



Production Manual

Performance Dates/Times

Friday, November 28 @ 2:30pm, 7:30pm
Saturday, November 29 @ 2:30pm, 7:30pm
Sunday, November 30 @ 2:00pm, 6:00pm



Austin

Welcome to

our Show

We are so happy that you and your family have committed to join the CYT Austin family for our production of *Elf Jr.* This manual was created to help you to be informed of the things going on throughout our 10 weeks of rehearsals, as well as production week for our show.

If you have any questions, don't hesitate to ask one of our CYT staff members:

Tim Novak (Managing Director): timnovak@cytaustin.org 512-332-9319

Ceci Proeger (Show Coordinator): ceciproeger@cytaustin.org 512-521-9922

Production Costs for Cast Members

A production fee of \$195.00 per child is due by our second parent meeting on October 18, 2025. You can pay this fee by logging into your family account at cytaustin.org. If you need to make special arrangements for a payment plan, please contact Tim Novak, at timnovak@cytaustin.org. The production fee helps cover our production costs, and the theater arts training your student receives throughout the rehearsal process. **Your student will also receive a show t-shirt as part of their fee.**

CYT purchases, rents, and/or builds costuming for each student, however, **there will be other personal items each student will be responsible for purchasing separately:** shoes, makeup, show box items (see section below), as well as personal articles of clothing such as tights or undergarments, depending on your child's character.

Tickets

We ask each student to sell 15 tickets. Tickets are \$18. Guests should be prepared to show their tickets on their device or show a printed copy.

Tickets can be purchased in three ways:

1. Each family with a child in the show has the option to purchase tickets **at discounted block pricing** (\$16) through your cytaustin.org family account. ***You have two options with block ticketing.*** 1) You can purchase a block of 15 tickets up front, then assign and email individual tickets from the website directly to each guest **OR** 2) you can create a Family Box Office from which your guests will purchase the block tickets without you having to spend money up front. You will secure your block with a credit card. Please be aware that you will be charged for any unsold balance that is left after the last show. Each family may only purchase one 15 ticket block. You can find more detailed instructions at <https://www.cytaustin.org/parents/>.
2. Guests can **purchase tickets online** at cytaustin.org/shows. The purchaser will assign credit to a cast member at checkout via drop down box.
3. Tickets will be sold at the door if seats are available. Please encourage your guests to buy ahead as we may sell out.

Show Merchandise

Show merchandise will be available for purchase online, within your family account. These items include additional *Elf Jr* t-shirts for family members (each student in the production receives a t-shirt as part of their production fee), yard signs, car signs, etc. **Show items can be ordered through your family account at cytaustin.org, and must be purchased by September 30, 2025.** The target delivery date for these items will be Saturday, October 18 at the second parent meeting.

Program Ads

Each cast member is required to sell at least one ad for the show program. There are two ways to meet this requirement, but we strongly encourage you to support your child in selling an ad.

1. Sell a BUSINESS AD

This is an opportunity for your child to grow and learn a new skill by interacting with business members in the community. Local businesses have a budget for advertising and generally like to support youth organizations. Ads will not only be in the printed show program, but will also be displayed on the screen before the show.

2. Purchase a PERSONAL AD

You can also create an ad with your child's picture and some text to meet this requirement. You can hire someone to create an ad for you, or if you wish to design your own, you can use [canva.com](https://www.canva.com), which is a free online photo editing site. We have created a video tutorial for using Canva to make ads. You can find the link at <https://www.cytaustin.org/parents/>

Note: All artwork and design must be created by the purchaser – CYT does not design ads.

Program Ad Deadline: Tuesday, October 21, 2025

Sizes: Full page (5"W x 8"H) - \$180
Half page (5"W x 4"H) - \$90
Quarter page (2.25"W x 4"H) - \$45

Format: All ads must be submitted digitally *in PDF format only*.

How to submit ads: All ads are submitted online via our ad form. You can find the link to the form at <https://www.cytaustin.org/parents/>

How to pay: For personal ads, pay online using your family account at [cytaustin.org](https://www.cytaustin.org). Businesses may pay using the form provided online.

