



PARENT MEETING HANDOUT

- Welcome
- Introductions
- What to Expect:
 - Communication:
 - Emails will primarily be sent from Mrs. Hayes (**ahayes3@wcpss.net** or **adhstheatredirector@gmail.com**). Cast members will also get emails from Mrs. Santa Croce (**esantacroce@wcpss.net**) Please make sure to check your email for regular updates. Occasionally, other members of the booster board may be in contact with parents if we have specific show needs.
 - If you did not get my email, I do not have your contact information. PLEASE email me so that we can get you added to the distribution lists.
 - Expectations:
 - Students agree to be committed to positively contributing to the production and following all expectations of the Athens Drive Theatre Department.
 - Cast members should not drastically change their appearance without consulting the Director and the Costumes Department. This rule does not pertain to Crew members.
 - Students understand that their participation in this production is academically contingent upon a passing grade in all classes at all times. If their grade slips, it is their responsibility to contact Mrs. Hayes with a plan on how to improve their grade. It is the expectation that the student contacts Mrs. Hayes before she finds out through other methods.
 - Students understand that it is their responsibility to regularly check and be aware of the rehearsal schedule. **If a student must miss a rehearsal with less than 24 hours notice, a parent email is required.**
 - Students understand that it is the expectation that they serve as excellent ambassadors of the Athens Drive Theatre Department. This means that: 1) students are on time, present, and respectful toward Athens Drive Faculty and their peers in all of their classes, 2) If a student misses more than two classes in one day, they cannot attend that day's rehearsal, 3) All students must adhere to all ADMHS rules, and 4) If a student is sent to ISS for any reason, they are subject for **immediate** removal from the production. This includes ISS due to tardies. **OSS will result in immediate expulsion from the cast and or crew.**
 - Students in the cast will refrain from 'side-coaching' other students cast in this production.
 - Crew members must understand the crew hierarchy and must be able to work with their crew leaders.
 - All production members must understand and agree to remain respectful of all individuals (cast, crew, director, volunteers, etc.) who participate in this production.
 - All students must understand that there is a ZERO tolerance policy for students who engage in gossip, trash talk, and/or have a negative attitude toward others in the production. We are THE theatre family. Bullying or any concerns should be brought to Mrs. Hayes directly.

- Scheduling:

- The projected production calendar is available on the website with all of the projected dates. This is a working document and is subject to change.
- For specific call times, Mrs. Hayes will update the schedule by 12:30 pm on Fridays and post the information on the callboard outside of the Chorus Room.
- Conflicts must be *emailed* to Mrs. Hayes by 2:30 pm on Thursdays (the week before) to ensure there are no major scheduling conflicts. This includes any mandatory club meeting (NHS). Please keep in mind that your priority should be the musical for the next three months, particularly on choreography days.
- For any major change, Mrs. Hayes WILL send an email directly to parents. For slight modifications (specific calls), Mrs. Hayes will work directly with the students.
- Call times will vary depending on what will be covered. For all called rehearsals, we will utilize the entire time. Students will be released at the time given on the schedule. We will do our best to hold students no longer than 5 minutes after the scheduled release. Students will be supervised until the end of the rehearsal. We do ask that parents be prompt in their pickup as there will not be supervision after rehearsal is over. Students are asked to go to the public library to wait for their parents. They are not permitted to wander the building and for safety reasons, we would prefer students not wait outside unattended.
- Currently, we have one *mandatory* Saturday Rehearsal in March for all students. This rehearsal is pivotal to our success and is the first major rehearsal where tech students can make adjustments to the show. If a student misses that rehearsal, they will be ineligible to perform or be on the crew during the run of the show. During tech week, rehearsals will run later, as late as 9:00 p.m. A full tech week schedule will come out in February. The Saturday tech rehearsal is 03/01/2025.
- There is one additional mandatory build day for crew students. This is where the majority of the set build will take place. We will need parent support that day. Cast members are welcome to come help on the build day. This day is tentatively set for 02/01/2025
- While we currently only have one mandatory Saturday rehearsal, please know that we are at the mercy of North Carolina's winter weather. If we have big storms, we may need to reevaluate and potentially have additional weekend rehearsals. If that is the case, we ask that everyone please be understanding and willing to work with us. We have a lot of students involved and we want to make this the best show possible for all involved.
- Because our parent volunteers are mainly only available on weekends, crew students will likely be needed on a few weekends. This will be dependent on parent volunteer schedules.

- Production Fees:

- Cast: \$175
- Crew: \$100

- Why production fees?

