

UpStage Players Handbook



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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 that you have read over the expectations.

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

Please return Mandatory forms on January 10, 2015.

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

1. Handbook Commitment Agreement Page 17
2. Photo Release Page 17
3. Volunteer Form Page 18-20
4. Emergency Form Page 21
5. If you have an actor in the cast \$10.00 Costume fee
In envelope with actor's name.

Parents must attend a mandatory Parent Meeting on January 6th from 7-8.

***If you attended the Open House in December you do not have to attend the Parent Meeting.**

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History

UpStage was created in 1994. Our first show opened in the spring of 1995. We are celebrating our 21st 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 \$27,000.00 we raise money through our annual appeal, ticket and concession sales and fundraisers 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 Singing 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
2015 Once on This Island

Staff Contact Information

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

Mrs. Bernadette Walsh Executive Director

Mrs. Carrie Walsh-Hilf Artistic Director/Builder's Club/Improv. Troupe 216.978.2395

Ms. Kris Walsh Choreographer/Marketing Director/Set Design/Theater Geeks/
Program Book/Tickets

Mr. Bud Hilf Alumni Director/Technical Director/Stage Manager 216.978.2419

Ms. Angela Bloom Production Manager

Mr. Edwin Smith Music Director/Communications Director

Ms. Chantelle Jones Sound Manager

Ms. Julie Rollins Light Designer/Op

Ms. Annie Herrman Costume Designer

Mr. Randal Davis Treasurer

Ms. Stephanie DeNardo Green Room Manager

Ms. Teresha Williams Front Desk/Makeup

Mr. James Walsh Master Carpenter

Ms. Kristi Ward Website Manager/Grants Manager

Mrs. Mary Jo Davis Prop Mistress

All Cast/ Crew/ Staff/ Volunteers

Safety is our first concern at UpStage. Follow all safety procedures such as sign in/out, walk in parking lot with parent, fire procedures, fire drills, don't park in fire lane, 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. Sign in and out at the front desk when you arrive and depart for the day.

Leave snowy boots and shoes at the door. 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). If you need a snack bring something quick and simple, we only have five minute breaks. A granola bar or some grapes are a good choice, please nothing messy. No peanuts please. Snacks may only be eaten in the lobby.

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!

A CD will be prepared for you for a small cost. Listen to it often to become familiar with the show.

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. 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 Angela Bloom or Bud Hilf 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). If you need a snack bring something quick and simple, we only have five minute breaks. A granola bar or some grapes is a good choice, please nothing messy. No peanuts please. Snacks may only be eaten in the lobby.

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. 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.

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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.

Communication

Your child will be provided a brown envelope that they must bring to every Saturday rehearsal. Please turn in the brown envelope at the beginning of rehearsal and pick up. If you have forms, notes, money etc. to turn in, just leave them in the brown envelope and they will be processed. Parents need to sign the brown envelope weekly stating that they have read all information.

We will communicate through bi-weekly newsletters sent via email. 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.

Changes and new information will be emailed.

We will also post information on Facebook and our website.

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 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.**

Cancellation of Rehearsal

In case of a snow day or cancellation, we will post on Facebook and website two hours before the call time. 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 Mrs. Walsh-Hilf or write a note 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.

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.

Each family is required to complete ten hours of volunteering or make a donation to UpStage Players for \$75.00. Volunteers should commit to their volunteer choices by March 1st or make their donation. See Mrs. Walsh for questions. Volunteering Form attached filled out and due back January 10.

Program Book

All families must sell one program book ad by February 14 for \$30.00. 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 7th. 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 Kris Walsh 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.

Doors open 30 minutes prior to show time.

Saturday, March 21st we will feature a Luau before the show at East Shore Park Club. Tickets will include dinner and ticket to show. Seating is limited. Cost is \$25.00 per person. If interested in Dinner Theatre Seats, you will need to fill out a separate form which will entitle you to premier seats. (You do not need to reserve your seat on line when purchasing Luau tickets.) If you have questions regarding the Luau Dinner Theatre contact Joelle Barath Joelle.Barath@upstage-players.com or Kris Carroll at Kris.Carroll@upstage-players.com

UpStage Players will only be accepting internet ticket orders.

Please make your reservations early.

Continued on next page.

Here is the information you need to buy tickets for Once on This Island!

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

(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 as well as paying a small costume fee of \$10.00 by January 10th. Costumes are due Feb. 14th in a decorated copy paper box. Mrs. Herrmann 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. Herrmann as soon as possible.

Make sure you label all pieces and parts of your costumes.

Email Costume Designer Annie Herrmann for details annieh3@sbcglobal.net.

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 24th. 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 twenty years. She graduated from Cleveland State University with her theatre degree. She has been in several shows, most recently a murder mystery playing a Madam Crystal. She attended a workshop in New York this summer focusing on directing, sound design and musical development. She would like to dedicate her 20th show to her family. She is very thankful for all of her blessings and wishes the cast and crew a great show.

