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Cast & Crew Registration Packet

September 27th, 2021

Dear Parents of the *Matilda Jr.* Cast and Crew,

Now that the production process is in full swing, we have some information that we need to share with you so that we can keep things moving along.

Attached to this packet you will find detailed information about the first months of rehearsal as well as an order form for various items such show t-shirts and sweatshirts for all cast and crew and a cast participation fee. This participation fee will help fund various needs for our show and we appreciate your help to make our show successful this year!

Next, we have included a document so you and your child can connect to our Remind text message app and stay informed. We will also be using School Messenger to send out important information as is necessary through the production process. In addition, information is posted on the Waldon choir website under the menu option for “Fall Musical”. The URL to the choir website is: [Waldonchoirs.weebly.com](file:///C:\Users\lowellingc\Dropbox\Choir\After%20School%20Musicals\Frozen%20Jr\waldonchoirs.weebly.com)

Lastly, we would like to share with you the fundraising options for this show. There is a form for purchasing “Ads” in the production’s program (we will still do a PRINTED program for the memory boxes!) to support your child and generate publicity to local businesses. These “Angel Ads” will allow families and friends to submit 3-line ads in support of their cast or crew member; Business Ads may be purchased as well (see another document in packet).

If you have any questions or concerns regarding this information, feel free to email Mrs. Welling at [Christina.Welling@lok12.org](mailto:Christina.Welling@lok12.org)

Looking forward to the production starting again!

Warmest Regards,

Mrs. Welling and Ms. Julian

**CAST PARTICIPATION FEE/ADS/ T-SHIRTS AND SWEATSHIRTS**

**(Please return this order form along with payment to Mrs. Welling by the October 13th rehearsal)**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAST PARTCIPATION FEE/ ADS/ T-SHIRTS AND SWEATSHIRTS**

CAST ONLY PARTICIPATION FEE ($50.00) $\_\_\_\_\_\_\_\_\_

CAST & CREW T-SHIRT (ADULT SIZES AVAILABLE) SIZE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ($25.00) $\_\_\_\_\_\_\_\_\_

CAST & CREW SWEATSHIRT (ADULT SIZES AVAILABLE) SIZE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ($50.00) $\_\_\_\_\_\_\_\_\_

**FUNDRAISER: ANGEL ADS IN THE PRINTED PROGRAM**

**Angel Ads:** Place an Angel Ad that will appear in the printed program, congratulating cast or crew members on a job well done:

* Help us fundraise by placing ads from friends and family members! The cast and crew will not see these special messages until the show nights, when they can take home a printed program as a keepsake!
* Each angel ad is $10.00
* Your Message: 3 lines maximum please. I will include the exact spelling and Upper- or Lower-Case letters, as written below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOW MANY?\_\_\_\_\_\_\_\_\_\_\_\_(Please specify if you are purchasing more than one Angel Ad) $10.00 ANGEL AD: $\_\_\_\_\_\_\_\_\_\_

MC900158007[1]Sample Angel Ad:

Toby is totally terrific!! Break a leg!

Your Friends,

John and Suzie

MC900158007[1]

**TOTAL AMOUNT ENCLOSED $\_\_\_\_\_\_\_\_\_**

**\*If paying by check, please make them out to LOCS\***

**CAST & CREW STUDENT CONTRACT**

Dear *Matilda Jr.* Cast and Crew:

To participate in the Matilda Jr. production, all students will be expected to maintain good attendance, grades, and appropriate behavior in school. The following eligibility guidelines have been established for all participants:

* Students must maintain good attendance. A student who has a substantial number of absences to school or after school rehearsals or meetings could be removed from the production at any time.
* Students must maintain good behavior. Any behavior resulting in a suspension will be reviewed by teacher and administrator to determine eligibility in continuing in the production. In addition, poor citizenship in school or after school rehearsals or meetings more than once could result in being removed from the production.
* Students must maintain good grades. A semester grade of “1.5” or “1” in two or more classes will result in ineligibility to be a part of the production.
* Students are expected to follow the student handbook. Failure to follow the student handbook, resulting in discipline due to disrespect towards staff and students could result in being removed from the production.

Periodic checks of attendance, grades and citizenship will be made. Parents and students will be notified if their role in the show is in jeopardy. If any illness or emergency effects attendance at rehearsals or meetings, it’s important to communicate the situation to Mrs. Welling via email at [Christina.Welling@lok12.org](mailto:Christina.Welling@lok12.org). There will be opportunity for cast members to TEAMS video call into rehearsals if they are quarantining for an extended period.

**Student: I have read and understand that being a part of the Matilda *Jr*. production as a cast or crew member is a commitment. In order to participate in all the fun, I am responsible for maintaining good grades and citizenship in school. I am also responsible for maintaining good attendance in school and at all rehearsals or meetings or I may be removed from my role in the show.**

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**