime Store/Penny War begins/Avon Sale Begins

Feb. 9: Builder's Club Speeches presented

Feb. 13: Bring a Valentine for your UpStage Pal

Feb. 17: Bake Sale/Parent Preview/Family Participation Dance Party/Program book ad and money due today

Feb. 24 Nursing Home Performance, all needed to attend/Avon Sale Ends

Feb. 25 Builder's Club Meeting/Movie Day

March: Second Chipotle Day TBA, Second Five and Below Days TBA

March 3: Finale clothes due. Please label everything.

March 6/8 Photo Shoot, wear light makeup, have your hair done

March 10: Continental Breakfast RSVP due/Proof your program book ad

Makeup Artist Meeting, Peer Ballots for Theatre Banquet

March 13-22 Tech Week, Mandatory

March 14: Builder's Club Pizza Pie Day

March 16: Tickets go Off Sale Online, Must purchase at the door

March 18: Understudy Performance/Breakfast With The Stars/Builder's Club Pie Day

March 23-25 Performances, Makeup appointments for call times will be posted

March 23: Cast Party at Chins Pagoda, Advanced registration, see email

March 24: Cast Party at Beach Club, Advanced Registration, see email

March 25: Strike the set following show, please stay to help
 March 29,30,31: Five and Below Fundraiser
 April 5: Theater Banquet, Advanced Registration, see email
 April 21: Builder's Club HELP Foundation Service Project, all needed to help
 May 19: Dazzle Awards for those who qualify
 June Builder's Club Picnic

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History

UpStage was created in 1994. Our first show opened in the spring of 1995. We are celebrating our 24th 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 \$30,000 raising money through 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.

Staff Contact Information

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

Mrs. Bernadette Walsh Executive Director 216-862-8892
Mrs. Carrie Walsh-Hilf Artistic Director/Builder's Club 216.978.2395
Ms. Kris Walsh Choreographer/Marketing Director/Set Design/Tickets
Mr. Bud Hilf Alumni Director/Technical Director/Stage Manager 216.978.2419
Mr. Edwin Smith Music Director/Communications Director
Mr. Jerry Seppelt Treasurer/Builder's Club
Ms. Amanda Somich Costume Designer/Parent Alumni, amandasomich@gmail.com,
216.650.7774
Ms. Stephanie DeNardo Green Room Manager/Parent Alumni
Ms. Christine Strlich Front Desk/Parent Alumni
Mr. James Walsh Master Carpenter
Ms. Mariah Robertson Special Events Coordinator/Stage Manager/UpStage Alumni
Ms. Kristi Ward Website Manager/Grants Manager/Parent Alumni
Ms. Holly Hockenberry Program Book/Parent Alumni
Mrs. Sue Otcasek Concessions/Parent Alumni
Ms. Donna Prude Cleveland Public Library Staff
Ms. Bridgette Lang Bio Consultant Director/Avon Representative
Ms. Mary Walsh-Hilf Assistant Stage Manager/Alumni
Mr. Lou DeNardo Movie Director/Alumni

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

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.

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.

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!

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.

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.

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!

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 doctor'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.

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

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 brown envelope 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 folder, hear changes in rehearsals, ask questions to other parents etc. We have a strict contract and are only permitted in the building for the times allotted. Please be conscientious about arriving a few minutes early for pick up and departing from the Library.

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. If you have forms, notes, money etc. to turn in, just leave them in the communication folder and they will be processed. Parents need to sign the brown envelope weekly stating that they have read all information.

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.

New: You will need to sign up for remind to receive messages regarding changes in rehearsal/reminders and snow days.

Directions to sign up for Remind:

Step One: Text @e4f2adh to 81010

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

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.

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.

Workshop/Open House: A free open house/workshop is planned to invite new/old members to find out what UpStage and the particular show we are doing is all about. It includes fun displays, games, workshops on choreography, character building, prizes, fun! The workshop marketing, preparation/set up/clean up takes approximately 25 hours.

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, learn 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: Adding 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.

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.

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.

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.

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 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 fifteen hours of volunteering or make a donation to UpStage Players for \$100.00. Volunteers should commit to their volunteer choices by January 13 or make their donation. See Mrs. Walsh for questions. A volunteer application per family needs to be filled out and returned by Jan. 13.

Program Book

It is mandatory for each participant to sell at least one program book ad by February 17 for \$30.00. You are encouraged to sell additional ads to help support the show. If deadline is not met you will need to pay a flat \$40.00 fee and not receive an ad. Program book will be proofed on March 10th. See Front Lobby this day to proof your ad. Those not present, forfeit their right to see the Program Book ahead of time and accept what is going to print. 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 16. After March 16th, no tickets will be sold until the performance. All tickets after March 16th are General Admission. Tickets at the door are limited. Cash and credit only for General Admission Tickets.

Doors open 30 minutes prior to show time.

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

Please make your reservations early.
Continued on next page.

