

## 2019 Peter Pan Jr. CAST AND FAMILY REQUIREMENTS AND EXPECTATIONS

Web site: CDPlayersTheater.com  
Email address: cdplayerstheater@gmail.com

### SHOW DATES

August 22, 23, 24 at 7:00, August 24 at 11:00 AM and August 25 at 2:00

### TECH REHEARSAL

Sunday August 18 1:00-6:00, Tech Week August 19-21

### THE FOLLOWING REQUIREMENTS MUST BE MET IN ORDER TO PARTICIPATE AS A CAST MEMBER IN CD PLAYERS THEATER SHOWS

- Attend the Kick-Off Meeting.
- Attend all rehearsals starting with the Sunday Tech Rehearsal and continuing until show time.
- Participate in all show dates.
- Pay a cast fee of \$20 per cast member. \$50 for families with 3 or more cast members.
- Volunteer 10 hours of time for each cast member.

### KICK OFF MEETINGS

NOTE: *A parent, and their child, must attend one of the scheduled Kick-Off meetings for their child to become a cast member.* The first meeting is on Saturday, June 22 at 1:00 PM at Grace Lutheran Church, 501 Skogen Rd., Cambridge. The MAKE-UP MEETING is Sunday June 30 at 1:00 PM at Grace Lutheran Church. The cast will be introduced, rehearsal schedules discussed, scripts distributed, the cast fee will be collected, t-shirts can be ordered (payment required) and other details about the show will be presented.

### CAST FEE and TSHIRTS

A fee of \$20 per cast member or \$50 per family is to help offset the costs of presenting a musical is payable at the KICK OFF MEETING. If payment of the cast fee is a hardship for the family, contact Judy Brandt at 608-239-6948. CD Players has set aside funds to assist families. The names of those requesting assistance will be kept confidential.

Payment of the cast fee is required before the first rehearsal to secure your child's role in the show.

T-shirt orders will be taken at the Kick Off Meetings. The cost of tshirt(s) is payable when the order is placed.

### VOLUNTEER HOURS

All cast members or 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 contact Renee at [rtobias@charter.net](mailto:rtobias@charter.net) with your correct email address. Cast and families are expected to participate in the following volunteer activities:

SET BUILD Saturday June 8 at 9:00.

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.

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

CAP SENIOR LUNCH ENTERTAINMENT Wednesday, August 21, arrive at 12:30 Cast from **Peter Pan, Jr.** have been invited to perform songs in the gym after the seniors have had lunch.

Other volunteer activities include building and striking the set, assisting with children's costumes during rehearsals, assisting back stage during children's rehearsals and shows, 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 nine tickets, selling flowers, telegrams and concessions and ushering at shows. Record volunteer hours at the table near the exit as you leave the building.

**NOTE:** Attending the Kick-Off Meeting is not counted as volunteer time.

### **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 director by speaking quietly and taking cell phone calls out in the hallways. The Director must 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 Judy 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 required to stay 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 Diane at 608-436-2364 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.

**CONTRIBUTE** one case of water for the concession stand or paper towels, toilet paper, Kleenex or other items **as assigned**. Please bring items to the gym before the August 18 Tech Rehearsal. Please check off your name and the items you have contributed on the cast list posted on the refrigerator.

**RESPECT** fellow cast members. Bad behavior will not be tolerated.

**RESPECT** the director and all members of the production staff.

**RESPECT** the building and grounds of the historical museum and gym which includes the gym, stage, lobby, makeup room, changing rooms, wood room, headquarters, hallways and areas outside the building.

**COSTUMES** 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. Do not touch costumes not assigned to you. You may be charged for any damage to costumes other than normal wear and tear. Notify the costumer if your costume needs repairs such as ripped seams or hems, missing buttons, etc. You are not allowed to change, embellish or choose not to wear any piece of your costume. You are also not allowed to change how you wear your hair once it has been approved by the director. If you leave the show before or during performances for any reason, you may be responsible for reimbursing CD Players for any costume items purchased for you.

Props are the responsibility of each cast member. Cast members must not move or “play” with props or furniture or items on sets.

During rehearsals and performances, areas behind the red curtain and side stages are quiet areas, speak in whispers only.

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

No gum during rehearsals.

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.

### SHOW TICKET SALES

PLEASE NOTE: All tickets will be sold on-line. No tickets will be sold in person. **TICKETS CANNOT BE EXCHANGED OR REFUNDED.** There will be a link to purchase tickets on the CD Players website. The date that on-line ticket sales will go on sale will be announced at the Kick-off Meeting but if you become a patron, with a minimum donation of \$50, you will receive 2 complimentary tickets and can order additional tickets.

### OTHER WAYS TO HELP WITH SHOW PRODUCTION COSTS

- **Become a Patron.** Contact Diane Evensen during rehearsals for information on becoming a patron or visit CD Players website at [cdplayerstheater.com](http://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.
- **Amazon Smiles** Amazon will donate a portion of sales from the [smiles.amazon.com](http://smiles.amazon.com) site. Simply log on at [smiles.amazon.com](http://smiles.amazon.com), select CD Players Theater as the organization and make your purchase.