

Cafe *Murder*

PARENT MEETING HANDOUT

- Welcome
- Introductions
- What to Expect:
 - Communication:
 - Emails will primarily be sent from Mrs. Hayes (ahayes3@wcpss.net or adhstheatredirector@gmail.com). 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.
 - Students will be contacted by the student Technical Director, Anya Tikhtman, and our student Stage Manager, Liza Medlin.
 - I will send a test email tomorrow. If you do not receive the email by 2:30 pm tomorrow, Mrs. Hayes does not have your correct contact information. PLEASE email her so that she can add you to the distribution lists.
 - Expectations:
 - See the back page for this information.
 - Call Times:
 - Cast call times for the week will be updated by the director every Friday and posted on the callboard outside of the Chorus Room. Mrs. Hayes will send an email of production updates each week.
 - In tomorrow's email, I will attach a copy of the projected production calendar. This is already located on the theatre website for your convenience.
 - Please pay careful attention to the dates on the calendar. We do not have a 'regular' schedule with this production.
 - 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.
 - If you cannot immediately pick up your student, the public library opens at 4:00 pm. For safety reasons, your student should wait there and not outside the school.
 - On the schedule, we have one *mandatory* Saturday Rehearsal for all students. Due to the nature of this show, Mrs. Hayes does not anticipate us using that rehearsal. It has been left on the calendar just in case we require the time due to inclement weather or a natural disaster.
 - We will not need a Crew Build Day for this show.

- Original Production Fees:
 - ~~Cast: \$100~~
 - ~~Crew: \$50~~
- NEW Production Fees: checks should be made payable to The Athens Drive Theatre Boosters
 - Cast: \$50
 - Crew: \$25
- Why production fees?
 - All shows are expensive, but after reviewing projected costs for this particular show, we feel that the boosters are in a comfortable place to reduce student production fees for this show. All money goes through our Theatre Booster Board. We do this so that we do not have to go through the school system that requires a bid system. When we need items, we usually need them quickly and our boosters can provide transparent access to funds that our students raise without the messiness of using the school bookkeeper. We have worked tirelessly for years to make it so that almost no money has to flow through the school. If you ever have questions about production fees, you may always reach out to the Booster Board.
 - For this play, your fees will cover:
 - Royalties, Props, Set Decor, Publicity (Posters, A Virtual Playbill, etc.), Building Materials, Post Show Disposal Costs, Most Costume Elements
 - What Production fees DO NOT cover
 - Shoes
 - Personal Makeup
 - A show T-Shirt.
 - To keep production costs low, this is typically something we only offer for the musical. Occasionally, a parent and/or their company asks to sponsor shirts. If you like this idea, please email Mrs. Hayes and the booster president.
- Scholarship information
 - Money should not keep any student from participating!
 - For anyone interested in scholarship information, we have a form that students must fill out and submit by October 1st.
- Fundraising Opportunities:
 - We are pausing our biggest fundraiser Snap!Raise until the Spring. We will host a meeting about Snap!Raise once the musical begins. While we appreciate our families donating, we are hoping to attract corporate and other community donors. Our families already give so much to the program, and we are trying to expand our outreach. We plan on having a very large musical, so we would love families that plan on remaining involved in the program to start thinking about folks to contact for donations for the spring.
 - We are looking at ways of continuing to showcase donors in our Playbill. This has been a work in progress over the years and we are always looking for ways to improve! Currently, we plan to have a digital Playbill for the play to avoid printing costs. We will bring back the printed copy in the spring.
 - This show is a DINNER Theatre! We are hoping to work with local businesses to donate products to offset the cost of the meal and keep the ticket price affordable for families. Right now, the idea is to have a tiered ticket system. We are thinking of offering one ticket that gives patrons the full meal experience, and a reduced-price ticket option that gives patrons just a drink and a dessert. We will have more information on this as boosters work with area restaurants. If you know of a restaurant, please email Mrs. Hayes and our Booster President.
- Due Dates
 - Scholarship Application Due Date: October 1st
 - Production Fees: October 18th
 - Show Date: October 24th in the cafeteria. Meal times are TBA, but show will begin at 7:00pm

PARENTS:

- 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.
 - **Join the Booster Board!** The reason we can reduce production costs and plan for BIG shows is because of passionate and involved parents. We had many parents 'graduate' last year and need YOUR help!
 - **Attendance:** Due to the limited number of rehearsals, we need cast and crew students to attend every rehearsal they are called for. For this show, students can only miss one scheduled rehearsal without repercussions. If there is an emergency, parents must contact Mrs. Hayes if a student will be absent with less than 24-hours notice.
 - **Set Construction:** We will not need any set support for this show.
 - **Prop Support:** Our students will be creating a prop list soon. If we need help, we will send information to families to check attics and garages.
 - **Costume Support:** We will be able to pull most items from our costume storage. If needed, we will send out a list of requested materials.
 - **Rehearsal Snacks:** We will no longer mass-supply rehearsal snacks. Please be sure to send extra snacks with your students so that they can make it through rehearsals!
 - **Saturday Rehearsal Volunteers**
 - We are not anticipating needing a Saturday Rehearsal. If we require the Saturday rehearsal, we will need assistance coordinating lunch & need backstage.
 - **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.
 - **Ticket Takers.** We will need at least two ticket takers per night. Because the Booster Board handles all ticket sales, Ticket Takers **no longer** need to be WCPSS employees. Because we plan to offer tiers of ticket levels, this will be an important job.
 - **House/Lobby Manager.** This person stays in the gym lobby during the show to ensure things are quiet and that we do not have people 'sneaking' in to see the show. Unfortunately, the person who volunteers for this position will not be able to see the show, but the person who volunteers will be invited to attend a dress rehearsal.
 - **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, the person who volunteers for this position will not be able to see the show, but the person who volunteers will be invited to attend a dress rehearsal.
 - **Buffet Set-up & Servers.** We are planning for a buffet and in an effort to keep things sanitary, we would like to have parent volunteers serving the food.
 - **Buffet & Post-Show.** This will be an important job where we put away food, wipe down the cafeteria tables, and reset the cafeteria for the school day.
- 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

Athens Drive Theatre Department

Cast & Crew Productions

In spite of my great admiration for individual splendid talents, I do not accept the star system. Collective creative effort is the root of our kind of art. That requires ensemble acting and whoever mars that ensemble is committing a crime not only against his comrades but also against the very art of which he is the servant.

-Constantin Stanislavski

1. Students understand that each production is very unique. They understand that the Director will be working collaboratively with cast and crew members to create a true ensemble piece that highlights each cast member in the best way possible. With this understanding, students agree to be committed to positively contributing to the group and following all expectations of the Athens Drive Theatre Department.
2. From this point forward, cast members should not drastically change their appearance. This means that cast members should not cut, color, or drastically change their hairstyle without consulting Mrs. Hayes. This greatly affects costuming and the overall 'image' of the show. This does not pertain to Crew members.
3. 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.
4. Students understand that it is their responsibility to regularly check and be aware of the rehearsal schedule. Like all schedules, our production calendar is subject to change. When changes occur, information will be posted to the callboard and an email will be sent out. If a student must miss a rehearsal with less than 24-hours notice, a parent email is required.
5. 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.**
6. Students understand that this will be our version of this production and we will be putting our unique spin on it. They understand that Mrs. Hayes is THE Director. With that, 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 also 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.