

Parent Meeting Information December 11, 2019

Welcome to the 12th Annual Jamestown PTA Theater Production!

- Our goal is for all members of the chorus, cast and crew to enjoy the entire process of creating and performing this year's play. We hope everyone feels like an important part of the team and leaves with happy memories of this theater experience.

Commitment

- Whether as a member of the chorus, cast, or crew, being involved in the play requires a commitment to attend all required rehearsals or meetings throughout the approximately 10 week production season.
 - Most students meet or rehearse only once each week, so every rehearsal is crucial. For rehearsal time to be the most fun and productive, students must arrive knowing their lines, lyrics, and/or choreography. If your child is unable to come to a rehearsal due to illness or unavoidable travel, please inform the parent managers of the appropriate grade or crew.
 - The parents managers for your child's grade or crew will be in touch. They will need volunteers to help at every rehearsal!
 - K Chorus - Rena Wamsley (uvarena@yahoo.com), Kerry Meeker (kerrymeeker1@gmail.com) & Kelly Jones (kellysmithjones@hotmail.com)
 - 1-3 Chorus - Jill Lyttle (lyttlejp@gmail.com), Beth Taylor (beth_zatkulak@hotmail.com), Susan Kozel (susankozel@hotmail.com) & Gillian Russell (gillianmrussell@gmail.com)
 - 4th Grade - Shannon Haynes (shannon.haynes@me.com) & Lisa Malloy (lisa.malloy@gmail.com)
 - 5th Grade - Heather Bryant (mic_heather@verizon.net) & Tori Rittinger (toririttinger@gmail.com)
 - Backstage Crew Manager - TBD

- Set Crew - Erin Burns (erin.w.burns@gmail.com), Mark VanTil (mark@vantildesign.com); KC Nguyen (threenguyenkids@gmail.com)
- Costumes - Mandy Doerr (mandy.doerr@gmail.com); Sejal Shah (sejalshah513@gmail.com); Janel Andreev (jandreev13@yahoo.com);
 - If the schedule or the rehearsal commitment sounds like too much for you or your child, please let us know as soon as possible.

Overview of *How to Build a Spaceship*...

- Kindergarten Chorus - Kindergarten students will open our production with a musical welcome.
- 1st through 3rd graders will be providing our music throughout the show and are being directed by the Field School high school student, Olivia Dashefsky and Yorktown student, Kelsey Pivnick.
- 4th graders will act as narrators.
- 5th graders will fill the acting roles in the play, which was written by our professional director, Chris Wilson.
- Costume/Set Crew
- Backstage Crew

Overview of Participating Students (no waitlists)

- Kindergarten Chorus - 15 students
- 1st -3rd Grade Chorus - 44 students
 - 14 1st graders
 - 14 2nd graders
 - 16 3rd graders
- 4th Grade Actors - 20 students
- 5th Grade Actors - 34 students
- Costume/Set Crew - 6 students
- Backstage Crew - 11 students

- Total Number Participating - 129 students

Overview of Schedule

Rehearsal Schedule

- **IMPORTANT:** The Schedule WILL change. Schedule changes will be sent via email groups only. We will not post a new schedule on the PTA website or send schedule changes via the PTA list serve.
- **Kindergarten Chorus:** Tuesdays from 3:45 to 5:00 p.m. in the music rooms.
- **Grade 1-3 Chorus:** Tuesdays from 3:45 to 5:00 p.m. in the music rooms.
- **4th Grade Actors:** Thursdays from 3:45 to 5:00 p.m. in the music rooms.
- **5th Grade Actors:** Tuesdays and Thursdays from 5:30 to 7:00 p.m. drop off in the music rooms and pick up in the MPR. Please note that your child will not be called to every rehearsal, so please check your email to see when your child's scene is called.
- **Costume/Set Crew:** Thursdays from 5:30 to 7:00 p.m. in Ms. Gaynor's room.
- **Backstage Crew** - TBD. Most likely February 22, 29, and the week of March 9th.
- Tech/dress rehearsals are Monday, March 9th and Tuesday, March 10th from 3:45 to 7:00 p.m. The younger children will be released by 5:00 p.m., while 4th and 5th grade should plan to stay until 7 p.m. We will send a schedule the week before.
- All rehearsals are for students, directors and production staff only. The only parents who will be allowed to attend are production managers, those heading a crew or the Kindergarten Chorus, and other parent volunteers.
- **Saturday Rehearsals:** As in years past, we will have two Saturday rehearsals (February 22 and February 29). We will decide which Saturday rehearsal(s) the actors, chorus members, and crew members need to attend at the beginning of February. Until that time, please assume that your student will be attending both Saturday rehearsals from 9:00 a.m. to 2:00 p.m.

