



Welcome to

'Tis the Season!

Presented by FPAC Holiday Productions

'Tis the Season! will be staged for two performances on December 17 at 7:30 p.m. and December 18 at 2:00 p.m.

The performances will be held at the Franklin High School theater.

This memo provides important information about our production.

Please read the information carefully before signing the audition form.

PRODUCTION INFORMATION

MANDATORY CAST MEETING

The cast meeting for *'Tis the Season!* is Tuesday, October 25th 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.**

PRODUCTION REQUIREMENT

FPAC Holiday Productions 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 programming donations at Encore/Ovation/Bravo/Prelude levels or by selling ads for the 2022 Holiday Playbill. 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, emerging artists, and students. Your support is needed and appreciated in order to produce large-scale productions like *Humbug!* Printed fundraising materials and forms can be downloaded from the FPAC website and will be available at the **required cast meeting** on October 25th at 7:00 p.m. at **THE BLACK BOX.**

COMMITMENT

Commitment to the rehearsal schedule is required. Unexcused absences will not be tolerated. Children must be picked up from rehearsals on time. Production week rehearsals 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!* **Additionally, 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 in order to audition.

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

'*Tis the Season!* cast will be posted online Saturday, October 22 at noon. . **WE DO NOT MAKE PHONE CALLS REGARDING CASTING.** Please check the cast list online by going to www.fpaonline.com. It will be posted as a news item.

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

October 25th at 7:00 p.m. at THE BLACK BOX

This meeting will provide all information for '*Tis the Season!* as well as the rest of the FPAC 2022-2023 season. **Meeting is mandatory for parents** and optional for student performers. Costume information will be given **ONLY** at this meeting.

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 may 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.

TICKETS

The box office is open for online ticket purchases. Please visit www.fpaonline.com

Tickets are not held without payment and are non-refundable.

CHILD POLICY

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.

GROUP SALES

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

The Box Office cannot facilitate a group sale.

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 25 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) 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 the production.

There will be rehearsals scheduled Monday and Tuesday before and the Sunday after Thanksgiving.

**Please check the website regularly
for a detailed rehearsal schedule and breakdown
Rehearsal times may vary from week to week as the show progresses.
Be sure to check the website for the updated schedule!**

**Rehearsal Schedule—once/week for each section
Mondays, Wednesdays, or Saturdays as of 11/5
After 11/19 — TBD**

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.

A parent of every 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 parent will have an opportunity to volunteer for the holiday productions at the CAST MEETING on October 25th.

AUDITORIUM REHEARSALS

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

ALL FPAC DRESS REHEARSALS ARE CLOSED.

'Tis the Season! dress rehearsal with orchestra is treated as a ticketed event.

Tickets for the dress rehearsal will be available at the door.

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. Digital downloads are available for purchase and may be ordered in advance.

Thank you for your participation and cooperation.

Creative Team
FPAC Holiday Productions