

YOUNG ARTISTS ENSEMBLE & CONEJO THEATRE FOR EVERYONE
CAST/PARENT MEETING AGENDA FOR

THE HOBBIT

6:00pm, Wednesday, December 11, 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 actor 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. *Optional paperwork – Request to Miss Rehearsal*

2. INTRODUCTION OF THE PROGRAM by Megan McDonough

3. INTRODUCTION OF THE PRODUCTION STAFF

Director: Tom Seidman

Assistant Director: Shaunae Boucher

2nd Assistant Director: Erin Schleich

Costume Designer: Dianne Longdo

Stage Manager: Lauren Alexander

Therapeutics Liaison: Averie Lomas

Lighting Designer: Ian Kelley

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. Tom | d. Dianne | g. Ian |
| b. Shaunae | e. Lauren | h. Paul |
| c. Erin | f. Averie | |

5. PRODUCTION GOALS

- a. To create a fun and fulfilling theatrical experience, for both participants and audience members.
- b. Present 8 public performances of **THE HOBBIT** for the Young Artists Ensemble and 4 public performances for the Conejo Theatre for Everyone.
- 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. ACTING CONTRACT HIGHLIGHTS

8. COVID SAFETY PROCEDURES

- a. We will follow all federal, state, and local health guidelines as they evolve.
- b. Please **do not come to rehearsal or performances if you are exhibiting any common symptoms** of COVID-19 or have tested positive for COVID-19.
- c. **If you exhibit symptoms** of COVID-19, you must stay away from rehearsals or performances for 10 days. You may return earlier (after 3 days) with a negative test and a doctor's note explaining that your symptoms are something other than COVID.
- d. **If you test positive for COVID**, you must stay away from rehearsals or performances for 10 days. You may return earlier (after 5 days) if you have been fever-free without medication for at least 24 hours, your symptoms have significantly improved, and you have a negative test.
- e. Masks are currently not required to be worn by any individuals but are certainly permitted by anyone who chooses, and are encouraged for those who have any reason to be concerned they may have been exposed to COVID-19.

9. T-SHIRTS

- a. T-shirts are optional.
- b. Shirts cost \$20 a piece and can be purchased on our website YAEonline.com.
- c. Please be sure to order by **5pm Thursday, December 19, 2024**. (Shirts will not be available after deadline)

10. PARENT VOLUNTEERS: We encourage parents to volunteer as much as possible! We count on our generous volunteers to help us have a successful run.

- a. Ushers SEE SIGN UP SHEET.
- b. Set & Costume Construction Helpers SEE SIGN UP SHEET.
- c. Strike Helpers SEE SIGN UP SHEET.
- d. Social Media Volunteer (needs to be a cast member) SEE SIGN UP SHEET.
- e. Backstage Monitors – must be fingerprinted. SEE SIGN UP SHEET & GRAB FINGERPRINTING FORM
- f. Headshot Photo Assistant

11. ALWAYS CALL ASSISTANT DIRECTOR SHAUNAE AT (805) 381-2747 IF YOU ARE RUNNING LATE.

12. INVITED DRESS REHEARSAL/VIDEOTAPING THE SHOW:

- a. Families are invited to come watch the YAE Final Dress Rehearsal on Thursday, February 6 and/or the CTFE Final Dress Rehearsal on Thursday, February 20 so that we can have rehearsal audiences.
- b. We do not have permission to record this production. Our rights agreement is clear that no recording is permitted, not even archival or for personal use.

13. 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-1:00pm on Sunday, February 9, 2025**. 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.

14. WEBSITE & E-MAIL LIST: On our website: 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.

15. TICKETS

- a. YAE Show times are **7:30pm February 7, 8, 14, & 15 (Fridays & Saturdays) and at 2:00pm on February 8, 9, 15, & 16 (Saturdays & Sundays)**. CTFE Show times are **7:30pm February 21 & 22 (Friday & Saturday) and at 2:00pm on February 22 & 23 (Saturday & Sunday)**. All performances will take place at the Hillcrest Center for the Arts.
- b. Tickets are on sale now!
- c. 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.
- d. For **THE HOBBIT** reserved tickets cost \$19 for adults and \$16 for children, students, and seniors.
- e. A 10% Group Discount for groups of 10 or more per performance is also available. **GROUP SALES CANNOT BE CHANGED ONCE ORDERED.**

**Hillcrest Center for the Arts: (805) 381-2747 or Box Office (805) 381-1246
YAEonline.com / HillcrestArts.com**