Here is the information you need to buy tickets for Singing in the Rain Jr. You must follow the prompts to be able to print your tickets. **You are responsible for printing your own 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 Jan. 27th in a decorated copy paper box. Mrs. Somich will provide a detailed list for you. Please do not wait until the last minute to seek out your costume. If you have difficulty finding costume pieces, please contact Mrs. Somich 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. They all dress uniformly in their finale shirt(the shirt you paid for), and black dress pants(avoid pockets), black socks, black shoes. Due March 3.

Email Costume Designer Amanda Somich

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 27th. 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 24th 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

Rehearsal Wear



Consider purchasing a piece of our special UpStage attire/spirit ware. Spread your UpStage spirit! See our new selection at our website upstageplayers.com. Rehearsal Wear is functional and fun. Purchase is optional. It also makes a great gift.

Participants are encouraged to design an UpStage T-Shirt and submit by January 27. 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!

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 orders are due January 27th. Finale shirts are \$27.00.

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 18th.



We Celebrate Our Achievements!

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 5th 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.

Joey Award

2017 Winners Brianna Clark, Kiarra Clark with Mrs. Walsh



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.

Pre Show Performances

UpStage Player's success is embedded in the extreme talent of their participants. We thrive on showcasing each person's talent and giving them an opportunity to shine, no matter what role they play. Each year we invite different students to begin the show with their musical talent through instrument or voice. At times Alumni might stop in and sing or play a tune for us as well. We invite students to show their interest in sharing their gifts. See Edwin Smith if you are interested in performing in our preshow.

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!

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 18th. The performance will feature them and their cast mates at 11:00. Come to support our Understudies while enjoying Breakfast with the Stars!

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 at the East Shore Park Club. This is a pizza party and bring a dish.

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 board game night, Playhouse Square, going tobogganing, skating, movie days 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. Contact Carrie Walsh-Hilf for details on Builder's Club, info@upstage-players.com.

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.

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. As we approach our 25th anniversary, 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. Ticket sales, 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.

Share Your Friends with UpStage Party

Schedule a small gathering of new and old friends of UpStage. Share your home and talk about all that UpStage has to offer. Invite friends to support UpStage by attending a show, volunteering or making a suggested donation. This is a fun way to spread the word. UpStage staff and participants may attend with photos, stories, songs etc. to help spread the UpStage spirit. You decide the way to share your friends with UpStage. Our goal is to book 7 parties this year. Call 216-882-8892 to book your party today! (UpStagers can book parties too, consider inviting friends over for an ice cream social!)

Bake Sale

UpStage Players will hold its annual Bake Sale on February 17th. Families bake delightful treats for purchase. The Bake Sale will take place prior to our Parent Sneak Peek.

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.



Breakfast with the Stars!

We will hold a Continental Breakfast prior to our Understudy Performance on Sunday, March 18, from 10-12:00. Please come for a light breakfast and enjoy the Understudy Performance(11:00) before rehearsal. All are welcome but we need an RSVP by March 10. Questions? Contact Chairpersons, Matt and Anita Young.

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?

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 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 for details.

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

Photography

Professional photographer Tony Gray takes head shots of all participants and group shots that are available for purchase. Our royalty contract prohibits photography 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 Dawn DeMarco.

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



Photo Release Form

I hereby authorize UpStage Players to publish the photographs taken of me during the 2017 UpStage season, and my name and likeness, for use in UpStage Players print, online and video-based marketing materials, as well as other Theatre publications.

I hereby release and hold harmless UpStage Players from any reasonable expectation of privacy or confidentiality associated with the images specified above.

I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other publications. I acknowledge and agree that publication of said photos confers no rights or royalties whatsoever.

I hereby release UpStage Players, its staff and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

Authorization

Printed Name of Participant _____

Printed Name of Parent or Guardian _____

Signature of Guardian _____

Date _____

Street Address _____

City _____ State _____ Zip Code _____

Please sign and return Handbook Commitment Agreement, Photo Release, Emergency Form, Volunteer Form, Costume Fee by January 13, 2017



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

UpStage Players Staff does it's best to keep fees to a minimum. We penny pinch wherever we can while striving to produce professional productions. There is minimal cost for the participants. Below are two options for payment of fees for the process.

One and Done Package \$100.00 per child
Due Saturday, January 13, 2018
***Must turn in forms by Jan. 13, 2018**

Includes:

Script (\$12.00)

Production Costs (\$12.00)

Finale T-Shirt (\$27.00)(Must turn in order form by Jan. 13th)

\$25.00 Rehearsal Wear Your choice (Must turn in order form by Jan. 13th)

¼ Required Program Book Ad (\$30.00)(Must turn in order form by Jan. 13th)

Rehearsal Bag (\$10.00)

Save \$16.00

Payment Plan
Due Dates Listed Below

Script (\$12.00) Due January 11, 2018

Production Costs (\$12.00) Due January 14, 2017

Finale T-Shirt(\$27.00) Due January 27, 2018

Rehearsal Wear is optional but payment and order Due January 27, 2018

¼ Required Program Book Ad (\$30.00) Due February 17, 2018

Other Costs involved: Not included in either choice:

Tickets sold individually each performance, cast parties, fundraisers