

# TONGUE TWISTED

6:00pm, Wednesday, August 23, 2023

1. **COLLECT PAPERWORK AND PARTICIPATION FEE – We collect paperwork at the top of the meeting. If possible, please fill out before you arrive. In order get their script, actors must turn in 4 things:**
  - a. Acting Contract (signed by actor and a parent)
  - b. Authorization to Treat a Minor (signed and 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. *Optional paperwork – Request to Miss Rehearsal*
  
2. **INTRODUCTION OF THE PROGRAM by the Producer Megan McDonough**
  
3. **INTRODUCTION OF AND A FEW WORDS FROM THE PRODUCTION STAFF**

<i>Producer:</i> Megan McDonough	<i>Photographer:</i> Paul Cranmer
<i>Director:</i> Caroline Esposito	<i>Artistic/Technical Director:</i> Mark Andrew Reyes
<i>Assistant Director:</i> Emily Hare	<i>Associate Producer/Box Office Manager:</i> Natalie DeSavia
<i>Lighting Designer:</i> Ian Kelley	<i>Cultural Unit Supervisor:</i> Brianne Anderson
  
4. **PRODUCTION GOALS FOR *TONGUE TWISTED***
  - a. To create a fun and fulfilling theatrical experience, for both participants and audience members.
  - b. Present 4 public performances of *Tongue Twisted* for the Hillcrest Players.
  - 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.
  
5. **WHERE IS REHEARSAL TONIGHT?** How to check which room
  
6. **DISCIPLINE PROCEDURE**

Discipline problems will be resolved privately between the Director and the Participant and will follow the procedure below:

  1. Director will speak with the performer about concerns and avenues of improvement
  2. Director and Producer will reach out to Parents for further support
  3. Parent/Participant Conference with Director and Producer
  
7. **ACTING CONTRACT HIGHLIGHTS**
  
8. **T-SHIRTS**
  - a. T-shirts are optional (**Order Deadline is 5pm, Thursday, August 31, 2023**)
  - b. Shirts cost \$20 a piece and can be purchased on the CAST INFO page of YAEonline.com.
  
9. **POSTER/PIZZA DAY:** Poster/Pizza Day is tentatively scheduled for **Saturday, September 23 from 12:00-2:00pm**. We would divide into groups and go out into the world to hang up posters or flyers at local shopping centers. We need parent volunteers to drive! Then we all come back and eat pizza.
  
10. **PARENT VOLUNTEERS:** We encourage parents to volunteer as much as possible. Please note that volunteers are not guaranteed a seat when they volunteer. At certain time, any unsold seats will be offered at no charge to volunteer ushers/ticket takers. All volunteers must wear face-coverings when interacting with the cast or the audience.
  - a. Ushers/Ticket Takers (4 per performance) SEE SIGN UP SHEET.
  - b. Pizza/Poster Day Drivers SEE SIGN UP SHEET.
  - c. Closing Cast Party Coordinator(s) SEE SIGN UP SHEET.
  - d. Costume Construction Helpers SEE SIGN UP SHEET.
  - e. Backstage Monitors – *must be fingerprinted*. SEE SIGN UP SHEET & GRAB FINGERPRINTING FORM

**11. INVITED DRESS REHEARSAL/VIDEOTAPING THE SHOW:**

- a. Families are invited to come watch the Penultimate Dress Rehearsal on Thursday, October 12 so that we can have a rehearsal audience.
- b. You may record this dress rehearsal if you would like to. We have some limitations to tripod placement, so please check in with the house manager if you bring a tripod.
- c. We will have a professional videographer record a performance of the show, and will provide a copy of that recording on a USB drive to all cast members.

**12. PHOTO CALL:**

- a. This is the only time that parents will be able to take photos of the show. You must bring your own camera and flash is OK. This will be held from **11:30am-12:30pm on Saturday, October 14, 2023**. Actors, plan to arrive by 11:00am.
- b. YAE's photographer, Paul Cranmer, will take photos of dress rehearsals and performances and provide a link to those photos online to all cast families.

**13. WEBSITE & E-MAIL LIST:** On our website: [www.YAEonline.com](http://www.YAEonline.com), we keep up-to-date information and schedules. Be sure to "Bookmark" or make a "Favorite Place" of our website for further information.

**14. ALWAYS CALL DIRECTOR EMILY AT (805) 381-2747 IF YOU ARE RUNNING LATE.**

**15. TICKETS**

- a. Show times are **12:30pm & 3:00pm** on Saturdays October 14 & 21, 2023.
- b. All performances will take place at the Hillcrest Center for the Arts.
- c. Tickets are on sale now!
- d. The Hillcrest Center Office will be open from 9am to 5pm, Monday through Friday, for walk-up ticket sales, plus evenings and weekends when it is open for activities. You may also call (805) 381-1246 and charge your order on AMERICAN EXPRESS®, MASTERCARD®, DISCOVER®, or VISA®, or go online to HillcrestArts.com to purchase tickets.
- e. For **TONGUE TWISTED** reserved tickets cost \$13 for all ages.
- f. A 10% Group Discount for groups of 10 or more per performance is also available. GROUP SALES CANNOT BE CHANGED ONCE ORDERED.