

# WICKED CHRISTMAS CAROL

## Welcome Letter

Hello and congratulations on being selected for the company of  
JTC's A WICKED Christmas Carol

### Directorial team

Director- Laura Schmit <a href="mailto:lschmit@isd271.org">lschmit@isd271.org</a>	Assistant Director: Emily Morse <a href="mailto:emorse0@gmail.com">emorse0@gmail.com</a>	Tech Director: Jenna Clements <a href="mailto:jclements@isd271.org">jclements@isd271.org</a>
612-270-9106	952-836-9083	612-214-2957

### Rehearsals:

For this production of A WICKED Christmas Carol:

At our read thru we will confirm the rehearsal schedule and who is called for what rehearsal. Please read the weekly updates and check groupme because there may be last minute adjustments to schedules. You are called either as all actors or by the act you are performing in. Please determine which Acts you are in so you don't end up coming to a rehearsal when you are not needed. Bring homework, snacks and water to every rehearsal. You are all busy and we want to respect your time and our time to make the most of it. Tech- Jenna will work our specifics with you however please review schedule and see when you are called for group activities.

\*\*\*\*\* If you are going to be late or miss a rehearsal you must text the Directors (not your parents or a friend).

**Off Book Date Will be November 6** for the entire show. Remember, however, you cannot fully develop your character until your lines are memorized so plan accordingly. The earlier you are off book the better for your sake.

### Conduct:

You are expected to treat everyone involved with the production (technical crew, stage management, directorial team, cast members) with the utmost respect. Doing otherwise is unacceptable in any situation. **Everyone is important and included at JTC.** Also, students are expected to take personal care of their health and academic success (the show should not compromise these things). Please set yourself up for success with this show and the program!

### Please Note:

You have been cast with your current appearance in mind please ask the director before making any permanent modifications during this production process ( cutting or coloring hair).

### Tech Week and Show Week:

November 20 begins tech week for this production and as such all members of the cast and crew must attend tech rehearsals each day. The end time for these days will be at the discretion of the Director. The following week is the show week and at its beginning, there will be full dress rehearsals on Nov. 27 and 29 which will also end when the director is satisfied with the work that was done. The performances of this production will take place at Nov. 30 at 1, and 7; Dec 1 at 1; Dec 5 9:45 (school show); Dec 6 7 p.m. and Dec 7 at 1 and 7 followed by strike. The cast will be required to arrive at least 2 hours prior to the start time each performance to be able to get into costume, hair, and makeup. Dinner will be served on Nov 30 and Dec 7 to the cast and crew between shows.

**Set Construction-** Each cast member must complete 6 hours of set construction. Tech students 8 hours. Parents, we appreciate your help too on the weekends. Everyone participates in strike. Failure to fulfill these requirements will disqualify you for getting lettering points for the show.

**Parent Meeting- Oct 28 at 6:30 p.m.**

# A WICKED Christmas Carol Commitment Form

**STUDENTS AND PARENTS:** Please read ALL of the information below and return this form by Oct. 28

All students who participate in this production will need to fulfill the following non-negotiable requirements. BOTH students and parents/guardians, please initial to acknowledge you have read and agree:

\_\_\_\_\_ *Student Initials* \_\_\_\_\_ *Parent Initials*

- **Attend all rehearsals for which I am scheduled, unless excused in advance.** It is expected that cast members will bring homework/school materials to rehearsals in the event they are not needed for the rehearsal's entirety.
- **All members of the cast are expected to be passing all of their classes.** If it is found that a cast member is in academic jeopardy, they will be placed on a plan of assistance.
- **All students are expected to conduct themselves in a respectful and appropriate manner,** according to the Jefferson High School Code of Conduct.
- **We depend on the goodwill, cooperation, and support of all parents involved in order for our show to be a success, and for the kids to get the full benefit of this experience.** We are in need of parents to participate on a Committee (publicity, front of house duties, providing dinner to the kids show week).
- **I understand that at no time my role is guaranteed.** (Meaning: if I do not master the lines/cues, blocking, action scenes, miss a rehearsal, etc, I will be moved to a different position in the cast/crew, without an option to move back into my original role.)
- **I will memorize all of my lines and songs by the designated date**
- **I will attend all rehearsals for the entire time period.**
- **I will not make any major changes to my hair without prior permission.**
- **I will treat all cast and crew members with respect.**

**Be available for all tech & dress rehearsals and show dates** (NATE, No absences, Tardies, or Excuses). Absolutely no conflicts will be allowed on these dates, whatsoever, see dates in the attached welcome letter.

\_\_\_\_\_ *Student Initials* \_\_\_\_\_ *Parent Initials*

**Take care of yourself.** Participating in a production can be physically and emotionally taxing. Make sure to get adequate amounts of sleep, eat, and drink plenty of water.

\_\_\_\_\_ *Student Initials* \_\_\_\_\_ *Parent Initials*

**Permission for publicity, videos, and photos.** I give permission for my student's name to be included in publicity materials such as the playbill and for video and photographic publicity.

\_\_\_\_\_ *Student Initials* \_\_\_\_\_ *Parent Initials*

**Student:** "I understand that participating in this production is a significant commitment and many others will be depending on me. I agree to notify the Director if I cannot fulfill these requirements. I understand that the Director or production staff may notify my parents to discuss any concerns and may limit or terminate my participation in the production if I fail to meet these commitments" *Please sign below to acknowledge that you have read and agree to meet these requirements.*

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Parent:** "I give my child permission to participate in this production and will support the production schedule, my child's responsibility, as well as the academic/behavior agreements described above."

*Please sign below to acknowledge that you have read and agree to meet these requirements.*

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_