



SchoolStage is a 6 week after-school residency program that for over 20 years has partnered with PTSA's to co-produce your school's play!

Our best-in-the-biz Teaching Artists will guide your students through auditions, rehearsals, and performances while parent volunteers work behind the scenes to create programs, sell tickets, advertise performances, coordinate concessions, and more! It takes a village to make the show awesome and we love to see your students shine!

Registration Process..... Page 2

Audition Information..... Page 3-4

Parent Volunteer Needs ... Page 5-8

Monologue ResourcesPage 9-10

Registration Process

Registration for the school play is (relatively) quick and simple. However, you NEED to be enrolled for your student to participate!

There are two QR Codes below. Please fill out any forms and sign-up for one audition timeslot per student. Thank you!

You must complete BOTH sign up steps to be registered!

1: Student Audition Form



2: Audition Timeslot Sign-Up



1. Form link:
<https://docs.google.com/forms/d/e/1FAIpQLScbBCVO4EmKDlyDWKzRfycuW3cLLVq7KhKGft1gDkVkfAWFRg/viewform?usp=publish-editor>
2. Sign up Genius Link:
<https://www.signupgenius.com/go/30E0A4FA5AB2BA4FD0-61494815-space#/>



Auditions: How They Work and What to Expect

We are so excited to have your student audition for our school play! We understand that auditioning can be a strange and scary experience for young actors, so we are passionate about making the process as simple as possible. For starters: **everyone who auditions has a part in the play**. We don't cut anyone, no matter what their experience level is. **The purpose of these auditions is to see the unique personalities and skills of each student, and to help the Directors figure out what kind of characters each actor might be well-suited for.**

Here is what each student needs to prepare:



1: Monologue

A monologue is a brief speech spoken by a single character. These are useful for seeing how an actor shows emotion and brings a character to life. This only needs to be a short paragraph, ideally about 30-60 seconds long when performed. **It is very important that these be as memorized as possible.** It's hard to see a student's acting when they have their face hidden behind a piece of paper. Please use the Monologue Resources at the end of this packet to help find a good monologue for your student.



2: Song

If the show your student is auditioning for is a musical (most of our shows are) then they will need to sing a short song. We typically just have each student sing something they already know like "Happy Birthday" or "Twinkle Twinkle Little Star" – your student doesn't need to prepare anything. If your student chooses to sing something else, the song should be no longer than 30 seconds. **The purpose of this song is to hear if your student can sing on-key and how loud they can project while singing with a piano.**

Callbacks

You don't need to prepare anything for callbacks! Everyone needs to be at callbacks because the director will provide some scenes from the show to read, and the musical director will teach a song from the show. The directors will teach you everything you need to know! All your student has to do is show up and do your best. After the auditions and callbacks, the directing team will cast the show.

Casting

- Casting is final so we ask for your support no matter what role your student is assigned. Everyone gets a featured moment in the show, and we work hard to include as many students as possible in musical numbers and give everyone a moment to shine! When they come home after receiving their role, you are the first person they are going to tell and your response is important.
- Celebrate! Be positive about whatever role they get, don't count lines- if you do you have to count every lyric they sing.
- Remember we only get a short amount of time to cast the show. Your loud dramatic child at home, may not be the same we see at auditions. (That's why they should bring it all to auditions)
- Sometimes it's things outside of their control that got cast in the role they are- carpool, conflicts, etc.
- Have them make the most of their role- ensembles are fun- you get to create your own character- some of the most memorable characters are the ones that don't have lines in the script! (ex. thing 1 and thing 2)
- We try to make sure no child leaves without understanding their role. But if they still have questions or want to talk with the directors about why they received that role, please reach out to the parent producer to let them know. They will set up a meeting with the directors.
- Please set up meetings with directors instead of surprising them after a rehearsal. Many of our directors are also working artists with multiple jobs and need to leave right when rehearsal ends!

