

YOUNG ARTISTS ENSEMBLE CAST/PARENT MEETING AGENDA

PIPPIN

6:00pm, Friday, June 7, 2024

1. COLLECT PAPERWORK AND PARTICIPATION FEE – No one will be allowed to participate without these 4 things:

- a. Acting/Orchestra Contract (fill out and sign page 3, signed by both participant and parent)
- b. Authorization to Treat a Minor (signature plus as much info as you are willing and able to share.)
- c. CRPD Code of Conduct (signed)
- d. Participation Fee of \$210 OR a Request for Financial Assistance OR a Combination of both
- e. \$50 refundable script deposit
- f. *Optional paperwork – Request to Miss Rehearsal*

2. INTRODUCTION OF THE PROGRAM by Megan McDonough

3. INTRODUCTION OF THE PRODUCTION STAFF

Director: Mark Andrew Reyes
Assistant Director: Roxanne Livia
Music Director: Zachary Spencer
Orchestra Director: Susan Treworgy Calkins
Choreographer: Dani Bremberg-Reyes
Costume Designer: Cindy Peltola
Stage Manager: Lauren Alexander

Lighting Designer: Ian Kelley
Sound Designer: Chris Barton
Photographer: Paul Cranmer
Managing Director/Producer: Megan McDonough
Set Designer/Technical Director: Mark Reyes
Associate Producer/Box Office Mgr: Natalie DeSavia

4. A FEW WORDS FROM PRODUCTION STAFF

- a. Mark
- b. Susan
- c. Roxanne
- d. Zach
- e. Dani
- f. Cindy
- g. Lauren
- h. Paul
- i. Ian

5. PRODUCTION GOALS

- a. To create a fun and fulfilling theatrical experience, for both participants and audience members.
- b. Present 5 public performances of PIPPIN for the Young Artists Ensemble that will blow the socks off this community and set the bar for the pinnacle of teen performance in the Conejo Valley.
- c. To provide a positive experience where participants can develop creative talent with an ultimate goal of continued participation in and appreciation of the performing arts.
- d. To increase self-esteem, self-awareness and self-discipline in the arts through active participation.
- e. To facilitate positive leadership from experienced staff and encouragement from fellow participants that help the participant develop artistic skills, generosity, and teamwork skills.

6. WHERE IS REHEARSAL TONIGHT? A guide the rooms of the Hillcrest Center for the Arts.

7. ILLNESS – RETURN PROTOCOLS

- a. Please keep a copy of the Participant Return to Program Protocols handy.
- b. If you are sick, do not come to rehearsal, or even performances.
- c. If you are experience symptoms of COVID-19, you will need to have a negative test and improved symptoms before returning.

8. PARENT VOLUNTEERS: We encourage parents to volunteer as much as possible. Please note that volunteers are not guaranteed a seat when they volunteer. At curtain time any unsold seats will be offered at no charge to volunteers. Siblings and friends are also invited to volunteer as ushers/ticket takers.

- a. Parent Volunteer Coordinator(s)
- b. Ushers/Will Call (6 per performance) SEE SIGN UP SHEET
- c. Social Media Coordinator Volunteer (1-2 cast members) SEE SIGN UP SHEET
- d. Load-In/Set Installation Crew SEE SIGN UP SHEET
- e. Strike Crew (**Sunday, August 4**) SEE SIGN UP SHEET
- f. Backstage Supervisors – **must be fingerprinted.** SEE SIGN UP SHEET & GRAB FINGERPRINTING FORM
- g. Headshot Assistant SEE SIGN UP SHEET

9. ALWAYS CALL ASSISTANT DIRECTOR ROXANNE OR CONDUCTOR SUSAN AT (805) 381-2747 IF YOU ARE RUNNING LATE.

10. ACTING/ORCHESTRA CONTRACT HIGHLIGHTS

11. RECORDING THE SHOW

- a. **We do not have permission to record the show AT ALL.**
- b. *“Any video and/or audio recording of this production is strictly prohibited.”*

12. T-SHIRTS

- a. T-shirts are optional
- b. T-shirts must be preordered and cost \$20
- c. The pre-order deadline is **5pm Thursday, June 20.**
- d. We will NOT order extra t-shirts.

13. TICKETS

- a. Show times are **7:30pm July 26, 27, & 31 & August 1, 2, & 3, as well as at 2:00pm on Sundays, July 28 & August 4, 2024.** All performances will take place at the Thousand Oaks High School Performing Arts Center; 2323 N Moorpark Rd, Thousand Oaks, CA 91360.
- b. **Reserved Seating Ticket Prices** are \$24 for Premium Seating, \$22 for Adults, \$18 for Children, Students, & Seniors, and \$16 for the Super Friday Discount on Friday, August 2 at 7:30pm.
- c. Tickets are on sale now at **YAEonline.com** or **HillcrestArts.com**.
- d. The Hillcrest Center Box Office is open from 9am to 5pm, Monday through Friday, and most evenings and weekends. You may also call (805) 381-1246 and charge your order on VISA, MASTERCARD, DISCOVER, or AMERICAN EXPRESS.
- e. We also offer a 10% Group Discount for groups of 10 or more per performance. **GROUP SALES CANNOT BE CHANGED ONCE ORDERED.** *Group sales do not apply to discounted performances.*

14. QUESTIONS?