Student Shout Outs

We also sell text-only congratulatory ads for \$10.00 each, for a maximum of 20 words. These are a great way to encourage your child in the show. *Student Shout Outs are optional purchases.*

Student Shout Out Deadline: Tuesday, October 21.

Format: 20 words or less of text

How to submit Student Shout Outs: You also submit Student Shout Outs online using the form at <https://www.cytaustin.org/parents/>

How to pay: Pay online using your family account at [cytaustin.org](https://www.cytaustin.org).

Student Bios

Every student will have his or her headshot and bio in the show program. Headshots are taken at the first rehearsal. Bios are written by the student (with help from parents as needed).

Student Bio Deadline: Friday, September 26.

Format: 4-6 sentences written in the third person, and can include, age, grade, school, past shows, hobbies, etc. There is an example provided on the link to submit the bio.

How to submit student bio: Please submit online via our student bio form found at

[Elf Student Bio](#)

NOTE: All ads, student shout outs, and student bios MUST be submitted by the deadline indicated or they will not be included in the program and refunds will not be given.

For questions about program ads, student shout outs, or student bios, please contact Ceci Proeger at ceciproeger@cytaustin.org

Callboard - How We Communicate With You

Communication about rehearsals, deadlines, and all show related details will be via the callboard in your cytaustin.org account.

To reach the callboard:

1. Log into your account at cytaustin.org
2. On the left hand side click on “Callboard”
3. You will see a list of callboard posts. Any with a red eye have not been viewed by you yet.
4. To read the post, click the “Message” button to the right of the subject title.
5. If you are looking for something in particular, you can search using the box that says “Find...”

Facebook Group

You are invited to join the family Facebook group for CYT Austin's *Elf Jr* production - the photography team will be sharing rehearsal photos there each week. It is also a place where you can connect with other cast families. [Elf FB Page](#)

Show Rehearsals

Note: A detailed rehearsal calendar with scenes and characters will be digitally distributed.

Saturdays Main Rehearsal
Saturdays @ Hope Chapel: 6701 Arroyo Seco, Austin, TX 78757
Sept 20 - 9:00am-3:00pm
Sept 27 - 9:00am-3:00pm
Oct 4 - 9:00am-3:00pm
Oct 11 - 9:00am-3:00pm
Oct 18 - 9:00am-3:00pm
Oct 25 - 9:00am-3:00pm *Studio Prep, 5925-B Dillard Cir, Austin, TX 78752*
Nov 1 - 9:00am-4:00pm *Studio Prep, 5925-B Dillard Cir, Austin, TX 78752*
Nov 8 - 9:00am-4:00pm *Studio Prep, 5925-B Dillard Cir, Austin, TX 78752*
Nov 15 - 9:00am-4:00pm

Nov 22- 9:00am-4:00pm

Fridays Rehearsals - (*designated students- TBD*)
 Hope Chapel
 6:00-9:00pm

Expectations

We require excellence from each student and work to train them to require that of themselves, and learn to develop self-control and self-government. ***Students consistently off-task will be dismissed from the show.*** Students must remain in the areas designated by CYT staff and may not be on their phones or other electronic devices unless given specific permission. We have high expectations of our students in their interactions with one another - we strive to create a welcoming environment and expect our students to be inclusive and not cliquey.

Health Safety Protocols

In an effort to create a healthy environment for our students and families, CYT Austin will be enforcing safety policies modeled on CDC recommendations.

- Students, parent volunteers, and staff should stay home if they are sick.
- Hand washing and hand sanitizer should be used regularly
- Staff and volunteers will regularly wipe down surfaces.

Should a breakout of flu, covid, or any other contagious illness begin to spread through the cast, CYT Austin may request that students wear masks, distance, or test to preserve cast members' wellness. Please refer to the CYT Covid-19 Health and Protocol Update that was part of the class paperwork.

Illness Policy

Cast members must be free of any contagious illness for 24 hours before returning to rehearsal. (Please refer to our COVID policy for appropriate return times after COVID). If a cast member needs to miss a rehearsal due to illness, he/she must have an excused absence. Please call or text the Show Coordinator the day prior, or as soon as possible to be excused. If a child becomes ill during rehearsal or class and is unable to continue participating, they must immediately notify the Show Coordinator so that their parent or guardian can be called to come and get them. This will be considered an excused absence.