A Note on Conflicts

- Please report **every single conflict that your student has** in advance on the audition form. Putting on a play is a complicated puzzle and we need to know every single conflict your student has.
- **Unreported conflicts are the biggest disruption to the rehearsal process and may result in a reduction of roles or responsibilities for your student.** Please set up your student for success by communicating their conflicts in advance.
- **Here's our official unreported conflict policy:**
 - The first time an unreported conflict comes up, we will issue a warning and remind you of the policy.
 - The second time an unreported conflict comes up, the creative team will meet to decide how this will impact your students' role in the show. Consequences may include removing students lines, taking them out of a song or dance number, or a reduction in show responsibilities. Teams will decide on a case-by-case basis.
 - The third time an unreported conflict comes up, the creative team will connect the family to Studio East admin to discuss continuation in the show.
 - Illnesses and family emergencies do not count as unreported conflicts. However, your creative team may still need to discuss a student's role if an illness or emergency causes student to miss a significant rehearsal, such as tech week.

Parent Volunteers

We need your help to make this production a success! The most important thing that we need is **volunteer parent chaperones** to attend rehearsals and performances. Parent chaperones help sign in students after-school and sign out students at the end of rehearsal. They are available to monitor students who may need to sit out for any reason and keep students focused when they're not onstage – on homework or otherwise so there's limited distractions during rehearsals.

We'd also like parents to join one committee. Committee descriptions are below. If everyone helps a little the load is light for everyone! Please use the QR codes below to sign up to be a parent chaperone at rehearsal and to join a committee.

1: Chaperone Sign up



2: Committee Sign-up



1. Chaperone link:

<https://www.signupgenius.com/go/30E0A4FA5AB2BA4FD0-61495080-rehearsal#/>

2. Committee

link:<https://www.signupgenius.com/go/30E0A4FA5AB2BA4FD0-61495590-space#/>

COSTUME COMMITTEE

We need 2-3 volunteers for this committee. Costumes are supplied by Studio East.

TIMELINE OF DUTIES:

3rd or 4th Week

- Show up on “Costume Day” to work with Production Coordinator on prepared costumes. Brown paper grocery bags work best for sorting costumes - one for each actor. Once they are tried on and you know they fit, they go into the actor’s bag.
- Make alterations if need be. Be sure to follow the guidelines given to you by Studio East.

Performance

- Coordinate costumes before and after performances.

Post-Performance -- you have one week to return the costumes.

- Check costumes back in from actors.
- Re-pack neatly and return to Studio East by appointment or make sure they’re ready on set pick-up day.
- Make a note of any damage or repairs and let Studio East know so they can be fixed before the next school.

Set & Props COMMITTEE

We need 2-3 volunteers for this committee. Set and Props are supplied by Studio East, but the committee can supplement with extras if they would like.

TIMELINE OF DUTIES:

3rd Week or 4th Week

- Meet at an appointed rehearsal (usually costume day) to accept props and look through to ensure all props are there and nothing is broken.
- You’ll need to arrange proper storage/transportation of props between rehearsals and performances.

6th week (tech week)

- SchoolStage Coordinator will set up an appointment on the first day of tech to bring the set over in a van; assist with the unloading and setup of the set. Arrange a Prop Table for all of the props, section off with painters tape; coordinate with Director on best location for the table backstage.

Performance Days

- Coordinate props before and after performances.

Post-Performance

- Check props back in, and re-pack neatly. If anything is broken or missing, you need to replace it. Make a note of any damages or repairs and email use QR code to let production coordinator know so they can be fixed.
- Take down set and store in corner of the theater neatly. Check with Producer to know precise place to store set and prop bin until it is picked up.

Extra Committees

We need 1-2 volunteers for each of these committees. While not absolutely mandatory, these committees are fun and still VERY important to the process.

Program Committee (*commitment: entirely at home on your own time*)

Either using a template provided by Studio East or designing from scratch, create the program for the show. The program can include actor photos and bios or just a cast list. It can be as simple or as complicated as you like. Studio East provides a show poster as well as graphics for the front and back of the program.

Concessions Committee (*commitment: organizing at home; selling during performances*)

Organize donation of concession items for pre-show and intermission at each performance. Include bottled water, coffee, baked goods, etc. Set up and tear down and clean up for both performances. Arrange with Producers for “Bank” for sales.

Hair and Make Up Committee (*commitment: pre-show at performances only*)

This committee will attend all dress rehearsals and be present backstage before each performance to help actors with final hair and makeup.

Photography / Video Committee (*commitment: one final dress rehearsal or a performance*)

Work with producers to obtain a volunteer performance photographer who will take candid and structured photos during the final dress rehearsal. These photos will be available to actors and families via an online photo company. Studio East can recommend several photographers and videographers, but schools are free to choose their own providers.

