



TIS THE SEASON! **PRODUCTION WEEK MEMO**

This memo contains important information for the last week of our production. Please read and understand the following information and observe our production guidelines to ensure a smooth week! Your cooperation is appreciated!

PRODUCTION WEEK REHEARSALS AND CALL TIMES ARE LISTED BELOW. ALL CAST MEMBERS MUST BE IN THE AUDITORIUM OR BACKSTAGE IN THE CAFETERIA (as indicated) AT CALL TIME.

ALL REHEARSALS/PERFORMANCES ARE AT FRANKLIN HIGH SCHOOL.

ALL CHILDREN 12 AND UNDER MUST BE SUPERVISED BY A PARENT AT REHEARSALS UNTIL FRIDAY.

Children dismissed early (when finished) Monday-Thursday.

SCHEDULE

Monday, December 12 at Franklin High School

3:30-4:15 Heat Miser and Miserettes
4:15-5:30 Run Run Rudolph
5:30-6:15 Christmas is Starting Now
6:15-6:45 North Pole
6:45-7:15 Finale- ENTIRE CAST
7:15-7:45 Party
7:45-8:15 Winter Wonderland
8:15-9 Bad Guys

Tuesday, December 13 and Wednesday, December 14 at FRANKLIN HIGH SCHOOL

The rehearsal schedule for Tuesday and Wednesday will be dictated by Monday's rehearsal and posted asap on Tuesday morning.

Thursday, December 15 at FRANKLIN HIGH SCHOOL

5:30-6:30 TBD
6:30 ENTIRE CAST
7:30-10pm DRESS REHEARSAL (we will begin with the FINALE and then run the show in order. All young children who are NOT in any other scenes will be dismissed as their scenes are completed)

Friday, December 16 at FRANKLIN HIGH SCHOOL- This is a TICKETED Dress Rehearsal (tix avail. at the door)

5:30-6:30 TBD
6:30 ENTIRE CAST
7:30-10pm DRESS REHEARSAL- WE WILL RUN IN ORDER!! ALL CAST MEMBERS MUST STAY UNTIL THE END.

CALL TIMES FOR PERFORMANCES

Saturday (7:30 show) 6:00 CALL
Sunday (2:00 show) 12:30 CALL

IMPORTANT PRODUCTION INFORMATION

AS OF FRIDAY, ALL CAST MEMBERS MUST BE BACKSTAGE FOR THE DURATION OF THE SHOW. DO NOT COME IN THROUGH THE AUDITORIUM. PLEASE FOLLOW SIGNS TO BACKSTAGE. ALL YOUNGER PERFORMERS WILL BE SUPERVISED IN THE CAFETERIA.

PARKING

Please use the parking lot in FRONT of the school. Use the gymnasium entrance (toward the center/left of the building), not the Main Entrance (to the right). Parking behind the school is reserved for staff, orchestra, and the loading/unloading of sets, props and costumes. Thank you!

TICKETS

Doors will open thirty minutes prior to curtain.

BACKSTAGE DISMISSAL PROCEDURE (Dress rehearsals and shows)

One parent only will be allowed to pick up a performer backstage. All children 13 and younger must be met backstage by a parent. One parent will be allowed backstage to the supervised room for pick up: All performers must follow the long hallway around to the lobby. You may not exit the way you came in. Please invite your family and friends to greet your performer in the lobby! There will be no exceptions to our backstage policies. Thank you for your cooperation.

IMPORTANT THINGS TO REMEMBER

1. YOU MUST BE PROMPT FOR EVERY REHEARSAL AND PERFORMANCE CALL TIME. ARRIVE WITH HAIR AND MAKEUP DONE
2. Parents are asked to sit in the upper sections of the theater during rehearsals on Monday-Thursday. There will be no seating in the lower section for auditorium rehearsals. No exceptions. If you need to talk, please go to the lobby. Because of the large cast, we cannot accommodate parents, relatives, or friends backstage. Please cooperate. For the safety of the children, only supervisors wearing badges will be allowed backstage.
3. Friday night dress rehearsal is a closed performance. You may purchase a ticket at the door if you would like to attend.
4. All performers remain backstage for the entire production. Children should bring books or quiet games to help pass the time.
5. Snacks that are NOT messy are allowed and available for purchase backstage. Water bottles are recommended. Once costumed, no snacks or drinks other than water will be allowed.
6. DURING PERFORMANCES AND REHEARSALS AT THE AUDITORIUM, THERE IS ABSOLUTELY NO PHOTOGRAPHY OR VIDEOTAPING ALLOWED. PLEASE SHUT OFF ALL ELECTRONIC DEVICES AND CELL PHONES. OUR USHERS WILL ADDRESS ISSUES WITH ELECTRONICS IN THE AUDIENCE.
7. 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. *Tis the Season!* is recommended for

children 4 and up. 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.

VIDEO

Tis the Season will be professionally recorded and digital downloads can be ordered online.

COSTUMES AND MAKEUP

Thursday and Friday night are **FULL DRESS REHEARSALS**. Arrive at dress rehearsals and performances in your first costume with hair and make up done.

Hair must be worn pulled back off the face in a ponytail, half back, braids or in a bun unless otherwise directed by the staff. All loose ends are pulled back and sprayed.

Use a makeup base that is slightly darker than the normal skin tone (no base is necessary for children...use very little make-up on children); dark brown eye brow pencil for brows and black pencil for eyeliner. Use brown eye shadow **ONLY**. Other colors are unacceptable and will be changed. Apply a clear red lipstick and a coral blusher. Use **ONLY** coral blush. A little brown shadow and mascara are okay. You need a supply of make-up remover for the run of the show. Each performer should have a bag with a small can of hair spray, bobby pins, safety pins, hair brush, lipstick, blusher and eye brow pencil. **The FSPA School Store carries a theatrical makeup kit with the correct colors.**

BRING ALL ITEMS OF YOUR OWN, organized in a bag, labeled with your name. Tights and shoes must be **CLEAN!!!**

ALL rented or borrowed costumes pieces **MUST** be returned at the end of the show on Sunday. Anyone not returning a costume will be billed for its replacement.

LOAD OUT

PLEASE...we need A LOT of help for *Tis the Season* Load-Out. Volunteers, please report to the stage after the house has emptied following the Sunday matinee performance. You'll be given an assignment! No experience necessary! Thank you! Email Kim Rezendes krezendes@fspaonline.com with any questions.

HAVE A GREAT WEEK AND BREAK A LEG!

Tis the Season Creative Team