Unexcused absences from rehearsal or class could result in removal, and will also be considered in future casting decisions.

Attendance at Rehearsals

Students are required to be on time and at all rehearsals. Students will be checked in as they arrive.

Remember you ***must let the show coordinator know your rehearsal conflicts*** in order for it to be considered *excused*. If you have any unexcused absences you will be taken out of the scene being taught and possibly be removed from the production. If you have an emergency and can't make it to a rehearsal, please contact Ceci Proeger (512-521-9922) ASAP.

What to Bring to Rehearsal

- **Script and pencils**
- **Shoes you can dance in** (no sandals/flip-flops/open toed or thick-soled shoes)
- **Lunch** (NO peanuts/tree nuts; in a cooler; food that does not need to be heated) LABELED
- **Water bottles** LABELED

Phones

We will be collecting cell phones and cellular watches as students check in. Cast members will place their phones and watches in the "cell phone parking lot" and pick them up when it is time to leave. Parents, if you need to contact your student due to an emergency, please call Ceci Proeger (512-521-9922) who will retrieve them from rehearsal so they can call you from their phone.

Lunch

- **Lunch will be eaten outside whenever possible.** Hope Chapel has a lovely outdoor area with picnic tables.
- **We are a peanut and tree nut free campus.** This is due to allergies in our cast and staff. Please help us keep everyone in our community safe!
- **Students MAY NOT leave campus during rehearsal.** If special circumstances arise, they must be discussed with the Show Coordinator.
- **The fridge and microwave in the rehearsal spaces are NOT to be used,** even if you normally use them as a student/member. Please bring lunch in a cooler that doesn't need to be heated.

Scripts

Elf Jr scripts must be kept track of and cared for. **You are allowed to use pencil in your script.**

Accessing Show Music and Choreography

Students are expected to rehearse at home, every day if possible. We absolutely can not produce a quality show without students putting in the work at home. This is essential!

Music can be found in our cast Dropbox, which will be sent out and linked on the callboard. If you have questions about the music, email our Vocal Director, Katie Pyles.

Choreography videos may also be posted in the cast Dropbox to help students refresh their memories as they practice at home.

Attendance at Performances

Attendance is mandatory for Saturday prior to the production week, all tech/dress rehearsals for which you are called during production week, and all performances for which you are called.

If an emergency arises, you can reach Ceci Proeger 512-521-9922 or Tim Novak at 512-332-9319.

SHOW WEEK

Super Sunday, Nov 23, 2-5pm

Move-in: all cast and at least one parent per family

Monday, Nov 24 9:00am-6:00pm

Tech Rehearsal

Tuesday, Nov 25 9:30am-6:00pm

Dress Rehearsal

Wednesday, Nov 26 9:30am-5:00pm

Dress Rehearsal

Friday, Nov 28 12:30pm-9:30pm

Show @ 2:30pm & 7:30pm

Saturday, Nov 29 12:30pm-9:30pm

Show @ 2:30pm & 7:30pm

Sunday, Nov 30 12:00pm- 9:00pm

Show @ 2:00pm & 7:00pm

Set Strike after show: all hands on deck

SHOW LOCATION:

Worley Barton Theater-Brentwood Christian School

11908 N. Lamar Blvd. Austin, Texas 78753

Super Sunday – Nov 23

Super Sunday is the day the cast, crew, production teams, and parents move everything into the theater. The set is built on the stage. Lighting and sound equipment is brought in and cues are set. Costumes, props, makeup, and show boxes are set up in the green room.

Every family must attend Super Sunday! Here is a schedule of the day. Please have your family read through this carefully to help ensure a smooth process:

- **1:00pm (a few people): At the storage location.** The actual picking up and moving of set pieces from storage to church begins. If you are a volunteer on the Set Team you will be contacted by the Set Team

chair. If you are not on the team but have a truck/trailer you are willing to drive to help move items, please contact Ceci Proeger.