Cast Party Committee (*commitment: entirely at home on your own time*)



Cast party to be held at school (or elsewhere) after final performance. You would be responsible for set-up, clean-up, and chaperoning. Keep it simple! Pizza, salad, drinks, dessert, music... that's all you need!

Monologue Resources

Remember when choosing a monologue that it only has to be 30 – 60 seconds long. We'd rather the monologue be short and memorized than long and difficult for your student. We want to see them shine so it helps when they find something they like! In the past, students have chosen selections from their favorite books (Harry Potter, Percy Jackson or more), movies, or poems. You can also use google to find monologues for kids. One of our favorite resources is

<https://www.dramanotebook.com/monologues-kids-teenagers/> You can also save the stress and choose a monologue from this packet!

#1 Mosquitos

Dad, I'm sick of this. The mosquitoes are eating me alive. Can't we go inside now? I don't really have to learn to play baseball. It's OK. I think I get it now. Eyes on the ball. Right. (*Short Pause*) Maybe I'm just not any good at this. Maybe I never will be. But a kid can only be hit in the head with a baseball so many times. I'm kinda sick of this game. I don't think I want to play anymore. I'll just quit the team. Can't I just quit, Dad?

#2 Hot Dogs

No, I'm sorry, Mrs. Jones, I don't eat that. I only eat hot dogs. You don't have hot dogs? Oh. Well, maybe I should go home then. That's all I eat. Hot dogs for breakfast, lunch, and dinner. Sometimes I eat two or three instead of just one. My mom says I'll grow out of it someday. I doubt it. I love hot dogs. My little sister is worse. She only eats chicken soup. She sticks her pigtails in the soup and sucks it out of her hair. It's disgusting. Well, tell Jack I'll see him later. I've got to go home and have a few hot dogs. I think it's a three-hot-dog day. See you later, Mrs. Jones!

#3 Hide & Seek

Hey, where did everybody go? I give up! I counted to a hundred, like you said. It took a really long time. Where is everybody? I said I give up! I can't find you! I've been looking for ages. Can anybody hear me? This isn't funny anymore, you guys. Come out, come out, wherever you are! Come on, guys. Let's play a different game! We could play tag outside. Or maybe we could have a snack and play video games. I'll let you guys play first! I promise! Just come out. I can't find you, OK? I give up. What more do you want from me? Guys? Hey, guys!

#4 It's not my fault!

Mom, it's not my fault my room's a mess! Me and Anthony were playing with his new racecars, and we heard a weird noise outside, so we opened the window. This huge spaceship landed and a slimy, green alien with three heads came out and jumped in the window. Anthony tried to shoot him with my zapper gun, but it didn't even hurt him — he just got real mad. So, he knocked all the books off my shelf and picked up my toy box with his long, purple antennas and dumped it all over my room. So, I threw a Frisbee at him and it bonked him on his third head and he slimed out the window and the spaceship disappeared into the sky. Geez, Mom, you should be happy I'm still alive!

#5 The News

Why do you watch the news every night, Dad? It's booooooring. It's always the same. The news is just a bunch of people talking. It's JUST SO BORING! Can't we watch the cartoon channel? Don't you like to laugh? I feel like my head is going to explode all over this room I'm so bored— Pow! Splat! Smush! Here, I'll be the news guy: "Tonight everyone is very boring in the whole world. The whole world is boring and bunch of other guys said boring things and the weather is boring. Have a boring night. I'm boring. Good night." That's it! I just did the news for you. Now you don't have to watch it! Let's watch cartoons!

#6 What did you do?

Jessica, what did you do?! Look at this mess you made! You better clean it up now. There's going to be paint stuck on the carpet! Why can't you think before you do stupid things?! (*Short Pause*) Jess, I'm sorry. Please don't cry. I didn't mean to yell at you. It's just that with Mom in the hospital, I'm supposed to take care of things and it's hard. I'm not a grown-up, but I have to try to be because Dad has to work extra hard to pay for Mom's hospital bills. But everything's going to be okay. Mom will get better and come home and it'll be just like it used to. I know it. (*Beat*.) How about I help you clean this up — we'll do it together. I love you, Jess. Will you give me a hug?