Please send your bios to upstagebios@yahoo.com

Rehearsal Wear

Consider purchasing a piece of our special UpStage attire. 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.

If you have ever thought about design, try coming up with an original concept for a t-shirt. If you win, you will get your design produced and a free T!

See Kris for details. Rehearsal Wear orders due January 24th. No returns or exchanges.

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 24th. Finale shirts are \$25.00.

If for any reason the actor or tech crew member does not complete the show, shirt will not be awarded and money will not be refunded.

Participants are encouraged to design an UpStage T-Shirt and submit by January 24. 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!

Financial Hardship

Although UpStage tries to keep the cost low to families, at times it may be a struggle to meet payment deadlines. If you are experiencing financial hardship, please see Mrs. Walsh for information on payment programs and scholarships.

Ways We Celebrate Our Achievements!

Player of the Week

Certain participants will be highlighted in our bi-weekly UpDate for leadership, responsibility, good theatre etiquette, UpStage spirit etc. Students will be acknowledged at rehearsal.

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 Mrs. Walsh-Hilf.

Theatre Banquet

This year we will be holding a theatre banquet which will be a red carpet affair. All participants will be welcome to attend with their families. We are looking for a chair to handle the details. The event is scheduled for Thursday, March 26th.

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.

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 15th. 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. We need a chair person to head this event.

On Saturday, we will hold a cast party at the East Shore Park Club. This is a potluck dinner. If you have questions regarding the Saturday Cast Party contact Joelle Barath Joelle.Barath@upstage-players.com or Kris Carroll at Kris.Carroll@upstage-players.com

Programs

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, 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, and on picnics. Participants wanting to get more involved have an opportunity to run for office. Elections are held in November. 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: Jan. 13, April 16, May 14, June 11 with many events in between. Contact Carrie Walsh-Hilf for details on Builder's Club, info@upstage-players.com.

Theatre Geeks

UpStage Players is a teaching theatre. The best way to teach the theatre is to do it, to see it, to read it. We will be attending plays as a group to help students and families appreciate this art. Tickets are discounted for our group. Making reservations in advance is imperative. Don't get shut out of the Theatre Geeks Club. See Kris Walsh for information on Theatre Geeks. KrisUpStage@aol.com

Improv Troupe

Actors of all ages meet to work on the craft of their acting. They play theatre games and practice their improvisational skills. Afterwards, the group shares in snacks and conversation. This is a fun way to break up a dull week and spend time as a family. We meet in parks and different venues to work hands on. This is a great way to boost your confidence, and meet some really neat people of all ages. Improv. Troupe Meetings: Tues. Feb.17: 6:15-8:15 Improv. Troupe Memorial Nottingham Library, April 16: 6:15-8:15 Richmond Heights Kiwanis, June 18th Colby Park in Wickliffe, July T.B.A. See Carrie Walsh-Hilf for details.

Spirit Committee

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.

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, theater goers, confident and responsible individuals who give back to the arts! We look forward to hearing from you.

Contact our Alumni Relations Director, Bud Hilf shorereport@yahoo.com

Join our UpStage Alumni Facebook page! Our first Alumni Meet and Greet will be January 14, 2015 at 6:00 at the Waterloo Brew, 15335 Waterloo Rd. Cleveland, OH 44110

Art Show

UpStage Players will be holding an art show in the lobby during the performances. Art may be submitted by supporters of UpStage. Students are encouraged to submit entries. Artists receive 75% of the sale. Gallery receives 25%. Art must be titled and priced. We look forward to seeing some fantastic art.

UpDate Writers

The Biweekly newsletter is looking for some reporters to write about the happenings of UpStage Players. If you are a writer, see Mrs. Walsh-Hilf to share your skills.

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.

Annual Appeal

Every November, UpStage Players reaches out to alumni and friends requesting donations to support our production in March. These donations have totaled more than \$8,000 to date and have 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 Randy Davis or 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 7th. Families bake delightful treats for purchase. This has become an annual event which will be chaired by Michelle Abate and Cheryl Gruden. The Bake Sale will take place prior to our Parent Sneak Peek.

Breakfast with the Stars!

We will hold a Continental Breakfast prior to our Understudy Performance on Sunday, March 15, from 10-12:00. Please come for a light breakfast and enjoy the Understudy Performance(11:00) before rehearsal. Cost is \$3.00 per person or \$10.00 a family. All are welcome but we need an RSVP by March 7. Questions? Contact Chairpersons Matt and Anita Young.

Flower Sales

Make the performances special by ordering flowers through UpStage Players. Flower orders will be taken closer to the performances. For Questions, see Jennifer Bretz

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 or DVD. If you have questions, see Dawn Ganser.

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.

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

____ I hereby grant UpStage Players the right to use and publish photographs of my child _____. I understand photographs may be included for newsprint, website, advertising and purposes for promoting UpStage Players.

