



The Hartland Players' Encore Youth Theater

Fall 2019 Open Auditions for

"The Best Christmas Pageant Ever"

Saturday September 14, 2018 –9:30 AM

The Hartland Music Hall, 3619 Avon Street, Hartland, MI

Please note: It is mandatory that a parent/guardian accompanies

his/her child throughout the entire audition process.

What to do before auditions:

- Thoroughly read through this packet.
- Make sure to look over the enclosed rehearsal schedule; you will need to list **all conflicts** on your forms.
- Questions are encouraged and welcomed! Please contact Jen Payne at 248-520-3240 (text or call is fine) or hartlandencore@gmail.com with any questions or concerns.
- Pre-register for auditions by going to www.hartlandplayers.org and clicking on the Encore Youth theater/audition tab for the pre-register link. **Please note your child must be at least 7 years old** at the time of the audition to participate in this production.
- Complete **all forms**. Please make sure you have **one complete packet per student** auditioning. Siblings will need their own copy of each form.
- Come prepared to deliver a **memorized** one to two minute monologue of your choice (not from the script).
- Please read the script and become familiar with the overall story/characters. A copy of the script will be available for perusal at the Cromaine Library shortly.

What to do during auditions:

- Arrive and check in between 9:00-9:15 am. (Please note that check in closes promptly at 9:30am. Only those actors/actresses who are already checked in by that time will be able to take part in the audition. Pre-registration does not exempt the student from this requirement.) Auditions begin sharply at 9:30 am. Wait for your audition number to be called or for further instructions from the Director.
- Please be considerate of other students auditioning. Give them the respect they deserve with your silent and focused attention. Be sure to turn your cell phone off or to vibrate.
- As the auditions are proceeding, students, along with their parents, will be called by their audition number for an interview. Please have your completed audition packet with all schedule conflicts listed including school, family, and all other activities which may compete with Encore's rehearsals and shows.

- Please be prepared to remain at the Hartland Music Hall until all auditions and interviews are complete. Failure to do so may be deemed as not fulfilling the audition requirement and therefore your child may not be considered for a role in the show.
- Actors –Relax, have fun and breathe!

What to do after auditions:

- The cast list will be posted on the front door of the Hartland Music Hall, 3619 Hartland Rd., after 2:00 pm Monday, September 16, and it will also be posted on the web at www.hartlandplayers.org later that day.
- The first rehearsal/read through and **mandatory parent meeting** will be held on Saturday, September 21, at the Hartland Music Hall, 3619 Hartland Road, at 9:30 am..
- Rehearsals will begin Saturday, September 21, at 9:30 am at the Hartland Music Hall.

Thank you for auditioning and “Break a leg!”

Encore Youth Theater Participation Requirements

Parents, by auditioning your child, you agree with and accept these conditions.

- The purpose of Encore is to provide training and experience in the performing and theater arts for students ages seven through eighteen and to promote live theater in the community. Encore is the youth group of The Hartland Players, a non-profit community theater group. The Encore Committee, as approved by the Hartland Players' Board of Directors, administers the program.
- Membership selection for Encore will be determined through audition and interview by the Encore Committee. All students, regardless of previous experience, are encouraged to apply. **There are many determining factors for selection in addition to the student's audition, including a strong desire to participate and commitment to the program by both student and parent(s).** Auditions will be evaluated in the areas of memorization, improvisation, vocal projection, movement, eye contact and facial expression. A parent must attend the audition and interview with their child. Selection for the Encore program is a very difficult and painstaking process and **scheduling conflicts are a factor in the selection process.** The importance of attending all scheduled rehearsals cannot be stressed enough. Please review the schedule very carefully and list any known conflicts. Be sure to list school required conflicts (choir program, band concert). These absences are excused.
- In the 2019/2020 season, Encore Youth Theater will put on two productions. **Separate auditions will be held for each production.**
- The annual fee for The Hartland Players' family membership is \$25 per family. All adults associated with Encore, except the Directors, are volunteers. Fees are used to cover supplies, costumes, make-up, play production and royalties, scripts, workshops, and the Director's fee.
- The Encore program is dependent upon parent involvement. **If a child is selected for Encore membership a parent should understand that a mandatory contribution of his/her time and effort is a condition of membership.** (Please see the Encore Parental Involvement page in this packet for further information.) Past experience overwhelmingly suggests that parents enjoy Encore as much as the children. A mandatory parent meeting will be held at the beginning of each production. This is when parents can learn the requirements of various tasks. Other parent meetings are scheduled as needed.
- For **The Best Christmas Pageant Ever** production, Encore will hold rehearsals on Tuesdays and Thursdays from 6:30 - 8:30 pm and on Saturdays from 9:30 am - 12:30 pm starting **September 21. Please check the enclosed calendar for all specifics**-for September and most of October, practices will only be on Saturdays from 9:30am-12:30PM. Our first weekday practice is Tuesday October 29 at 6:30. **We will have our first read-through and mandatory parent meeting September 21@ 9:30am.** The calendar in this packet is subject to change. Students will be notified of any changes at rehearsals and an email will be sent to all parents. Extra rehearsals may be scheduled near performance dates.
- Consumption of food and drink is limited to certain areas. Everyone is expected to clean up after themselves and assist with general clean up as needed.
- Encore members are expected to follow the dress code of Hartland Consolidated Schools.

Encore Youth Theater Parental Involvement - Encore Parents "Play a Role" in Every Show

The success of every show relies heavily on contributions made by parents. Our productions would not be as professional without the wonderful volunteer help of our Encore parents! Whether it is gathering props, painting or building sets, applying an actor's makeup, working backstage during shows, or helping in the lobby before and after a performance, we will count on every parent to play a part. Encore's reputation for high-quality shows has been elevated because of the artistic and technical skills that many of our parents possess and because of each parent's commitment to the production. We certainly could not do what we do without your help!

