



## Mini POPS Parent Commitment Letter

DEAR EDWINA Jr.

VERSION 3

### **REGISTRATION AND FEES:**

The payment schedule for Mini POPS is as follows: \$270 due upon registration

- 3 equal payments of \$180 due on **Sept 3rd, Oct 1st, and Nov 5th** (includes tuition and tech meals)
- \$330.00 on Dec 3rd- Costume fee \$75.00 & mandatory ticket purchase (15tkts X \$17.00 = \$255.00)

### **REHEARSALS and SHOWS:**

All rehearsals (except tech week) and meetings take place at POPS Studio, 2010 N. Sepulveda Blvd., Manhattan Beach (Behind Manhattan Bread & Bagel/Fresh Bros. Pizza). Tech week and shows take place at Hermosa Beach Playhouse, 710 Pier Ave Hermosa Bch, CA.

**CLASS TIMES, TECH WEEK AND PERFORMANCES** - Please note there are mandatory parent meetings for new and returning parents for each class. If you cannot attend for your class, please make sure you attend another class' parent meeting.

#### **Wednesday Class (Mandatory parent meeting on Aug. 29th from 2:15 - 3:00 pm)**

- 1) Auditions -Wednesday, Aug. 29th from 2:15 - 5:00 pm; Callbacks during first class
- 2) Meets Wednesdays starting Sept. 5th from 2:15- 4:30 pm. NO CLASSES AFTER PERFORMANCES.
- 3) No rehearsals on Nov. 21; Dec.26; Jan. 2
- 4) **Attendance during Tech Week is mandatory and will be held at Hermosa Beach playhouse.** Tech days for the Wednesday class are: Jan. 14 and 15 from 4 - 8:30 pm.
- 5) Performances are: Jan 18 at 6:30 pm (call time 4:00 pm) and Jan 19 at 1pm (call time 11:30am).
- 6) Leads and ensemble groups will be called for additional rehearsals from 5:00 - 7:45pm on select Fridays. Please note conflicts so we can schedule these rehearsals.
- 7) A costume fitting date is TBA

#### **Thursday Class (Mandatory parent meeting on Aug. 30th from 4:15 - 5 pm)**

- 1) Auditions -Thursday, Aug. 30 from 4:15 - 7:00 pm; Callbacks during first class
- 2) Meets Thursdays starting Sept. 6 from 4:15 - 6:30 pm. NO CLASSES AFTER PERFORMANCES.
- 3) No rehearsals on Nov. 22; Dec. 27 or Jan. 3.
- 4) **Attendance during Tech Week is mandatory and will be held at Hermosa Beach playhouse.** Tech days for the Thursday class are: Jan 16 and 17 from 4 - 8:30 pm.
- 5) Performances are: Jan 19 at 6:30 pm (call time 4:00 pm) and Jan 20 at 1pm (call time 11:30am).
- 6) Leads and ensemble groups will be called for additional rehearsals from 5:00 - 7:45pm on select Fridays. Please note conflicts so we can schedule these rehearsals.
- 7) A costume fitting date is TBA

\*Show dates may change due to things out of our control including but not limited to; theater unavailability, unannounced city events or construction.

### **CLASS/TECH ATTENDANCE**

- 100% attendance at all classes is strongly expected. With our class time limited to once a week, we need every cast member to attend every session in order to make the best show possible. **Class starts promptly, so please have your child in class and ready to work on time.** We must insist

that each child miss **no more than 2 classes** in order for the whole team to succeed. It is too difficult to make a show cohesive when the performers are missing. We often hear a parent say that their child knows their lines, or they are fast at picking up, but it is hard for the rest of the cast trying to plunk through a scene without one of their cast mates. Every part is important in the show. **Please turn in your Conflicts Sheet at the end of this packet during the Mandatory Parent meeting** indicating any conflicts that your child may have. Excessive absences may result in a performer being cut or being omitted from a scene.

