



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

Re: Letter to Parents

1-9-25

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 *"Matilda Jr."*.

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 **Feb. 10th**. (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 **March. 10th**.

SHOW DATES The show dates are scheduled for ****Wednesday, May 20th, Thursday, May 21st, and Friday, May 22nd.****

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 January 9th

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. 12th 2025. Thank you.

PLEASE SIGN & RETURN BY 1-9-26! 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.



All requires private
transportation.

VERSION .1

See online for most current

January 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Acting Auditions 4:30 - 7:30pm Leave after you finish.	7 Tech Auditions 4:30 - 6:00pm	8 Music Auditions 4:30 - 7:30pm Leave after you finish.	9 Possible Callbacks 4:30 - 7:30pm Leave after you finish.	10
11	12	13 All Actors Called 4:30-6:00pm	14 All Tech Called 4:30-6:00pm	15 Readthrough 4:30-6:00pm	16	17
18	19	20 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	21 All Tech Called 4:30-6:00pm	22 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	23	24
25	26	27 No School	28 All Tech Called 4:30-6:00pm	29 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	30	31



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current

February 2026						
◀ Jan 2026						Mar 2026 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	4	5	6	7
8	9	10 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	11 All Tech Called 4:30-6:00pm	12 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	13	14
15	16	17	18 All Tech Called 4:30-6:00pm	19 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	20	21
22	23	24 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	25 All Tech Called 4:30-6:00pm	26 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	27	28



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See online for most
current

March 2026						
◀ Feb 2026						Apr 2026 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	4 All Tech Called 4:30-6:00pm	5 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	6	7
8	9	10 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	11 All Tech Called 4:30-6:00pm	12 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	13	14
15	16	17 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	18 All Tech Called 4:30-6:00pm	19 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	20	21
22	23	24	25	26	27	28
29	30	31 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show				



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See online for most current

◀ Mar 2026

April 2026

May 2026 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 All Tech Called 4:30-6:00pm	2 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	3	4
5	6	7 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	8 All Tech Called 4:30-6:00pm	9 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	10	11
12	13	14 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	15 All Tech Called 4:30-6:00pm	16 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	17	18
19	20	21 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	22 All Tech Called 4:30-6:00pm	23 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	24	25
26	27	28 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show	29 All Tech Called 4:30-6:00pm	30 *Acting Rehearsal 4:30 pm to 6:30 pm Run Show		



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VERSION .1

See online for most current

◀ Apr 2026

May 2026

Jun 2026 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 All Tech Called 4:30-6:00pm	7 *Dress Rehearsal 4:30 pm to 7:30 pm All called With Curtain Call	8 *Dress Rehearsal 4:30 pm to 7:30 pm All called With Curtain Call	9
10	11 *Dress Rehearsal 4:30 pm to 7:30 pm All called With Curtain Call	12 *Dress Rehearsal 4:30 pm to 7:30 pm All called With Curtain Call	13 *Dress Rehearsal 4:30 pm to 7:30 pm All called With Curtain Call	14 *Dress Rehearsal 4:30 pm to 7:30 pm All called With Curtain Call	15 *Dress Rehearsal 4:30 pm to 7:30 pm All called With Curtain Call	16
17	18 *Dress Rehearsal 4:30 pm to 7:30 pm All called With Curtain Call	19 *Dress Rehearsal 4:30 pm to 7:30 pm All called With Curtain Call	20 Show Day: Call 5 pm Curtain at 7:30 pm	21 Show Day: Call 5 pm Curtain at 7:30 pm	22 Show Day: Call 5 pm Curtain at 7:30 pm	23
24	25	26	27	28	29	30
31						

“Matilda Jr.” AUDITION FORM

The money and form for the shirt are due by Feb. 10th to the Main Office.

PLEASE SIGN, PAY & RETURN BY 2-10! 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 Feb. 10th in the Main Office. Financial assistance is available through Feb. 9th. Please see Mr. Foren for more information.