



Welcome to the Franklin Performing Arts Company's 2019 production of

'Tis the Season!

'Tis the Season! will be staged for two performances on December 14 at 7:30 pm and December 15 at 2:00pm.

This memo provides important information about our production.

Please read the information carefully before signing the audition form.

PRODUCTION INFORMATION

CAST MEETING

The cast meeting for *'Tis the Season!* is Tuesday, October 22nd at 7:00 p.m. at THE BLACK BOX. This meeting is an important informational session for parents and is required in order to participate in *'Tis the Season!* No exceptions. There is only one make-up meeting.

PRODUCTION REQUIREMENT

FPAC does not charge an audition or participation fee. We do require, however, that adult cast members and the parents of young participants meet a fundraising requirement of at least \$75.00 by obtaining Encore/Ovation/Bravo/Prelude of FPAC or by selling ads for the 2019 Holiday Playbill. ("Family" Production Requirement is available.) The Franklin Performing Arts Company is a non-profit organization committed to promoting the arts by producing quality productions and providing performing opportunities for professionals, amateurs and students. Your support is needed and appreciated in order to produce large-scale productions like *'Tis the Season!* Printed fundraising materials and forms can be downloaded from the FPAC website and will be available at the **cast meeting** on October 22nd at 7:00 p.m. at **THE BLACK BOX.**

COMMITMENT

Commitment to the rehearsal schedule is required. Unexcused or repeated absences are not allowed. Children must be picked up from rehearsals on time. Production week rehearsals (plan every night) will include blocking, technical and a dress rehearsal with the orchestra. All cast members must attend all rehearsals during production week. We do our best to dismiss young children early. However, some nights may be late.

VOLUNTEERING

The parents of every performer are asked to volunteer to assist the production staff for *The Nutcracker* or *'Tis the Season!* **Backstage supervision for at least one dress rehearsal or performance is required of every parent of a child 12 and younger.**

AUDITIONS

Auditions are open to all area performers. Beginners are welcome.

Children must be six years old on September 28 in order to audition. Although we will try, it may not be possible to cast every young child who auditions.

Performers will be selected and placed by audition. In some cases age, height, costume availability, and comparative size in a group will be considered, in addition to technical ability.

CASTING

The *'Tis the Season!* cast will be posted online (fpaonline.com/castinfo) on Wednesday, October 9 after 5:00.

WE DO NOT MAKE PHONE CALLS REGARDING CASTING.

Mandatory meeting for the cast of *'Tis the Season!*

October 22nd at 7:00 p.m. at THE BLACK BOX

This meeting will provide all necessary information for the holiday musicals as well as the rest of the FPAC 2019-2020 season. **Meeting is mandatory for adult cast members and parents** and optional for student performers. Costume information will be given **ONLY** at this meeting. There are no exceptions to this meeting requirement.

ATTENDANCE

Arrive on time for rehearsals. A phone call to the office or an email to a staff member is expected if a rehearsal must be missed. Repeated or unexcused absences will result in dismissal from the cast. Absences will be excused for illness or emergency only. Cast members may not miss rehearsals due to sports or other activities. Any exception must be approved in advance by the producers.

BOX OFFICE

PRE-SALE FOR CAST MEMBERS

Tickets will go on sale for cast members only, in person at the Box Office (The Spotlight Shop, 34 Main Street) at 10:00 a.m. and at noon by telephone (508-528-3370) on October 22. The Pre-Sale for cast members, not advertised to the public, will run through October 29.

ONLINE

Tickets will be available ONLINE (as well as at the Box Office) and advertised to the public, as of October 30.

TICKETS

Reserved seating only. Tickets are not held without payment and are non-refundable. MasterCard, Visa and Discover accepted.

GROUP SALES

Group sales are available for civic organizations only. Contact Kim Rezendes. (krezendes@fspaonline.com).

The Box Office cannot facilitate a group sale.

POLICY FOR CHILDREN AT THE THEATER

FPAC welcomes children and families to our performances. Many children can remain quiet, attentive, and seated for a performance, however others are not yet ready to attend a show. Every person who enters the theater must have a ticket. Lap sitting is not permitted. No persons under two years of age are allowed at the performance.

COSTUME RENTAL POLICY

Much of the *'Tis the Season!* costuming will be provided by performers with guidelines provided. All costuming must be approved. Do not remove tags from newly purchased items before approval. Performers may be responsible for a rental fee for his/her costume(s). Most rental fees ranged from \$25-\$60 with a maximum of \$125 per performer. Rented costumes are the property of FPAC and are returned at the conclusion of the final performance. Rental fees are used to repair costumes, replace damaged costumes, and to add new costumes to the *'Tis the Season!* wardrobe. Costume rental fees are due at the FPAC Membership meeting on October 22nd at 7:00 at **THE BLACK BOX** or in the office by November 1st. A complete list of costume and accessories and any applicable rental fees will be provided for each scene in the production. ALL COSTUMING is under the direction of Merrie Whitney.

REHEARSALS

Most rehearsals will be held at 38 Main Street in Franklin. Larger full scene rehearsals near the end of the production schedule may be held at THE BLACK BOX where the space can comfortably accommodate larger rehearsals.

Students or parents are responsible for knowing all rehearsal times. Check the website (www.fpaonline.com click on Cast Info) regularly. Any changes in the rehearsal schedule will be posted online. Please check for postings! Evening blocking, technical and dress rehearsals will be held the final week of each production. There will also be some rehearsals scheduled Monday and Tuesday before and the Sunday after Thanksgiving.

Rehearsals will take place on Saturdays/Sundays for Children, Youth and Teens and on weeknight evenings and Saturdays for Adults, leads and featured ensembles.

Please check the website or the bulletin Board at 38 Main for a detailed rehearsal schedule breakdown

*****Rehearsal times may vary from week to week as the show progresses.*****

Be sure to check the website daily for the updated schedule!

VOLUNTEERS

A parent of every child performer 12 and younger is required to be a backstage supervisor for at least one dress rehearsal or performance.

Adult cast members and a parent of every child performer is asked to volunteer in some way to assist the production staff for *The Nutcracker* or *'Tis the Season!*. Volunteer opportunities include:

*Backstage supervision – Supervision for at least one dress rehearsal or performance is **required of every parent of a child 12 and younger.**

*Load-in / Load-out –Muscles needed!

*Costume Assistance – Packing and transport to and from performances/steaming

*Sets (moving, building, painting, repairs)

Every adult cast member and parent will have an opportunity to volunteer for a holiday production at the CAST MEETING on October 22nd.

PRODUCTION WEEK REHEARSALS

Rehearsals are scheduled evenings during production week for the ENTIRE CAST. Youngest children will be dismissed early WHENEVER POSSIBLE.

ALL FPAC DRESS REHEARSALS ARE CLOSED. Tickets may be available.

BACKSTAGE

All performers (CHILDREN INCLUDED) will remain backstage for the duration of the entire production.

ONLY ADULTS WEARING BADGES WILL BE ALLOWED BACKSTAGE BEFORE AND AFTER EACH SHOW AND DURING INTERMISSION. BACKSTAGE SUPERVISORS MUST REMAIN BACKSTAGE FOR THE ENTIRE SHOW THEY ARE WORKING.

VIDEOTAPING/PHOTOGRAPHY:

During FPAC performances and auditorium rehearsals there is NO VIDEOTAPING OR PHOTOGRAPHY ALLOWED.

'Tis the Season! will be professionally videotaped and professionally photographed. DVDs are available for purchase and may be ordered in advance.

Thank you for your cooperation. Break a leg!
FPAC Creative Team

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FPAC and THE BLACK BOX