- Bottom line: All shows are expensive.
- Easier to access money: We buy some interesting things and this also lets us hire choreographers, professional musicians/accompaniment, and supplemental designers who we WANT to hire without requiring a bid from the school system.
- What Production fees DO NOT cover
 - Shoes
 - Personal Makeup

- What production fees DO cover:
 - Royalties (main cost), Sound and Lighting Design, Rental of Technical Equipment, Professional Choreography, Building materials for the Set (and disposal of set post-show), Props, Publicity (playbills, posters, etc.), Recording of the Production, Most costume elements.
- Scholarship information
 - Money should not keep any student from participating and there are many fundraising opportunities!
 - For anyone interested in scholarship information, we have a form that students must fill out and have turned in by February 7th. All students applying for a scholarship must show how they have tried to fundraise the money before the scholarship will be awarded. Note: Scholarships are usually half of the production fee, as there are many ways for students to fundraise.
- Fundraising Opportunities:
 - We will be participating in Snap!Raise again this year. Last year we were able to quickly raise quite a bit of money in a relatively painless way. Snap!Raise gives us a lot of flexibility, but we will need parent support to make it as successful as last year. Our previous Fundraiser Chair graduated last year but is willing to work with a new parent to ensure a smooth transition.
 - Playbill Ads are another large fundraiser and an EASY way to pay off your theatre account with both family and business ads. Student accounts are credited with half of the ad sale!
 - We are hoping to attract big donors!
 - More ads/donors = more eyes on our program.
- Due Dates
 - Scholarship Application Due Date: February 7th
 - Production Fees: Saturday, March 1st
- What we need from PARENTS. Please sign up before you leave. Putting on these shows takes a VILLAGE and we need all the help we can get. (REALLY, NOT JUST SAYING THAT!!!)
 - **Set Construction:** Any parents that can come in for a few hours in the afternoon or can help us from their home shops would be really helpful.
 - Once we get a list, we will create a schedule and/or have parents contact one another to see how to best assist us.
 - **Prop Support:** We will send out a list soon to see if any folks have some things lying around their garages/attics. We are specifically looking for any nautical items and random antique-looking housewares. If you bring in an item, please consider it a donation. We have no way to guarantee the safety of items with the students.
 - **Costume Support:** We have a limited costume budget due to some increased scenic costs. We are going to try to pull as much as possible, but may need some help from thrifty shoppers!
 - We will be looking for ball gowns, black pants, nautical items, and more. We will have a full costume list soon.
 - **Rehearsal Snacks:** Students have requested to bring back rehearsal snacks. Boosters will no longer mass-supply snacks, but if a few parents want to form a sub-committee to supply snacks, Mrs. Hayes will allow the return of rehearsal snacks. Please see Mrs. Hayes for some guidelines on what does and does not work.
 - **Saturday Rehearsal Volunteers**
 - Breakfast & Lunch Coordinators
 - Backstage Help
 - Runners/Chaperones

- **Show Night Volunteers**

- **Junior Show Coordinator.** For each show, we have a show coordinator who reaches out to parents regarding show needs. If you are interested in working with a current parent to assist or take over in the spring, this would be a great opportunity to learn the ropes of organizing our volunteers.
- **Booth Volunteers.** During the musical, we will have a concession stand, a break-a-leg table, a t-shirt table, and many other tables! The booths are designed and run by the theatre boosters and changed to meet each production's needs. We will need at least one volunteer at each table for each night of the performance pre-show. This is a great opportunity for parents to be creative in how they support the program.
- **Bake Sale.** This is always a huge hit. We typically make it as themed to the show as possible.
- **Charity Table.** Theatre should be about COMMUNITY. It is Mrs. Hayes' mission to work with a different charity every year. This year, we will be supporting our very own ECS students. Every year, we host a Special Needs Prom for exceptional students. I have worked with our Special Education teachers for years on this event and can tell you that it is truly one of the best days of the school year. They are hoping to raise at least \$750 for their *Under the Sea-themed* prom. We will need a few parents to help create a booth that provides information about the program and offers a place for families to donate. Mrs. Hayes' goal is to fully fund their prom.
- **Ticket Takers.** We will need at least two ticket takers per night. Because the Booster Board handles all ticket sales, Ticket Takers **do not** need to be WCPSS employees.
- **House/Lobby Manager.** This person stays in the gym lobby during the show to make sure things are quiet. Since you won't be able to see the show the night you volunteer, we suggest having two separate people for this task so that each volunteer may see the show on a different night.
- **Backstage Chaperone.** This person stays backstage to make sure the students are safe and are monitored. This is a fun position where you get to see the craziness and joy of theatre kids firsthand! Like the house/lobby manager, you won't be able to see the show the night you volunteer, so we suggest having two separate people for this task so that each volunteer may see the show on a different night.
- **Post-Show Lobby Cleanup.**

- Closing led by a current Athens Drive Theatre Booster Member
- Contact information
 - Mrs. Hayes: ahayes3@wcpss.net -or- athensdrivetheatre@gmail.com
 - GiGi Sammons, Booster President Email: adhstheatrepresident@gmail.com
 - Website: www.athensdrivetheater.org

Before you leave, please be sure to SIGN UP for a volunteer opportunity. We need ALL positions filled!

Due to the financial impact of rising costs, we truly need all hands on deck.

To make our Spring Musical a mer-tastic musical extravaganza, we need every parent to find one job to support our amazing kids!