- **2:00-5:00pm (EVERYONE!): At Brentwood.** Parents and cast members unload trucks and set up the stage, lobby, costumes, dressing room, make-up room, and prop tables. You will receive area assignments based on the teams for which you volunteer. Tech crew will be setting up mics and sound. Please provide childcare for your younger children that are not in the production. *No children under age 8.*
- **3:00-5:00pm:** Students and Artistic Director have an all-cast talk through of entrances and exits, as well as marking the stage for spacing. This will happen in the theater if the set building on the stage is not too loud, but may be moved to a nearby room if necessary. *Parents will continue to work on set-up during this time.*

Dress Rehearsals and Shows – Nov 24-30

General notes for show week:

- **Hair and makeup must be done before arrival.**
- Wear **flesh colored shorts and tanks/leotards** under costumes if you have a costume change.
- **No food in the theater!** Please eat a full meal before arriving.
- **Bring at least 4 water bottles marked with the student's name.**
- **Cell phones will be placed in the cell phone parking lot during dress rehearsals and shows, just like at Saturday rehearsals.**
- **Dress rehearsals are closed** – adults must be signed up to volunteer and have a backstage pass in order to work in the theater during dress rehearsals.

Call Times

Please come with your makeup and hair fully done. Students will not leave the theater between shows.

Call time is **9:30am for dress rehearsals** (designated cast will be called at 9:00am for specialty makeup).

Call time is **12:30pm for 2:30pm shows** (designated cast will be called at 12:00pm for specialty makeup).

Call time is **5:30pm for 7:30 pm shows** (designated students will be called at 5:00pm for specialty makeup).

Show Box Contents

All students are required to provide a box with a lid, either a banker box or plastic bin of similar size or smaller, which will fit underneath a chair and can hold all the following items for the performance run. All items in the box from smallest to largest **MUST BE** marked with your student's name using a black fine point Sharpie pen. Most of these things are in your house already. ***You do not need to buy your student an entire package of each of these items. Just put some in a Ziploc.***

All cast members will need the following items in their show box or for use to prepare at home before the show:

- **Ben Nye Student Makeup Kit** – If you have not purchased a Ben Nye Kit previously, please see Hair and Makeup Designer Karen Craxton (kcraxton@yahoo.com) to be tested for the correct shade. She can then tell you what kit to order online. Everyone must have their own makeup.
- **Other makeup items as specified by the designer**
- **Wedge makeup sponges** – natural are best, latex free (one for each dress rehearsal and show)
- **Q-tips** (a few)
- **Makeup remover wipes**
- **Tissues**
- **Small mirror**
- **Comb/hairbrush**
- **Hair spray**
- **Bobby pins**
- **Deodorant** (must have to protect costumes)
- **Old dish towel** in case of spills
- **Safety pins and rubber bands** (a few)
- **Hand sanitizer**
- **Two or more bottles of water marked with student's name** (NAME IS CRITICAL)
- **Close-fitting skin-colored shorts and tank top or tank style leotard** to be worn under costume for costume changes; please hold on purchasing these until you receive specific instructions for your character.
- **Show shoes and socks/tights** (color and style to be designated)

Backstage Etiquette for Students

- If you can see the audience, they can see you. Stay hidden when you are in the wings.
- Quiet, quiet, quiet backstage - the audience can hear you
- If someone raises their hand, it means you are too loud. Be quiet and raise your hand
- Students who are not cueing for a scene should be in the greenroom..
- Be respectful of other cast/crew members and especially the stage manager and parent helpers
- Do not distract or play with other cast members
- Keep your hands to yourself
- Do not touch any of the set pieces or props that are not for your use
- **No food in the greenroom or backstage** (plastic water bottles are permitted)
- Leave your makeup alone once it is applied
- Listen to crew members
- Stay out of crew members' way when they are working
- Absolutely no phone use backstage - phones are turned off and put in parking lot
- Absolutely no pictures in the dressing rooms - people are changing and this is a private space

Move-Out/Set Strike

Move-out is after our last show on Saturday, Nov 30.

Once the final curtain call is through, cast members have a few minutes to visit with friends and family. We have a very short time to be out of the theater so the cast, crew, and parents/guardians will work together as a CYT family to strike the set, costumes, props, etc. Everything must be out of the theater and on its way to storage that night. You will work in the same area you were assigned on Super Sunday.

Costume Collection

All costumes will be collected at the theater on Sunday night. Students are responsible for keeping track of every costume piece, including accessories, and returning them before signing out.