Performance Schedule

- The school performance is Wednesday, March 11. This performance is only for students, and we ask that parents/grandparents, etc. do not attend. Any family member who is unable to attend any evening performance and would like to attend on March 11, must inform the play producer ahead of time.
- The evening performances are Thursday, March 12th and Friday, March 13th at 7:00 p.m. The call times for each evening performance will be announced at the beginning of March. The doors to the MPR will not open until 6:30 p.m. Tickets will be sold at the Saturday rehearsals and at the door.

Check In/Check Out Procedures

General Procedures

- We will be providing snacks for the students meeting from 3:45 to 5:00 p.m. If you prefer, you may send a snack from home for your child.
- Although we are not employed by the school, the play is a school-sponsored event and therefore we are required to follow the same procedures for checking students in and out that school programs follow.
- Every child must be checked in, either with the parent volunteer or at extended day.
- Every child must be checked out by a parent or other authorized adult. No child will be allowed to leave a rehearsal space without the adult picking her up. Students won't be allowed to, for example, go look for you or meet you outside.
- You need to send a note to your child's teacher (or to the extended day coordinator if your child attends extended day) to let them know where your child should be dismissed on his/her given rehearsal day or days.
- Please note that, if your child does not arrive at check-in or you do not check your child out, you will be getting a call to confirm that your child was not supposed to be at rehearsal/that you picked your child up - the same as the school would.

Tuesdays and Thursdays after school (Kindergarten Chorus, Grade 1-3 Chorus, 4th Grade)

Check In

- If your child is not in the extended day program, he/she should check-in with the parent volunteer (the one with the clipboard) at Mr. Puzzo's room.
- If your child is in the extended day program, he/she should go to extended day as usual and a parent volunteer will pick him/her up there.
- Everyone (Kindergarten Chorus, Grade 1-3 Chorus) will have a snack in the music hallway. Kindergarten Chorus and Grade 1-3 Chorus will then go with their directors/parent volunteer to their respective music room for rehearsal.

Check Out

- All Chorus parents will go to the music/art room door and check out with the parent volunteer (the one with the clipboard) there. You can then wait in the hall until the doors to the music rooms are open.
- A parent volunteer will take extended day students back to the MPR.

Tuesdays/Thursdays at 5:30 p.m. (5th Grade Actors, Set Crew and Costume/ Props Crew)

Check In

- 5th Grade Actors, Costume/Set Crew will check in with the parent volunteer standing at the music/art room door. 5th Grade Actors will rehearse until 6:00 p.m. in the music rooms. From 6:00 to 7:00 p.m., they will rehearse in the MPR. Costume/Set Crew will meet in Ms. Gaynor's room.

Check Out

- 5th grade parents will go to the main door and check out with the parent volunteer (the one with the clipboard) there. You can then wait in the hall until the door to the MPR is open.
- Costume/Set Crew parents will check out with the parent volunteer at the art room door and go to Ms. Gaynor's room to pick up your child.

Play Fees/Student Pictures

- \$50 participation Fee - The fee helps cover the cost of the production, including compensation for our professional director, costumes and props, sets, play tee shirts, snacks for rehearsals, pizza for Saturday rehearsals, DVDs, etc.
- Student Pictures - Pictures were requested for 5th Graders to assist in the Director's familiarity with the cast and to create a post-performance slide show.

Introduction of Chris Wilson

- Please note that any questions or concerns should be directed to Play Producer/Lead Parent Volunteer, Jessica Tierney or your grade/crew parent manager. Chris has been hired to work with the participating Jamestown 5th grade actors and the high school student directors.

Final Words

- We're looking forward to a great theater season and want to do everything we can to make your child's experience memorable and fun. If you have questions or concerns, please send us an email at school-play@jamestownpta.org or contact a grade/crew parent volunteer.