



## ***'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.

**WEDNESDAY'S REHEARSAL IS AT THE BLACK BOX.**

ALL OTHER REHEARSALS/PERFORMANCES ARE AT FRANKLIN HIGH SCHOOL.

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

### **'TIS THE SEASON SCENES:**

NORTH POLE:	Toys & Elves
STARTING NOW:	Youth (Hot Chocolate), All I Want, Tap & December
HOLIDAY BAD GUYS:	Heat Miser, Grinch, Oogie Boogie, Bad Guy kids, Little Mice, Queen Mouse
PARTY:	We Need a Little Christmas, Happy Holidays, Party children
WINTER WONDERLAND:	Most Wonderful, Snow & Sleigh Ride, Jingle Bells
REJOICE:	Let There Be Peace & Finale

Children dismissed early (when finished) Monday-Thursday.

## **SCHEDULE**

### **Monday, December 4**

### **FRANKLIN HIGH SCHOOL**

6-6:30 Toys/Elves  
6:30-7 Youth  
7-7:30 Young Teens  
7:30-8 FINALE including Circle, Column, Young Teens, Teens and Adults (no youth or toys unless in Circle or Column)  
8-9:30 Tap  
Winter Wonderland  
Party (no children)  
Bad Guys  
December (song)

### **Tuesday, December 5**

### **FRANKLIN HIGH SCHOOL**

6-6:30 Starting Now  
6:30-7 North Pole  
7-7:30 Rejoice (FULL CAST)  
7:30-9:30 Party (including Party Children...children may leave following this scene)  
Tap  
Winter Wonderland  
Bad Guys  
December (song)

**Wednesday, December 6**

**THE BLACK BOX**

6-7 Review TBD

7-10 Full Cast (we will dismiss cast members as their scenes are completed; toys and youth will be done early.)

**Thursday, December 7**

**FRANKLIN HIGH SCHOOL**

**Full Dress Rehearsal with orchestra**

6-7 Review TBD

7 FULL CAST in costume

7:30 Dress Rehearsal with band beginning with FINALE and then starting at top of show. (Cast members may leave once their scenes are completed)

**Friday, December 8**

**FRANKLIN HIGH SCHOOL**

Final Dress Rehearsal with orchestra (Ticketed)

6 CALL for ENTIRE CAST

7:30 Dress Rehearsal in order of show. All cast members must stay for the finale.

### 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. Guests are not allowed at rehearsals. 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 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. **DO NOT SEND FOOD WITH CHILDREN 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 IS 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 3 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.

#### **DVDS**

*'Tis the Season!* will be professionally recorded. Orders may be placed in the lobby at any of the performances or in The Spotlight Shop before or after the shows.

#### **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); 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 coral blush. A little brown shadow and mascara is okay.

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 Spotlight Shop 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 **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 help for *'Tis the Season!* Load-Out. Please report to the stage after the house has emptied following the Sunday matinee performance. You'll be given an assignment! Thank you! Email Kim Rezendes ([krezendes@fspaonline.com](mailto:krezendes@fspaonline.com) with any questions.)

**HAVE A GREAT WEEK AND BREAK A LEG!**

*'Tis the Season!* Creative Team