____ I do not give permission to UpStage Players to use or publish photographs of my child _____.

Parent Signature

Date

Please sign and return Handbook Commitment Agreement, Photo Release, Emergency Form, Volunteer Form, Costume Fee by January 10, 2015

Volunteer Opportunities

In order to maintain UpStage Players and insure a good production of *Once On This Island* we must once more depend on the services of many volunteers. That volunteerism includes you the parent, sibling (16 or older), friend or others who can bring a skill set to create an experience for the children. Behind the scenes we have secured those who like to write, like to paint, like to sew or mend. The list is endless for theatre takes many to make the curtain rise. Below is a list of areas where help will be needed. As rehearsals continue more opportunities will be posted. No matter what you do you are keeping the costs down and making sure the show will go on March 20, 21 and 22nd. All must volunteer and you will be called for the area you prefer. For those who prefer not to volunteer you may make a donation of \$75.00 per child to help defray the cost of the production. If you have any questions please see Mrs. Walsh.

Opportunity Availability

Duties

Front desk, check actors /tech in and maintain records. Saturdays 9-130 or Tues/Thurs 6 to 8:30.

Indicate day

Program book, sell ads to businesses to help with costs. Work at your own schedule. Letter of introduction will be provided to those working in this area. Each family has to sell one ad but additional revenue will defray costs.

Green room assistant. Stay in the green room to monitor the children. Help with maintaining costumes and props. Assure actor is ready to go on stage. Report to Chairperson Stephanie DeNardo. Saturday/Tues/Thurs schedule and during the production. Schedule arranged through Chairperson

Bake sale, help chairperson set up for bake sale in February. Solicit bakers, set up and take down sale. Chairpersons Michelle Abate and Cheryl Gruden.

Costume design work under the direct supervision of Annie Herrmann who will assign tasks as needed. Some work may be done at home.

Scenery, paint, saw, paint again. Help with set design - use your own tools. Set construction will start in late January. Supervisor will be Kris Walsh who will give you specifics of what is needed and time frame.

Dinner party Saturday, March 21st. Help with set up for luau, help with serving and clean up in order that the cast party can take place after the show. Two events in night, luau and cast party. Co-chairs for events Kris Carroll and Jo Elle Barath who will give you assignments.

Merchandise sales. Work in setting up merchandise that will be sold during the show (and tech week). Schedule for this will be made by Chairperson Lori Silvestro. Must have four staffers to help before show and intermission.

Concession stands. Help sell snacks/beverages before the show and during intermission. Will need 8 people (4 at each stand) to assure sales run smoothly. Chairperson Sue Otacek.

Ushers for show. Listing will be posted first week in March. Ushers will also be available to work concession stand and as where needed. Details in March.

Tech Week Sunday morning breakfast. Set up and help serve guests for the Sunday morning Continental Breakfast. Clean up after event. Chairpersons Matthew and Anita Young. Breakfast is a pre ordered event.

Sale of Flowers before show and at intermission. Schedule developed by Chairperson Jennifer Bretz.

Sale of pictures before/after show and at intermission. Schedule developed by Chairperson Dawn DeMarco.

Bio's. Type bio's as submitted by children. Team then needed to put bio and picture together for display. Specific detail under the direction of Carrie Walsh-Hilf.

Make-up. Sign up to put the stars make up on before each show. Schedule developed by Carrie Walsh-Hilf. Make up provided by UpStage.

Make phone calls in event of an emergency. Be telephone captain to develop a round robin to make calls.

Other opportunities will be posted as needed. Please match your time and talent to our needs. If you have any questions please contact Mrs. Walsh at 216 862 8892. Be part of show, you will love the

Applause.

I have read the opportunities posted and understand that in order for the show to be a success everyone must volunteer. In lieu of volunteering I am donating \$75.00 per child which is due March 1st. Each family must volunteer a minimum of 10 hours and hours will be recorded on a volunteer time sheet. Your form will be turned over to the Volunteer Captain who will contact you. We deeply appreciate your help - if you have a special skill please add that on this application.

NAME _____

PERFORMERS NAME: _____

PHONE: _____ EMAIL: _____

Other Areas of Interest _____

I am not able to volunteer attached is my check in the amount of \$ _____.

Emergency Contact and Medical Information for a Child

Child's Name	Date of Birth	M	F
Parent's/Guardian's Name		Sex	
Home Phone	Work Phone	Home Phone	Work Phone
Address		Address	
City, ST ZIP Code		City, ST ZIP Code	

Alternative Emergency Contacts

Primary Emergency Contact	Secondary Emergency Contact
Home Phone	Work Phone
Home Phone	Work Phone
Address	
City, ST ZIP Code	

Medical Information

Hospital/Clinic Preference

Physician's Name	Phone Number
Insurance Company	Policy Number

Allergies/Special Health Considerations

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

Parent's/Guardian's Signature	Date
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I give permission for my child to go on field trips. I release UpStage Players and individuals from liability in case of accident during activities related to UpStage Players, as long as normal safety procedures have been taken.

Parent's/Guardian's Signature	Date
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