



Five Oaks Middle School
1600 NW 173rd,
Beaverton, OR 97006
(503) 356 - 2600

Re: Letter to Parents

9-15-26

Greetings Theatre Parents and Guardians,

First, allow me to introduce myself, I am Brian Foren and I am the Theatre Teacher/Director at Five Oaks Middle School! You can reach me at brian_foren@beaverton.k12.or.us.

The Five Oaks Theatre Arts Department is thrilled that your student is interested in a part in the upcoming production of *"The Elf On The Shelf Must Die!"*.

Enclosed in this packet, is information and dates.

T-SHIRTS Included is a t-shirt order form for the show. Orders will be due no later than **Oct. 15th**. (If you miss this deadline, we will order additional shirts {non-personalized} and they will be available for purchase at the Concession Booth during the run of the show.)

Costumes: Each cast member will be responsible for their costumes (we will assist where needed!) Costumes are due **Oct. 15th**.

SHOW DATES The show dates are scheduled for ****Wednesday, Dec. 9th, Thursday, Dec. 10th, and Friday, Dec. 11th.****

Please let me know if you are interested in [volunteering with the Five Oaks On Stage](#)

- **PLEASE BE AWARE THAT SOMETIMES CALL TIMES MAY CHANGE.** I will change the online calendar and send a Parent Square email when changes occur. Thank you!



Theatre Parent Agreement

- 1) Please review the code of conduct with your student.
- 2) Accepting a role is a commitment. Once your student has accepted a role, they are expected to see it through.
- 3) Review the calendar at the [Five Oaks On Stage website](#) as change does occur.
- 4) Your student's absence affects everybody. Please make sure they attend every rehearsal. They are required to contact the director ahead of time (AS SOON AS POSSIBLE) if they will be absent. Use the Student Absent Request Form.
https://docs.google.com/forms/d/e/1FAIpQLSfXpZH3UQ7e5_ZZ9RNuU6ijfwRwN0ki5hJxXXJ5l4owTD7r7A/viewform
- 5) Please ensure your student comes to rehearsal prepared. **Rehearsals are required and must be each student's first responsibility other than health and family matters. Tech Rehearsals are required for Technicians every Wednesday and may have additional dates depending on the tech role.** Failure to attend rehearsal will result in recasting (and possible removal from the show).
- 6) Encourage continuous practice of lines and rehearse at home. Bring a water bottle, a snack, and a charged Chromebook to rehearsal.
- 7) Please check the following link to know exactly when rehearsals are scheduled:
[Five Oaks On Stage Production Calendar](#).
- 8) Help generate excitement for the show. Share posts and pics about the show on social media. Sign up to distribute posters in your neighborhood schools, shops, and restaurants.
- 9) If you have individual questions, please reach out to our Five Oaks teacher/director: brian_foren@beaverton.k12.or.us



PLEASE SIGN & RETURN BY September 17th

Code of Conduct for Cast and Crew

As a member of the cast and crew, I understand the following expectations:

1. I understand that as a member of the cast/crew, I am representing Five Oaks Theatre and will conduct myself accordingly. This means that I will respect myself and my fellow thespians, the cast and crew, the Directors and Stage Managers, volunteers and patrons. In return, I may expect to be treated with respect at all times.
2. Five Oaks Theatre welcomes everybody. Kindness and support are non-negotiable. Bullying of any kind will not be tolerated.
3. I will accept the role I am assigned. I understand that every role in a production is important whether it be a main role, supporting character role, ensemble role or technical support. If I have questions about my role I will speak with the Director.
4. I will notify my Director or Stage Manager AS SOON AS POSSIBLE if I will be absent or plan to leave early. I will be on time and I will come prepared. I will prepare my lines by the date given to me by the Director. I will have my script. I will not leave until I have been excused by the Director.
5. I will listen and follow instructions. I will not be on my cell phone or computer during rehearsal. I will step out of the room if I need to make a phone call or text.
6. I will respect our shared theatre space. I will clean up after myself. I will wash my hands. I will not take anything that doesn't belong to me. I will take care of my costumes and leave the costume/prop room, make-up room, dressing room and stage as I find it.
7. I understand that all of our equipment is valuable. I will only use it as it's intended, and it will be handled with care. Safety comes first! I will wear safety goggles when applicable and I will follow all safety rules as they are explained to me. If I am unsure or uncomfortable, I will ask the Director how to stay safe.
8. I will check my email every night in case there are updates that I should be aware of. I will be responsible for any extra food or drink I may require should rehearsals run long.
9. I will openly communicate with the Director if I feel like these agreements have been broken by any person connected with the production.
10. Covid-19 district policies must be followed by parents and students.

By signing below, I acknowledge that I have read and understand what it means to be a cast or crew member with Five Oaks Theatre. I understand that failure to comply with these expectations may result in being asked to leave the show.

Student print / sign / date _____

Parent/Custodian print / sign / date _____

Return the completed form to brian_foren@beaverton.k12.or.us by Sept. 19th 2026.

Thank you.

PLEASE SIGN & RETURN BY 9-17-26! THANK YOU

Five Oaks Middle School Theatre Parent Volunteer Form

Student Name	
Guardian/Parent Name	
Phone Number	
Email Address	
Guardian/Parent Name	
Email Address	

VOLUNTEERS!!!