- We understand that some children attend school until 3:00 or attend school in another city. We do **not** expect you to pull your child out of school early to attend Tech Week; we just request that you get your child to Tech Week ASAP after school. **Please communicate any tardiness due to school to your stage manager.**
- Tech Week is an exciting and fun experience and can be very tiring for young cast members. Please make sure your child is well fed and well rested. Your child is expected to stay the entire time during tech days. Tech dinners will be provided for your child and is included in your class tuition: (1<sup>st</sup> dinner – pizza, green salad, water, cookies; 2<sup>nd</sup> dinner – ham and turkey sandwiches, chips, water, cookies; 1<sup>st</sup> show -- pizza snack; 2<sup>nd</sup> show -- snack). Please send box dinners if your child cannot eat these. There are no gluten free meals.

### **FINANCIAL COMMITMENT**

Putting on the high-quality show that POPs is known for in our community requires a team of professional choreographers, musical directors, set designers, lighting designers, producers, media/graphics designers, and sound technicians, not to mention scenery, props, costumes, theater and rehearsal space. Mandatory fees are tuition, tickets and costumes.

### **Tuition – Mandatory**

- The payment schedule for Mini POPS is as follows: \$270 due upon registration  
-3 equal payments of \$180 due on Sept 3rd, Oct 1st, and Nov 5th (includes tuition and tech meals)  
-\$330.00 on Dec 3rd-Costume fee \$75.00 & mandatory ticket purchase (15tkts X \$17.00 = \$255.00)
- If you withdraw from a production after auditions and before the cast list is posted, POPs will retain \$270.00 and refund the rest. **It is extremely disruptive if a cast member drops the production after the cast list is posted, as the show needs to be adjusted and re-cast. Therefore, if you withdraw for any reason after the cast list is posted, POPs will retain the entire tuition paid and you will not be permitted to audition for our next production. You will not receive any credit or refund for unused tuition. No exceptions.**
- In addition to tuition, other mandatory fees (see below – Tickets and Costume = \$330) will be charged on **Dec 3<sup>rd</sup>**.

### **Tickets - Mandatory**

- All families are responsible for purchasing \$255 in tickets which you are encouraged to sell to friends in the community. Tickets are paid for in advance by the parents on Dec 3<sup>rd</sup>. Each family receives 15 tickets; additional tickets are \$17/ea. prior to opening night.
- All performances have open seating. Theater doors open 20 min. prior to performance time. **Saving seats prior to opening the theater doors on performance days will not be permitted.** Reserved Seating for the show will be available for purchase during tech. Date/time TBA.
- If you have a large nonprofit group (over 12 people) such as Girl Scouts, Church choir, etc., please contact Julia at [info@puttinonproductions.com](mailto:info@puttinonproductions.com) and we will set aside seats for the group.

- **Parents who are volunteering are still required to have an individual ticket for admission. If you are sitting in a seat viewing the show, you are required to have a ticket.**

**Costumes - Mandatory**

- Each cast member is charged a costume fee of \$75 on Dec 3<sup>rd</sup>. Costumes provided to cast members remain the property of POPS. **In addition, if required, each cast member must provide his/her own character and jazz shoes, boots, nude leotard, tights, leggings and black pants and a few specific costume pieces for his/her role which will remain the cast member’s property. EACH CAST MEMBER IS REQUIRED TO PROVIDE HIS/HER OWN MAKEUP AND HAIR ACCESSORIES.**
- Costumes are provided in the dressing rooms during Tech Week. Costumes are not to be removed from the theater without the prior approval of the Costume Coordinators.
- In the event a costume is damaged due to negligence or misuse, the resulting cost to repair or replace the costume will be the responsibility of the cast member.
- It is the cast member’s responsibility to keep his/her costume(s) clean for all performances. If a costume becomes soiled or badly wrinkled during Tech week or show weekends, the cast member’s parents may be asked to take his/her costume(s) home for cleaning and pressing. In these instances, the costume must be ready for use by the next rehearsal or performance.