Parent Involvement is Essential!

The success of our production depends on CYT parent participation. All our parents work together to make this production happen! What we ask of families:

- A minimum of 20 hours of volunteer time per family on a Parent Team
- One parent from each family at Move-In (Sun) and Strike (Sat). This time counts toward the 20 volunteer hours.
- Attend two parent meetings

Please sign up for your parent team preferences by **Tuesday, Sept 23**. You will find the sign-up form at <https://www.cytaustin.org/parents/>. If you do not see a team listed it is because the slots for that team are filled. Team leads will contact you by the end of the first week. Most team planning is done via email, however your team may also meet in person at times. If you volunteer to be a lead for the first time, you will receive further information on how to run your team from Ceci Proeger.

The Second Mandatory Parent Meeting will be held on Saturday, October 18, 9:00-10:30 a.m.

Please enter your volunteer hours into the volunteer hour form found at <https://www.cytaustin.org/parents/>.

Thank you, parents, for committing to this process. Our hope is that you will find your own community within the parent team(s) on which you serve at CYT Austin. We value the whole family as part of this organization and want everyone to feel connected!

Parent Teams

1. Backstage Team

Team Lead –

(Production Week) Backstage volunteers work backstage during one dress rehearsal and at least two shows. Team members help reinforce backstage etiquette, assist with costume changes, and deal with student issues that might arise during the performance.

2. Costume Team

Team Lead - Jessica Williams and Bricia Bartlett

(Full Run): The costume team is in charge of designing/creating costumes, altering purchased costumes, and managing borrowed/rented costumes. Team members also iron/steam and do mending as needed during show week. Most of the work done by this team is done prior to show week. One costume team member works backstage for each dress rehearsal and performance.

3. Hair and Make-Up Team

Hair and Makeup Designer – Karen Craxton

(Production Week) This will be a smaller team for this show, as most students will apply makeup before arriving. This team will help with specialty makeup and hair/makeup checks before each show. Must be available for dress rehearsals as well as shows.

4.Box Office Team

Team Lead – Maryanne Liechty

(Performance Run): This team will greet guests at the door, check digital tickets, and help seat guests, as well as clean the lobby, restrooms, and house after each show.. This team will also handle concessions. Each shift before shows will probably run about an hour. Each post-show shift will probably run a half hour. There will also be intermission shifts.

5. Lobby Decorating

Team Lead-

(Performance Run): This team will locate the items needed, decorate the lobby, assemble the headshot board, and strike all the decor.

5. Photography/Historian

Team Lead –

(Full Run) Volunteer is responsible for taking photos for the Facebook page, program, candid shots, publicity shots, and other show related photography needs.

6. Program Team

Team Lead– Brie Tschoepe/ Amanda May

(Pre-show) Help with data entry and copy edits.

7. Props Team

Team Lead – Brie Tschoepe

(Pre-show) Props Team: Find, purchase, and create props that meet the approval of the director. Good team for those who like crafting and going thrift shopping. Must stay on budget. Submit receipts to the Managing Director for reimbursement.

(Production Week): Available to help with prop repairs and last minute prop needs.

8. Publicity Team

Chair – Ryan Linders

(Pre-Show): Volunteers support publicity efforts including distribution of posters, contacting local newspapers and radio stations, publicizing via social media, etc.

9. Saturday Lunch Team

Coordinator - Corina Sims

(Pre-show) Saturday Lunch Parents: Parents will oversee lunch and clean up. Three parents are needed each Saturday from 11:45 a.m. -12:45 p.m. This would be ideal for any families that live close or will be at rehearsal to help with other committees in the morning or afternoon. If we do not have 3 volunteers for each Saturday, all families will be assigned dates evenly.

10. Set Building/Painting Team

Team Lead – Tim Novak/Rebecca McPhersen/ Meg Cockle (admin)

(Full Run) Volunteers help build/adapt/paint sets according to set design. Most work days are on Saturdays at our storage unit. Work on Super Sunday doing set construction at the theater. Help with striking set/returning to storage space.

11. Flower Team

Team Lead- Misty Purcell

(Production Week) Volunteers help locate and purchase flowers, arrange bouquets, and sell during the shows.