We can't do this without your help! Background check information can be found [here](https://docs.google.com/document/d/0B0e2FESStEWpxMDM1WGRhS3ptTzA/edit?usp=sharing&ouid=101357760970709410971&resourcekey=0-4Zk0KcaMYRtZ8fKOPHS3mw&rtpof=true&sd=true).
<https://docs.google.com/document/d/0B0e2FESStEWpxMDM1WGRhS3ptTzA/edit?usp=sharing&ouid=101357760970709410971&resourcekey=0-4Zk0KcaMYRtZ8fKOPHS3mw&rtpof=true&sd=true>

Show Dates:

We have openings for show dates for people wanting to help with concessions, ticket, and backstage parents. If you work the show on a given day, you are welcome to see the show that night for free (if tickets are available).

Theatre Work Parties:

Wednesdays (4 to 6 p.m.) are theatre work party days where students create sets, costumes, props, etc. If you have a talent for construction, sewing, painting.... We would love your help. If you volunteer 10 hours or more you get a free ticket to a show night of your choosing (if tickets are available)

Please let us know if you want to volunteer in the following areas:

Areas of Interest	Availability
Construction	
Painting	
Sewing	
Lights	
Sound	
Hair	
Makeup	
Props	
Concession Sales at Door	
Ticket Sales at Door	
Flowers (reimbursable purchase)	
Other (please list)	

Draft Calendar. See online calendar to keep up with any changes.

September 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Tech Auditions 4:30 to 6pm	17 Acting Auditions 4:30 to 6:30pm	18	19
20	21	22 *Read Through* Acting 4:30 pm to 6 pm	23 *Read Through* Tech 4:30 pm to 6 pm	24 *Acting Rehearsal 4:30 pm to 6 pm	25	26
27	28	29 *Acting Rehearsal 4:30 pm to 6 pm	30 * Tech Rehearsal 4:30 pm to 6 pm			

October 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 *Acting Rehearsal 4:30 pm to 6 pm	2	3
4	5	6 *Acting Rehearsal 4:30 pm to 6 pm	7 * Tech Rehearsal 4:30 pm to 6 pm	8 *Acting Rehearsal 4:30 pm to 6 pm	9	10
11	12	13 *Acting Rehearsal 4:30 pm to 6 pm	14 * Tech Rehearsal 4:30 pm to 6 pm	15 *Acting Rehearsal 4:30 pm to 6 pm	16	17
18	19	20 *Acting Rehearsal 4:30 pm to 6 pm	21 * Tech Rehearsal 4:30 pm to 6 pm	22 *Acting Rehearsal 4:30 pm to 6 pm Choir Concert 6:30pm	23	24
25	26	27 *Acting Rehearsal 4:30 pm to 6 pm	28 * Tech Rehearsal 4:30 pm to 6 pm	29 *Acting Rehearsal 4:30 pm to 6 pm	30	31

November 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 *Acting Rehearsal 4:30 pm to 6 pm	4 * Tech Rehearsal 4:30 pm to 6 pm	5 *Acting Rehearsal 4:30 pm to 6 pm	6	7
8	9	10 *Acting Rehearsal 4:30 pm to 6 pm	11 No rehearsal	12 *Acting Rehearsal 4:30 pm to 6 pm	13	14
15	16 Possible *Dress Rehearsal 4 pm to 7:30 pm All called With Curtain Call	17 *Acting Rehearsal 4:30 pm to 6 pm	18 Costume Preview (Peek-o-boo) All Costumes & Lines Due RUN	19 *Dress Rehearsal 4 pm to 6:30 pm Run Show	20 Possible *Dress Rehearsal 4 pm to 7:30 pm All called With Curtain Call	21
22	23 No rehearsal	24 No rehearsal	25 No rehearsal	26 No rehearsal	27 No rehearsal	28
29	30					

December 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 *Dress Rehearsal 4 pm to 7:30 pm All called With Curtain Call	2 *Dress Rehearsal 4 pm to 7:30 pm All called With Curtain Call	3 *Dress Rehearsal 4 pm to 7:30 pm All called With Curtain Call	4 *Dress Rehearsal 4 pm to 7:30 pm All called With Curtain Call	5
6	7 *Dress Rehearsal 4 pm to 7:30 pm All called With Curtain Call	8 *Dress Rehearsal 4 pm to 7:30 pm All called With Curtain Call	9 Show Day: Call 5 pm Curtain at 7:30 pm	10 Show Day: Call 5 pm Curtain at 7:30 pm	11 Show Day: Call 5 pm Curtain at 7:30 pm	12
13	14	15	16 Band Concert 6:30 pm	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

"The Elf On The Shelf Must Die!" AUDITION FORM

The money and form for the shirt are due by Oct. 15th to the Main Office.

PLEASE SIGN, PAY & RETURN BY 10-15! THANK YOU

Student Name _____

Student ID _____

Price (per shirt) \$20 _____

Size - circle size(s) needed. All shirts are in adult sizes.

S M L XL XXL

of shirts needed _____

If you want personalization on the sleeve,
Please indicate what you want on each shirt size ordered.

Size Personalization (less than 10 characters)

_____	_____
_____	_____
_____	_____

Total amount due _____

* pay to the order of *

Five Oaks Middle School

The money and form for the shirt are due by Oct. 15th in the Main Office. Financial assistance is available through Oct. 14th. Please see Mr. Foren for more information.