



# Open House Packet

## “The Mad Tea Party” Committees

**Props:** review list of props and gather what is needed: a checklist will be provided (hopefully borrow items); 1 parent in charge and a committee

**Costumes:** help design costumes, letters to parents about what each character should wear; 1 parent in charge and a committee

**Scenery:** people who can help build and decorate scenery; 1 parent in charge and a committee (students are welcome)

**Stage parents:** 2-3 parents to keep things flowing backstage

**Concession table:** 2-3 parents each night to sell during intermission; 2 parents each night to monitor doors so food does not go into the auditorium after intermission

**Ticket sales:** 2 parents to sell tickets at the door prior to the performance

**Rehearsal parents:** 2 parents to help out at rehearsals

**T-shirt:** 1-2 parents to design and take orders from students

**Recording of the show:** 1-2 parents to record the show both nights

**Cast party:** organize, set up, chaperone and clean up; 1 parent in charge and a committee

**Publicity:** 2-3 parents to contact newspapers/TV and put up posters

**Hair and Make-up:** 2-3 parents to assist students on performance nights

**Photos/posters of the cast:** to be placed at the front entrance on performance nights

**Break down crew:** 3-4 parents to help break down the set so students can enjoy the cast party

## Important Information

### **Ticket Sales:**

- We will be selling reserved seats for the show. These tickets are first come first serve.
- Children who can sit on an adults lap are free and do not need a ticket.
- Tickets will be available during rehearsals as well as at the door.
- If you want to buy extra tickets after your original purchase, you may not be able to get the seats right next to the seat you purchased originally. The ticket salesperson will do their best to get you as close as possible.

### **Costumes:**

- Each student will be given a costume checklist the first week of October. Please be sure to go over the list and try to assemble all parts of the costume.
- Costumes must be checked by the costume committee and check off the master list.
- Costumes must be on a hanger or bagged and EVERY piece (shoes and all) must be labeled with the student's name.
- Costumes will be checked on **November 2<sup>nd</sup> and 3<sup>rd</sup>**.
- All costumes should be assembled and checked by **November 7<sup>th</sup>**.

## Special Points of Interest

- Students will be able to participate in the play and sports. Students planning on doing both will need to attend rehearsal from 4:14-5pm whenever they are scheduled until their sport ends.
- Students participating in sports will follow the same attendance policy as other cast members. It is up to the student to let the directors know if they will not be at rehearsal for a game.
- Auditions will run to 4:00. Students participating in sports will audition prior to practice or after practice. If they audition after practice they **MUST** arrange the time with the directors.
- Students will be asked to read a prepared piece and a section of script that they will not have a chance to practice. Audition materials can be picked up outside Mrs. FitzGerald's room or tonight.
- Rehearsals will run from 3-5pm until November 1<sup>st</sup>. From November 1<sup>st</sup> on rehearsals will run from 3-6pm.
- Students must keep up with their school work. This is a time consuming and tiring process.
- Attendance Policy: Students will be allowed 3 unexcused absences from rehearsal. After which the student will not be allowed to perform. An excused absence is one that is accompanied by a note from the parent or guardian or is documented with a teacher or coach.
- Please read and sign the student-parent contract. It is due from all cast members by **September 19<sup>th</sup>**.

## Props

This is a preliminary prop list for our production. If you would like to let us borrow any of these items, please label them so they can be returned to you after Saturday afternoon's performance.

Tea

Tea cups

Tea saucers

Small plates

Other serving dishes

Silverware

Butter jar

Other serving utensils

Extra hats (one with a feather)

Coat rack

Jar of marmalade

Baby carriage

Pocket watches (for all characters)

Props will be accepted as soon as they can come into school. This way the students can begin practicing with them as soon as possible.

## Greenville Middle School Play

### Rules

1. **COMMITMENT!** Don't take this show on if you can't see it through to production.
2. **KEEP UP GOOD GRADES!** Your first responsibility is to be a good student; so don't fall behind in your studies.
3. **REGULARLY** check Mrs. Fitzgerald's door to note when **YOU** rehearse. Come to rehearsals *only* when you are scheduled.
4. **PAY ATTENTION!** Listen *attentively* and *quietly*. Learn your part. We learn from one another and count on support from each other. Always be respectful and supportive of other performers.
5. Request permission to leave for the restroom, telephone, etc. You **MUST** be signed out.
6. **BE PROMPT!** Arrive at rehearsals on time and be prepared to work.
7. **LIMIT FOOD OR DRINK** during rehearsal. You are not to eat or drink in the auditorium at any time.
8. **BE PROFESSIONAL!** Know your character! Know your lines! Know your blocking! This is not "pretend" we are creating a new "reality."
9. **BE CONSIDERATE!** Pay close attention to **ALL** directions. If you have questions/comments wait for an appropriate time and speak with the appropriate person.