**Ads - Optional**

- A playbill containing all cast member names and roles will be created. In addition, many parents will purchase ads to congratulate their child and wish him/her luck on the performance. Other parents will solicit local businesses to purchase ads. If parents obtain business ads, please have the business make the check payable to Puttin on Productions. **You will be credited with 50% of the price of the ad from non-cast member businesses.** Ads fees and artwork are due on **Dec 10<sup>th</sup>**. Ad prices below.

	<b>AD SIZE</b>	<b>PRICE</b>
<b>Quarter Page</b>	<b>2.75” x 4 “</b>	<b>\$50</b>
<b>Half Page</b>	<b>5.5” x 4”</b>	<b>\$100</b>
<b>Full Page/Inside Black/white</b>	<b>5.5” wide x 8” high</b>	<b>\$175</b>
<b>Inside Rear – Full Color</b>	<b>5.5” wide x 8” high</b>	<b>\$400</b>
<b>Inside Front – Full Color</b>	<b>5.5” wide X 8” high</b>	<b>\$400</b>
<b>Outside Back – Full Color</b>	<b>5” wide x 8” high</b>	<b>\$450</b>

**DVDs/T-shirts - Optional**

- A video DVD will be produced and also available for sale. These DVDs may be ordered at any time at: [www.puttinonproductions.com](http://www.puttinonproductions.com) – Click on Store/ DVDs. **Deadline to order by is Jan 25<sup>th</sup>.**
- T-shirts with the POPS logo on front and the show logo and cast names on the back are available for purchase at a cost of \$25; sweatshirts are available for \$38; on our online Store. **Orders must be paid for prior to Oct 8<sup>th</sup>. Extras are not ordered so please discuss this with your cast member as there are always 1 – 2 cast members who see the t-shirts and then want one.**

**CASTING & PLACEMENT**

POPs fosters team work and firmly believes that there are no small parts. Students will be informed of what they’ve been cast after the second week of class.

- The casting decisions made by the director(s) are based on many factors and are ultimately influenced by what will be best for the entire production. Sometimes, the child who might make the

best match for a particular character will have to miss too many rehearsals, or just one KEY rehearsal and we have to decide NOT to cast that child for the part.

- **CASTING DECISIONS ARE MADE BY THE DIRECTOR (S) AND ARE FINAL. We expect all parents and students to support the casting decisions made by the director(s).**
- Each role, no matter how “big” or “small” is VERY IMPORTANT, and the goal is to HAVE FUN and LEARN!
- Parental support and encouragement is expected for each child to do the best possible job at whichever role(s) he/she is cast in.

### **CAST MEMBER BEHAVIOR EXPECTATIONS**

Teamwork is the key to success of POPs. We require commitment and cooperation from everyone involved. In order for POPs to provide a professional theatre experience to its students AND create a fun and stimulating environment within which to work, there are expectations for behavior that must be met. The following behaviors will be expected during all POPs rehearsals, productions, and events.

- ✓ Display the highest standards of respect for self and others.
- ✓ Pay attention and follow the requests of staff, parents and supervisors at all times.
- ✓ Be prepared – know your lines, choreography, staging and be off-book when required. Students must also bring their script, score, and a pencil to EVERY rehearsal.
- ✓ No excessive talking and disruptive behavior. This is disrespectful to your instructors and fellow cast members and impedes the learning and rehearsal experience for all.
- ✓ There is no talking about other students or whispering to each other during rehearsals. We are a team that supports each other 100%. This enables everyone to be their most creative self.
- ✓ No exploring. Do not leave the rehearsal/theatre premises without supervision. You must wait inside for your ride to pick you up.
- ✓ Clean up after yourself. We must take care of the space that we use for rehearsals.
- ✓ Food and soft drinks are not allowed in the classrooms. Please make sure your child has a snack before rehearsal. Water will be available, but we also encourage your child to bring bottled water to rehearsals.
- ✓ There is no eating or drinking in costume. Please bring a large t-shirt to wear over your costume while eating tech dinners.
- ✓ You must inform your instructor of any illness or injury before rehearsals begin or if they occur during rehearsal.
- ✓ Remember you have to give to get! Give of yourself and be kind and you will receive the same in return.

