

Jamestown Theatre Program
2019 Production Guidelines and Schedule
General Information

The Jamestown Elementary School PTA offers a 12-week theatre program for children of all ages, abilities, and interests. In it, students work together to put on a fabulous production – all under the guidance of a professional theatre educator and student directors. The students participate in all aspects of the production, including acting, set and costume design, working backstage, and show publicity with the goal of creating a student-focused, one-hour musical production performed on **March 13** for the school community and on **March 14 and 15** for family and friends. Professional and high school student directors guide the children through the production process while striving to meet each child's need and to create lasting memories and bonds.

This year, Jamestown students will perform the original musical with a musical welcome by kindergarten students. There are opportunities (described below) for Jamestown students in every grade to participate. It is a wonderful multi-age experience – and a great way for 5th graders to end their Jamestown years!

Kindergarten Students – K Chorus

1st Grade Students – Chorus

2nd Grade Students – Chorus

3rd Grade Students – Chorus

4th Grade Students – Set and Costume Crew, Backstage Crew, and Actors

5th Grade Students – Set and Costume Crew, Backstage Crew, Publicity Crew, and Actors

As in past years, there is a one-time participation fee for each student that covers a variety of operating expenses, including costumes, props, set materials, rehearsal snacks, and Saturday rehearsal lunches as well as a play t-shirt and performance DVD for each student. The participation fee for this year's production is \$50, which is due with your child's registration forms on **November 13th** (for 5th grade) and **November 27th** (for K-4th grades). Please make your check payable to "Jamestown PTA."

In order to participate, you and your child(ren) must complete and turn in the following by the end of the school day on Tuesday, November 13th or November 27th (as applicable):

- Student Information/Emergency Contact Form
- Student Costume Size Form
- Medical Authorization Form
- Student Commitment Contract
- Parent Consent and Commitment Form
- \$50 Participation Fee
- Small photo of your child (headshot no larger than 4x6) – 5th Grade Students Only

If you have more than one child wishing to participate, you must complete separate forms for each child. The forms and fees should be submitted in hard copy in the play box in the front office.

***** IMPORTANT:** Please note that, if we do not receive your child's forms, participation fee, and photo (5th grade only) by dismissal on Tuesday, November 13th or November 27th, as applicable, your child will not be able

to participate in this year's production.
NO EXCEPTIONS. ***

Opportunities for Jamestown Students

Set and Costume Crew

The Set and Costume Crew is responsible for creating the scenery, costume, and props used onstage during the shows and will work with the High School Directors and a parent volunteer. There are 10 slots for 4th and 5th grade students. 5th grade students will be given preference, and we will determine the participants by lottery if we are overenrolled.

The Set and Costume Crew generally will meet on Thursdays from 5:30 to 7:00 p.m. as well as during the Saturday rehearsals.

Publicity Crew

The Publicity Crew is responsible for creating "commercials" to be shown during the morning announcements and poster advertisements for the entire production to be hung around the school. The Publicity Crew also will be responsible for decorating the display case as well as distributing programs and selling concessions on the nights of the performances (March 14 and 15). There are 6 slots for 5th grade students only. We will determine the participants by lottery if we are overenrolled.

The Publicity Crew will be working with student and parent volunteers and will meet three to four times during rehearsals (on Tuesday or Thursday after school and/or during the Saturday rehearsals) to create the posters, plan the decorations for the display case, and plan the concessions.

Backstage Crew

The Backstage Crew is responsible for keeping track of and moving sets and props as necessary and operating the curtains and the lights during the shows. Crew members will work with the Director and the High School Backstage Director. There are 6 slots on the Backstage Crew with 5th grade students given preference. We will determine the participants by lottery if we are overenrolled.

The Backstage Crew will meet on Tuesdays and/or Thursdays beginning in late February/early March (days/times TBD) and during the Saturday rehearsals.

Actors

The Actors will perform onstage and will work with the Director and High School Directors. Only 5th grade students will have individual speaking roles, and 4th grade students will have singing, dancing, and group speaking parts. Every 4th and 5th grade student who wishes to participate will be cast. The 4th grade actors generally will rehearse from 3:45 to 5:00 p.m. on Thursdays as well as during Saturday rehearsals. The 5th grade actors generally will rehearse from 5:30 to 7:00 p.m. Tuesdays AND Thursdays as well as during Saturday rehearsals.

Please note that 5th grade actors will have a workshop with the professional director on Wednesday, October 24th from 6:00 to 7:00 p.m. in the multi-purpose room at Jamestown. Please note that there will be NO AUDITIONS for acting roles. Casting of 4th and 5th grade roles will be accomplished over the first few weeks of rehearsals.

Chorus Members

The Kindergarten Chorus will open with a dance routine, and the 1st, 2nd & 3rd Grade Chorus will perform musical numbers (singing combined with some choreography) onstage. Both groups will work with a Director and/or a High School Director. The Kindergarten Chorus will be comprised of 12 kindergarten students, and

the 1st, 2nd & 3rd Grade Chorus will be comprised of approximately 30 students (10 1st grade students, 10 2nd grade students, and 10 3rd grade students). Please note that there will be NO AUDITIONS for chorus roles. Chorus members will be determined by lottery if we are overenrolled.

Both Choruses will meet on Tuesdays from 3:45 to 5:00 p.m. as well as during one Saturday rehearsal. Please note that the choruses may not meet every week.

***** IMPORTANT: STUDENTS MAY ONLY JOIN ONE CREW OR THE CAST. FOR EXAMPLE, IF A STUDENT JOINS THE SET AND COSTUME CREW, HE OR SHE WILL NOT BE ALLOWED TO JOIN THE CAST. THEREFORE, PLEASE REVIEW THE ABOVE OPPORTUNITIES CAREFULLY WITH YOUR CHILD TO DETERMINE THE ONE THAT MOST FITS WITH YOUR CHILD'S INTERESTS AND YOUR FAMILY'S SCHEDULE. *****

High School Directors

We are delighted to once again welcome Yorktown High School students as integral parts of our production. They will be directing the Kindergarten Chorus; working with Jamestown students to design the sets and costumes; working with the Backstage Crew; and choreographing the chorus numbers in addition to assisting the professional director with all aspects of the onstage performance.

Professional Director

We are thrilled that Chris Wilson is returning for the sixth year. Chris is a theatre educator and has worked extensively with are school children and as part of various area theaters, including Encore Stage & Studio, The Theatre Lab, and Imagination Stage. In addition to working with Jamestown students, he will work with the high school directors to oversee all elements of the production. (Please note that Chris' exclusive focus is working with the participating JES and high school students and will not be responsible for communicating with parents. Any questions and concerns directed to him will be referred to the producer.) Jamestown parents will have the opportunity to meet Chris in December or January.

Policies and Communication

Attendance at rehearsals and crew meetings is mandatory. Please consider the schedule carefully before your child commits to the program. Absences, such as for illness or family emergency, will be excused only if the producer is notified by telephone or email before the start of rehearsal.

Students are expected to demonstrate respect for the directors, play staff (including parent or other volunteers), and other students AT ALL TIMES. The Jamestown Theatre Program operates with a "Three Strikes" policy and reserves the right to dismiss any child who is consistently disruptive.

As in the past, production developments will be communicated via the email address that you provide on the Student Information/Emergency Contact Form and also in the PTA newsletter. Please make sure to provide at least one email address that you check daily.

Please contact Whitney Glaccum at school-play@jamestownpta.org with any questions.