

# COVID DIARIES

## FOR ALL SHOW TEAM MEMBERS AND FAMILIES

You are about to embark on a wonderful experience! Congratulations on joining the *COVID DIARIES*. PW has a proud and ambitious theatrical tradition and those of you who begin this production with us will be creating permanent memories for yourself and the community.

The work begins right away. Our performances are scheduled for November 18, 20 and 21, 2020; this gives us about two months to prepare all phases of this elaborate production. Students may be called upon to make significant commitments of time to bring this show to life, so you must understand the responsibilities you are undertaking when you join the company of players.

### Fundraising and Costs

As our play is mostly self-sufficient, we all have to assist in raising the necessary funds to pay for staff salaries, props, and technical equipment. We make every effort to spread the fundraising responsibilities evenly. Each team member, regardless of their role, will be responsible for fundraising \$50. Students who elect not to fundraise may submit a one time payment of \$50 by October 15th. **Any fundraising balance not received by November 20th will be submitted to PWHS as a school obligation.**

Our typical method of fundraising is program book sponsorships. Students solicit local businesses and families to have ads/messages placed in our program booklet. The program sponsorships are sold for values between \$5 and \$1,000. Since the program will only be offered digitally this year, students will earn 100% of their sales towards their goal. We also hope to run a second fundraiser in October.

**In addition, students will be asked to pay a \$25 fee.** This fee will cover a production t-shirt and items purchased for the filming and editing of the production. Students who have not submitted the fee by October 15th will not receive a t-shirt. Students have several options in terms of payment for this fee:

- Single Payment - \$25 cash or check (payable to Colonial Players) due with the return of this contract.
- Fundraising - Students can fundraise the amount by boosting their fundraising requirement to \$75. Students choosing this option must submit at least \$40 in fundraising by October 15th.

### Academic Responsibilities

It is the responsibility of each member of the cast/crew to maintain proficient levels of academic achievement. To this end, grade reports may be requested several times throughout the run of the show. Failure to maintain sufficient levels of achievement may result in a reduction of responsibility or removal from the show. Approximately one month before the performance, a final grade sheet/parental contract will be issued so that all parties are aware of current academic status. It is at this point that final decisions will be made regarding each student's level of participation.

### Rehearsals and Behavior

All school regulations concerning appropriate behavior for school applies to our rehearsals. Infractions will be punishable in the usual ways and will be cause for dismissal from the show. Also, all school regulations regarding the code of ethics are in effect. Please be very careful with all of your choices over the next few months – ethics violations have caused the removal of cast members prior to a show in the past. In addition:

- Plan to arrive early for rehearsals and be prepared to work hard. You are responsible for bringing all scripts and a **pencil** for note taking.
- Appropriate dress for all rehearsals.
- Attendance at all rehearsals is mandatory. See the conflicts section for more information.
- Guests are not permitted at rehearsals.
- Respect the production, your peers, and the staff by bringing attention and focus to each rehearsal. Have fun in the context of creating a wonderful product together.
- The same Zoom rules you use for class will be applied to rehearsal...



### Calendar and Conflicts

Every effort is made to prepare a schedule that will be manageable for you and workable for the staff. If we all stay on schedule the show will be completed on time. To ensure we can meet the video production deadline for streaming, we will be editing the show throughout the fall. To accomplish this, we will practice and film scenes in a short time period.

Once the monologues and scenes are selected, we will establish a rehearsal and productions schedule which will be posted online on google and at [www.colonialplayers.org](http://www.colonialplayers.org) (Backstage), you may consider linking this online calendar to your favorite mobile device. Password: C19Diaries. Changes to this calendar will be announced via text alerts. If you are interested in text updates, text [@covidd](https://www.instagram.com/covidd) to 81010.

### **ATTENDANCE TO YOUR SCHEDULED REHEARSALS IS MANDATORY!**

There is no allowance in the schedule for repeating or reviewing what a student may have missed. If illness or other urgent problems prevent your attendance—get word to the staff member running the rehearsal by note, phone or email prior to start time. More than two unexcused absences or four total absences may be cause for dismissal. We take this responsibility very seriously and have designed the schedule to respect your other commitments where possible. You may have to make yourself available on a limited basis during school days off.

We will always provide you with advance notice of any changes. Pay close attention to all announcements.

Using the directions provided on the Google Calendar handout posted to the backstage site, be sure to add your individual conflicts to the calendar and share them according to the directions. This must be completed before returning this signed contract. If you have problems with this process, contact Ms. Crea. **All conflicts, including those entered on your audition form must be added to the conflicts calendar.**

All other forms enclosed should also be returned promptly and by the indicated deadlines. Again, the cast is strong and talented; the staff is excited about this production and ready to begin work with you. We expect to present a sensational show! We hope you are all looking forward to the experience.

Ms. Valerie Collado, Director  
Ms. Melissa Downer, Assistant Director  
Mr. Jeramie Iannelli, Assistant Director  
Ms. Jennifer Crea, Production Manager

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Once you have read this form, please [click this link](#) and complete the contract.