### **SUPPORT FROM PARENTS**

- ✓ Display support for your child and other cast members in the role that they have been given at all rehearsals and at all performances.
- ✓ Do not criticize other POPs cast members, teachers, staff or volunteers at any POPs rehearsal or performance. If you have a concern, please contact Julia Mirkovich ([info@puttinonproductions.com](mailto:info@puttinonproductions.com)) directly and discreetly.
- ✓ Help your child to abide by all the Cast Member Expectations set forth above by setting a positive example for him/her to follow, getting your child to rehearsal and tech week on time, fulfilling your financial obligations on time and fulfilling your volunteer responsibilities.

### **VOLUNTEERISM AND GETTING INVOLVED**

- POPs is a family-oriented organization and all parents, guardians, and family members are encouraged to get involved in the productions of POPs by helping with sets, supervision, costumes,

props, etc. We rely on parent volunteers to make the show a high-quality production and a better experience all around.

- **2 “tasks”** (see below) per cast member are required to be performed by parents, guardians, relatives or mature siblings. If you have 2 cast members in MiniPOPs, the requirement is 4 tasks. If you have 3 or more cast members in MiniPOPs, a maximum of 5 tasks is required. **Tasks can be performed for any POPS show.** For example, the Saturday cast can fulfill volunteer tasks for the Wednesday cast shows or any Rising Stars show and be free to watch the Saturday cast shows without any volunteer responsibilities.
- We recognize that not everyone can volunteer to perform the tasks at the times required and therefore we offer a **buyout of \$100 per cast member** so that we can hire college students to perform these tasks. If you do not sign up for your volunteer tasks, you will be charged the buyout on opening night. If you do not show up for your volunteer shift, you will be charged \$50/shift.
- If you sign up for a task, and then determine that you can't fulfill your volunteer commitment, you must find a substitute (can be a relative or neighbor). You will not be permitted to change your volunteer tasks within 48 hours of opening night.
- The electronic volunteer spreadsheets listing the “tasks” will be available for signups on the POPS website: [www.puttinonproductions.com](http://www.puttinonproductions.com) **on Sat. Oct 6th at noon.**

#### **GENERAL POLICIES**

- Parents must notify staff regarding any special circumstances or medical requirements related to their child.
- Parents/guardians must check for adult supervision before leaving their cast members at rehearsals.
- Parents/guardians must pick-up their cast member at the designated time and no later. **Please be careful in our parking lot! There are pizza delivery cars rounding the corners all day long and please do not block the stairways with your car to drop/pick up your children.**
- No video or photography is allowed during Tech Week without the prior approval of the director.
- No open-toed shoes are to be worn at rehearsals or at the theatre venue.

#### **QUESTIONS/CONCERNS:**

Julia Mirkovich, POPS Founder and Executive Director is available to answer any concerns regarding your child or the show production. Please email her and she will respond no later than 2 days after the date of your email.

**Mini POPs Dear Edwina – Wednesday Cast (2:15 – 4:30 pm)**

**VERSION 3**

I am the parent/guardian of \_\_\_\_\_. I understand and agree to the terms of the Mini POPs Parent Commitment Letter. We will not have any conflicts other than those listed below.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Describe conflicts below:

Aug. 29 1 (2:15 – 5:00 pm) AUDITIONS \_\_\_\_\_

Sept. 5 First day of class/ CALLBACKS \_\_\_\_\_

Sept. 12 \_\_\_\_\_

Sept. 19 \_\_\_\_\_

Sept. 26 \_\_\_\_\_

\*FRIDAY Sept. 28 \_\_\_\_\_

Oct. 3 \_\_\_\_\_

\*FRIDAY Oct. 5 \_\_\_\_\_

Oct. 10 \_\_\_\_\_

\*FRIDAY Oct. 12 \_\_\_\_\_

Oct. 17 \_\_\_\_\_

\*FRIDAY Oct. 19 \_\_\_\_\_

Oct. 24 \_\_\_\_\_

\*FRIDAY Oct. 26 \_\_\_\_\_

Oct. 31 \_\_\_\_\_

\*FRIDAY Nov. 2 \_\_\_\_\_

Nov. 7 \_\_\_\_\_

\*FRIDAY Nov 9 \_\_\_\_\_

Nov. 14 \_\_\_\_\_

\*FRIDAY Nov. 16 \_\_\_\_\_

Nov 21 – NO CLASS

Nov. 28 \_\_\_\_\_

\*FRIDAY Nov. 30 \_\_\_\_\_

Dec. 5 \_\_\_\_\_

\*FRIDAY Dec. 7 \_\_\_\_\_

Dec. 12 \_\_\_\_\_

\*FRIDAY Dec 14 \_\_\_\_\_

Dec. 19 \_\_\_\_\_

Dec. 26 and Jan. 2 – NO CLASSES

Jan. 9 \_\_\_\_\_

**Tech at Hermosa Beach playhouse – no conflicts permitted –Jan 14 and 15 (4 – 8:30 pm)  
Performances – Jan 18 – 6:30 pm; Jan 19 – 1 pm.**

**\* Leads and ensemble groups will be called for additional rehearsals from 5:00 – 7:45 pm on select Fridays. Please note conflicts so we can schedule these rehearsals.**

**Mini POPs Dear Edwina – Thursday Cast (4:15 – 6:30 pm)**

**VERSION 3**

I am the parent/guardian of \_\_\_\_\_. I understand and agree to the terms of the Mini POPs Parent Commitment Letter. In addition, we will not have any conflicts other than those listed below.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Describe conflicts below:

Aug. 30 (4:15 – 7 pm) AUDITIONS \_\_\_\_\_

Sept. 6 First day of class/ CALLBACKS \_\_\_\_\_

Sept. 13 \_\_\_\_\_

Sept. 20 \_\_\_\_\_

Sept. 27 \_\_\_\_\_

\*FRIDAY Sept. 28 \_\_\_\_\_

Oct. 4 \_\_\_\_\_

\*FRIDAY Oct. 5 \_\_\_\_\_

Oct. 11 \_\_\_\_\_

\*FRIDAY Oct. 12 \_\_\_\_\_

Oct. 18 \_\_\_\_\_

\*FRIDAY Oct. 19 \_\_\_\_\_

Oct. 25 \_\_\_\_\_

\*FRIDAY Oct. 26 \_\_\_\_\_

Nov. 1 \_\_\_\_\_

\*FRIDAY Nov. 2 \_\_\_\_\_

Nov. 8 \_\_\_\_\_

\*FRIDAY Nov 9 \_\_\_\_\_

Nov. 15 \_\_\_\_\_

\*FRIDAY Nov. 16 \_\_\_\_\_

Nov 22 – NO CLASS

Nov. 29 \_\_\_\_\_

\*FRIDAY Nov. 30 \_\_\_\_\_

Dec. 6 \_\_\_\_\_

\*FRIDAY Dec. 7 \_\_\_\_\_

Dec. 13 \_\_\_\_\_

\*FRIDAY Dec 14 \_\_\_\_\_

Dec. 20 \_\_\_\_\_

Dec. 27 and Jan. 3 – NO CLASSES

Jan. 10 \_\_\_\_\_

**Tech at Hermosa Beach Playhouse – no conflicts permitted –Jan 16th and 17th (4 – 8:30 pm)  
Performances – Jan 19 – 6:30 pm; Jan 20 – 1 pm.**

**\* Leads and ensemble groups will be called for additional rehearsals from 5:00 – 7:45 pm on select Fridays. Please note conflicts so we can schedule these rehearsals.**