



GENERAL INFORMATION & POLICIES

General

- Auditions are free of charge and open to the public.
- All auditioners must be at least 8 and under 19 at the time of their audition.
- All Junior Players must be ages 5-8 at the start of the rehearsal period.
- PLEASE READ ALL SECTIONS CAREFULLY. OUR POLICIES HAVE BEEN UPDATED AS OF 8/20/2016.

Behavior

Our behavior policy is simple. We expect cast members to treat each other and the adults working with them with respect. We follow the same rules as the Long Beach Unified School District. If it is not allowed at school, it is not allowed here. Any cast member who is repeatedly disruptive or shows disrespect will be asked to leave the production. We will communicate any concerns or problems with the parents. We work hard to make every cast member successful and we give every child the opportunity to improve their behavior.

Junior Players must be ready to be on stage without a parent and be able to follow directions.

Attendance

Attendance at all rehearsals is mandatory unless we cast you with excused absences on your calendar. We are unable to cast performers who have too many conflicts. Last minute items such as funerals and championship playoffs may be excused if a request is submitted in writing to the director. Last-minute absences that will not be approved include: trips to Disneyland, parties, play dates, dates, and out-of-town guests. Unexcused or last-minute absences may result in a cast member being removed from their part or removed from scenes that were missed. Excessive absences may result in removal from the production.

Illness

Please text a staff member at least 30 minutes before rehearsal start time if your child is ill and will miss rehearsal. If your child is running a fever, vomiting, or is unable to fully participate, please do not send them to rehearsal.

Financial Commitment

- The participation fee is due at the mandatory parent meeting. The participation fee covers instruction, scripts, rehearsal CD, insurance, T-shirt and cast party.
 - Major Musical
 - \$225 per participant; for families with 3 or more participants, a discounted rate of \$150 applies to the third and subsequent participants.
 - \$75 per Junior Player.
 - Studio Show: \$150 per participant; for families with 3 or more participants, a discounted rate of \$100 applies to the third and subsequent participants.
- Costume Rental Fee is included in the participation fee and covers the cost of rental, dry cleaning and materials to build your child's costumes. All costumes remain the property of GO-FAME. Cast members may be asked to provide some items like shoes, appropriate under-dressing, occasionally leotards, shirts and pants. These items remain the property of the cast member.
- You will also need to write a deposit check for your volunteer hours. This is due at the parent meeting and will be shredded or returned after the close of the show if all volunteer commitments are met. Information about your volunteer obligation is detailed in the Volunteer Commitment section below.
 - Major Musical
 - \$200 for the first participant; families with multiple participants add \$50 for each additional participant.
 - \$50 per Junior Player.
 - Studio Show: \$150 for the first participant; families with multiple participants add \$50 for each additional participant.
- There will be a \$25 fee for all checks returned by the bank for non-payment.
- We are able to offer financial assistance to a limited number of participants through grants and the generosity of donors. Payment plans can also be arranged. All conversations regarding scholarships and payment plans are confidential.

Volunteer Commitment

GO-FAME is a nonprofit organization that relies on volunteers to keep our program affordable to all. We are an organization dedicated to providing your child with the best possible performance experience in a fun and safe environment. Here are some terms used:

- PRE-SHOW CREW: hours completed before tech week. There are many pre-show opportunities to choose from including costumes, props, set construction and painting, marketing and more.
- SHOW CREW: Performance shifts include stage crew*, cast member supervision*, costume repair*, concessions, box office and more.
- LOAD-IN: when we prepare the performance space for the show including installation of all the sets, costumes and props.
- STRIKE: when we clean up the performance space after the show including taking down and returning all the sets, costumes and props to their storage space

➤ Major Musical

1. CREW: Volunteers join either Pre-show Crew or Show Crew. Please note that Show Crew will be limited to the number of people required to run the show.
 - Preshow: 20 hours for the first performer
 - Show: 4 shifts including 1 mandatory training shift for the first performer
2. Load-in OR Strike

➤ Major Musical-Junior Players

3. CREW: 10 hours of volunteer time (can be a mix of preshow and show shifts)
4. Load-in OR Strike

➤ Studio Show

1. CREW: 15 hours of volunteer time (can be a mix of preshow and show shifts)
2. Load-in OR Strike

If you have more than 1 performer in the show, we ask you to work an additional 5 hours of preshow for each additional performer.

There is a volunteer deposit as described above for your required volunteer hours. This is due at the first parent meeting and will be shredded or returned at the close of the show if all volunteer commitments are met.

Volunteer sign-ups will be made available as soon as possible. You must commit (i.e., sign up) for your volunteer shifts by the start of the 3rd week of rehearsal or we will cash your volunteer deposit and hire help.

