

MVMS CABARET PARENT, CAST, AND CREW INFORMATION

Dear MVMS Cabaret Cast, Crew, and families,

Please read through the following information and return the completed **last page** by **Friday, January 10th** to the Main Office or to Mari Allen, Producer/Director.

In this document, you will find:

- The latest “Tech/ Performance Week” schedule
- Info about finding the online rehearsal schedule and other updates
- Student expectations for participation
- Parent volunteer and donation opportunities
- Much more... Please read carefully

We are so excited that you are a part of this production, a unique and wonderful experience for all. It is important that parents are on board and in the loop from this point forward, as it will not be a success without your full support. We need students at rehearsals, and we need parent help to make this all happen!

Tech/ Performance week tentative schedule:

All students and parents already signed the audition contract, stating your availability from Sun., Feb. 23rd – Sun., Mar. 1st. These rehearsals and performances are absolutely mandatory in order to participate:

*Saturday, February 22nd 10am- midafternoon CREW ONLY

*Sunday, February 23rd 2:00-8:00pm Tech Rehearsal

***(note this is the last weekend of the February break)**

Monday, February 24th 3:00 -7:30pm Dress rehearsal

Tuesday, February 25th 3:00-7:00pm Dress rehearsal

Wed., Feb. 26th **7:30am** arrival for morning performance for 6th graders

Thurs., Feb. 27th **7:30am** arrival for 7th/ 8th gr performances. 8:50am & 12:50pm

Friday, Feb. 28th 7:30 pm OPENING NIGHT! (call time 6pm)

Saturday, Feb. 29th 7:30 pm (call time 6pm)

Sunday, March 1st 1:00 pm Matinee FINAL performance (call time 11:30 am); followed by MANDATORY clean up by ALL participants and families!

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General rehearsal schedule:

Cast member attendance is crucial to the success of our performances. Please continue to check the online calendar for updates on a regular basis, and do your best to be available when we need you. If you are not in attendance, it has a negative impact on everyone, and may result in you being pulled from the scene!

Find the online calendar:

Go to MVMS website→Student Activities→Cabaret.
Access Cabaret Calendar and Cabaret Information [HERE](#).

Ensemble Cast Information:

Rehearsal days are Mondays, Tuesdays, and Thursday after school.

Thursdays 3:00-6:00pm is for ALL CAST.

Mondays: various characters and small groups on a rotating basis, 3 – 5:30pm.

Tuesdays: various characters and small groups on a rotating basis, 3 – 5:30pm.

You will be called more frequently as we get closer to the performances.

There may be Saturday rehearsals for select cast members IF NEEDED.

*Please check the calendar, and listen to the morning announcements for reminders on when you are called for rehearsal!

Backstage & Tech Crew:

Many of you will attend the gym set-up on February 22nd (morning-afternoon times starting around 10 am). Depending on your job, you will also attend rehearsals the week prior to the show (the week before break), and ALL of the tech/ dress/ performances from Feb. 23-Mar. 1. Scenery and prop artists (and any crew that want to help) should come to some/all of the **Saturday work days** listed in the schedule.

ALL CAST AND CREW should plan to attend rehearsals the week prior to “Tech Week” (prior to February break):

Monday, February 10th 3-5:30pm (All Cast; Crew is optional)

Tuesday, February 11th 3-5:30pm (All Cast; Crew is optional)

Thursday, February 13th 3-6pm EVERYONE- All Cast AND Crew

Having the entire group in attendance the week before tech will help us run the show in order, and connect all the pieces together. Please let us know about any conflicts that can't be rearranged.

And of course, EVERYONE will attend all rehearsals/ performances the **week of February 23rd through March 1st (details on front)**.

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Student expectations:

1. Attend all rehearsals for which you are called.
2. If you need to be absent for any reason, you must inform Mari IN ADVANCE by email (allenmari@hotmail.com), phone call (415-730-1522), or in person (not by sending the message with a friend).
3. Be respectful to fellow cast/ crew, and all adults helping with the show. Listen, and follow directions!
4. Maintain a 2.0 grade average, with no Fs.
5. Maintain a good behavior record at school. NO detentions or referrals.
6. No gum, phones, iPads, flip flops, or bare feet/socks at rehearsals.

Cast: Do your absolute best to stay healthy and get LOTS of sleep during the week prior, and the week of the show. You will be VERY EXHAUSTED! Avoid sleep-overs, late nights, sharing water bottles, makeup, etc. Stay as germ-free, well-rested, and hydrated as possible!!

School attendance policy:

District policy states that students must attend at least 80% of the school day to participate in after school events. Please keep this in mind when scheduling appointments, etc... This is especially critical on the day when we perform in the evening for Opening Night on Friday, February 28th.

PLEASE TRY TO STAY HEALTHY, SO YOU DON'T MISS A DRESS REHEARSAL OR PERFORMANCE!

About the show:

Our show will be based on *Peter Pan*, but in Cabaret tradition, our version will be very unique, as it will include surprise elements!