GO-FAME encourages you to be a part of your child's theatre experience. But we understand that work and family commitments may make this impossible. If you are unable to complete the volunteer hours outlined above, please contact Kathy by the 2nd week of rehearsal and we will use your deposit check to hire help.

Background Checks for Volunteers

GO-FAME is committed to the safety and protection of all participants, volunteers, audience members, and staff. We conduct criminal background checks of all volunteers and staff who have direct, supervisory contact with minors participating in our programs. All production staff members are cleared using LiveScan fingerprint-based background checks. GO-FAME will carry out this requirement in a fair, consistent and non-discriminatory manner, complying with applicable state and federal laws and guidelines including the Fair Credit Reporting Act and the Equal Employment Opportunities Commission.

GO-FAME uses Verified Volunteers for our volunteer background checks. At a minimum, each background check includes: a Social Security trace, a government watch list search, 50 state DOJ sex offender registry, advanced criminal history locator search including nationwide database search with primary source validation and monthly basic criminal history locator search updating for up to 12 months. Please note that the volunteer provides the information directly to Verified Volunteers and GO-FAME does not receive or retain any confidential information such as Social Security numbers.

Background Checks for Volunteers (continued)

The cost of the background check may vary depending on your application. Once you are on the background check webpage, you may elect to pay all or a portion of the cost or you may opt to have GO-FAME cover the expense. Please note that if you are already cleared through Verified Volunteers you may share your report with GO-FAME.

Background check findings shall be reviewed in a fair, impartial and confidential manner by senior staff. Because GO-FAME's priority is the safety of all participants, volunteers, audience members and staff, certain actions and convictions for certain crimes serve to automatically disqualify applicants for volunteer service with GO-FAME in any position that involves working with children.

Automatic Disqualification

- Refuses to consent to a criminal background check
- Makes a false statement in connection with such criminal background check
- Is registered or required to be registered on any sex offender registry
- Has been convicted of a felony
- Currently arrested or warrant outstanding
- Has been convicted of a misdemeanor crime against a child or dependent adult, child endangerment, use of weapons, violence or battery, theft, robbery, fraud or forgery, arson, public indecency, possession of controlled substances or drug paraphernalia

With respect to convictions for crimes not listed above including DUI and DWI, any applicant with such conviction shall be evaluated on an individual basis to determine whether they should be excluded from consideration based on the conviction.

According to the Fair Credit Reporting Act, individuals have the right to obtain a free copy of their report within 60 days of the date when any adverse action is taken against the individual based on the report. Individuals also have 30 days to report and dispute the results you believe to be incorrect or incomplete to Verified Volunteers, the reporting source. GO-FAME will rely on the information contained in the background report until a corrected report is provided. Individuals can contact our screening provider, Verified Volunteers, at TheAdvocates@verifiedvolunteers.com or 855-326-1860 option 1 to request a copy of the report or to dispute the accuracy of the information in the report.

Mandatory Parent Meetings

There will be mandatory parent meetings. Yes, you must attend even if your child has worked with us before!

- At the first parent meeting, we will introduce the production team, collect important paperwork, participation fees and volunteer deposits. We will also discuss our rehearsal and production procedures. All paperwork and fees must be complete and submitted or your child will not be allowed to attend the next rehearsal and may be replaced in the cast.
- Additional parent communication is sent through regular emails.
- Additional volunteer committee meetings may be called.

Late Pickup Policy

We expect cast members to be picked up promptly at the end of rehearsal. We have a 15 minute grace period. Cast members left repeatedly beyond that grace period may incur a late pickup fee and another adult on the emergency contact form will be called to pick up the child.

Check Out Policy

All cast members under 18 without self check out permission must wait in the Studio for an adult to come in and sign them out before leaving. Please keep our children safe by taking the time to park and come in the Studio to sign out your child.

Self Check Out Policy

Cast members may self check out during breaks and at the end of rehearsal if we have a signed permission form on file. This form releases GO-FAME of all supervisory responsibilities and liabilities after the cast member has signed out and left the building. This privilege is not recommended for cast members under 14.

Ticket Sales

GO-FAME does not have a required minimum number of tickets you must sell. However a large portion of our show budget is paid for by ticket sales. We ask that you support our shows by inviting at least 10 people to buy tickets to the show. Also, please help us by putting up posters in businesses where you shop, passing out flyers at school and posting on your Facebook.

Video/Photography Policy

Absolutely no videography or photography is allowed during performances. When legally allowed, we will hire a professional videographer and copies will be available at an additional cost. We also have a production photographer and photos will be available to purchase directly from him/her.

Thank you for your support in creating a safe and structured arts-education environment.