Creative Instructional Team:

Lily Jackson, Director and Co-Choreographer

Mari Allen, Co-Producer & Parent Coordinator

Jessica Nicholson Co-Producer

Jennifer Gillmer, vocal coach and Musical Director

Jasmyne Brice, Co-Choreographer

Plus many more helpful and creative people

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Parent volunteers:

We cannot pull off such a huge production without tons of help from you. Please see below for volunteer opportunities:

1. **Parent Coordinator(s):** We are looking for an assistant or two to help coordinate parent teams.
2. **Fundraising Coordinator:** We need a chairperson and helpers to gather sponsors who will be recognized in the program. Chairperson can also organize other fundraising activities with students (bake sale, craft sale, etc...). FUNDRAISING IS CRUCIAL!!
3. **Scenery helpers:** We need helpers for building, painting, scavenging, etc... Much of this work happens on SATURDAYS!
4. **Digital Scenery helper:** We need helpers to design and create digital backdrops to create our imaginary school!
5. **Props:** We need helpers to design and create props. SATURDAYS!
6. **Costume helpers:** We have a Costume Designer, but we need helpers with a variety of skills: finding costumes (in our closet, and your own), keeping track of which kids wear what costume, and sewing. Mostly SATURDAYS and during some rehearsals. Can take projects home!
7. **Ticket sales:** We need a chairperson to organize and volunteers to sell tickets for the public performances (tickets are sold at the door and online).
8. **Program/Poster:** Design and put the program together, also design the artwork for a poster and/or program cover (could be the same person).
9. **Publicity:** Get the word out around town! (Next Door, IJ, Patch, Herald, etc)
10. **Concession (baked goods and water) sales:** We need a chairperson, and sellers during the evening/ weekend performances.
11. **Flower sales:** We need a chairperson, and sellers during the evening/ weekend performances.
12. **Orchestra food:** We will need people to help feed the volunteer orchestra during tech week.
13. **Donating Supplies:** We will need water, cups, hand sanitizer, batteries, tape, and many other supplies.
14. **Donating a baked good:** or some other treat to sell (pretty much everyone should plan to do this).
15. **Backstage supervision:** We need around 6 parents for each rehearsal and performance during tech week- very important!
16. **Saturday, 2/22 Set Up Day:** We need a Lead Parent and many helpers to set up the gym this day. We transform the gym into our theater, and the classrooms into dressing rooms!
17. **Other:** Anything else you can do, that might be useful (i.e. you have a big truck and can use it to pick up a big piece of scenery).

CHECK OUT THE BACK PAGE TO SIGN UP FOR SOMETHING!

FINANCIAL CONTRIBUTIONS:

We are not able to put on a production of this quality without the help of partial funding from Kiddo!, the contributions from parents and local businesses, and sales of tickets, flowers, and concessions. While we try to keep costs to a minimum, putting on a show of this caliber is expensive!

If you are able, we are asking for a voluntary donation to help with a variety of costs involved with the show. The production costs include hiring a professional creative staff to work with your students, as well as sound and lighting systems for the stage.

We welcome student participation in fundraising for the production! Bake sales and lemonade stands are ways to get involved!

**PLEASE SEE ATTACHED FUNDRAISING PAGE
FOR MORE INFORMATION!**

Contact info for further questions:

If you have further questions, please contact Mari Allen.
allenmari@hotmail.com or 415-730-1522

Please fill out the last page of this packet and return it to front office. Remember to print clearly, and sign up for as many volunteer opportunities as you can. It's really fun to be involved!

Thank you so much for your involvement and support. The entire creative team is really excited to work with your children, and to collaborate as a community with all of you. This is going to be a such a fantastic show!

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PLEASE PRINT VERY CLEARLY

Please complete and return to MVMS front office by Fri., Jan. 10th!

I have read the above information, noted the dates in my calendar, and I'm excited to be involved in the show!

I understand my responsibilities as an MVMS student and a participant in Cabaret.

_____ student name _____ grade _____ student signature

_____ parent name _____ parent signature

_____ MAIN contact email (parent) PLEASE PRINT CLEARLY _____ parent cell#

My child is in the (check one or more): ___cast ___crew

Volunteer opportunities (please check one or more!)

- ___ Parent Coordinator
- ___ Fundraising Coordinator
- ___ Costume helper/organizer
- ___ Costume sewer
- ___ Scenery builder
- ___ Scenery painter
- ___ Digital Scenery designer
- ___ Props helper
- ___ Program/poster art design
- ___ Publicity
- ___ Concession and flower sales
- ___ Ticket sales (chairperson and sellers)
- ___ Backstage supervision (we need many)
- ___ Saturday 2/23 set-up day
- ___ Food for (5 or 6 piece) orchestra (during tech/performance week)
- ___ Donating supplies
- ___ Donate a baked good (everyone!)
- Other ways you can help _____

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Suggested per student donation toward production costs:

****Suggested amount is \$150 for Cast and \$100 for Crew,
but any amount is welcome!****

___ Donation enclosed

___ Other amount enclosed \$_____

CHECKS MADE PAYABLE TO MVMS DRAMA