Mandatory Parental Requirements

Please initial after each item highlighted in yellow to indicate you have read and understand the parent requirements.

1. Attending All Parent Meetings

- **Please bring your checkbook.** You will need a check to pay the membership and/or participation fees. Additionally, you will have an opportunity to order shirts, make-up kits and to contribute to the cast party.

- We will also ask for health/emergency contact information. Please be prepared with your physician's phone number, insurance, emergency contact information, etc.

2. Rehearsals

- Make sure that your child is on time and prepared for each rehearsal. **You must sign your child in and out from each rehearsal.**

3. Chair or Assist with Committees

- These include set, props, make-up, costumes, publicity, sound, lighting, stage manager, cast manager, house and social.

- **Parents are required to commit a minimum of four (4) hours a week per child in the show to help out with the production.** This is an estimate of the minimum hours required to put on a show. The more help we have, the less everyone has to do. Parents who participate not only enjoy the show, but value the time spent with their children in the process. Theater is an experience for everyone!

4. Work as a Parent Monitor

- Parents are required to act as the parent monitor during at least one rehearsal, per student in the show. Parent monitors stay to help the director manage the students during a rehearsal and then to help with maintaining the cleanliness of the facility after rehearsal.

5. Work a Minimum of two public performances (per child actor)

- This may be for the committee assignment you have or to help another committee.

6. Attend the Post Show Tear Down

- **We require at least one adult member per family** to assist in putting the theater back in order. This will include tearing the set down, returning costumes and props, general cleaning and anything else needed. **The date of set strike for The Best Christmas Pageant Ever will be December 8, 2019 IMMEDIATELY FOLLOWING THE SHOW.**

7. Attend the Post Production Meeting - If you chair a committee, we like to hear about your experience and any ideas or problems you have to make the next production even better.

The Hartland Players' Code of Ethics

The Hartland Players are proud of their reputation of top-quality productions as well as our historic building and its contents. All members of the Hartland Players personally represent the Players whenever involved in any productions, performances or social events bearing the Hartland Players' name. Therefore, members are expected to conduct themselves in a dignified, respectable and professional theatrical manner. Members whose behavior in any way diminishes the Hartland Players' reputation for any reason will be called to an official reprimand, suspension, or dismissal from the Hartland Players, upon the recommendation of the Board of Directors. Remember, it takes all of us working together to make Hartland Players the exceptional community theater it is!

Encore Youth Theater Behavior Policy

It is our belief that when the students and adults of Encore treat one another with mutual appreciation and respect, we generate a relaxed atmosphere conducive to creative growth. This written policy is intended to provide guidelines so that should any serious discipline problems occur they will be handled in a fair and consistent manner.

If a member's behavior frequently causes disruption or distress to others, he/she will be given a formal verbal warning. If two warnings are issued, a member of the Encore Committee will notify the parent. If a parent is notified more than once, a parent is required to attend the next Encore rehearsal with his/her child. The member will not be allowed to participate until his/her parent can attend. If problem behavior continues, it may be cause for dismissal from Encore with no refund of fees. In the case of a severe disciplinary problem, the warning procedure may be bypassed and an immediate meeting requested with the parents.

When all cast members are not present at rehearsals, productivity is diminished. Encore members are expected to contact the producer if they will be absent from any scheduled date. It is at the producer's discretion to determine whether the absence is excused or unexcused. Failure to contact the producer of an absence in advance will constitute an unexcused absence. Arriving on time for rehearsals is also of the utmost importance. Two tardies (i.e., arriving five or more minutes late to a scheduled rehearsal) will be considered an unexcused absence. After two unexcused absences, the Encore Committee will assume Encore membership is not a priority and may give that spot to another student on the waiting list.

Student Information Form

Name: _____ School: _____
Phone Number: _____ Birth Date: _____ Age: _____ Grade: _____
Address: _____ City: _____ Zip: _____

Please check all that apply. List any of the following experiences you have had, including the type and length. (Ex. piano -4 yrs)

Currently Plays a Musical Instrument _____
Participates in Gymnastics _____
Performed in Community Theater Plays _____
Participated in Dance Class or a Dance Production _____
Sung for an Audience _____
Performed in School Plays _____

List any drama or acting experience you have had and where (use back if necessary).

Why would you like to be a part of Encore? What could you add to the group?

What part would you like to earn? _____

If you're not selected for that part or another main-character part, are you willing to take a smaller role?

Yes _____ No _____

Are you willing to take the role of the opposite gender?

Yes _____ No _____

Review the enclosed proposed schedule carefully. List all activities (school, family, vacation, extracurricular) that might interfere with attendance at rehearsals or performances. The directors try to work around scheduling conflicts if they are listed on the audition form. It is very difficult to adjust for conflicts after the rehearsal schedule is set. **Rehearsals are mandatory and only previously listed conflicts and sickness or emergencies will be taken as a valid excuse for an absence.**

Parent Information Form

Parent(s) Name: _____

Child's Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: Mom _____ Dad _____

E-mail Address 1: _____

E-Mail Address 2: _____

Briefly state why you want your child involved in Encore and how you believe Encore can benefit him/her.

Please indicate your (or family member's) areas of interest and/or experience below.

Indicate I –Interest, E –Experience, or B –Both.

Director: _____ Assistant Director: _____ Choreographer: _____ Vocal Director :

Set Design: _____ Props: _____ Set Construction: _____ Costumes: _____

Makeup: _____ Lights: _____ Sound: _____ Publicity: _____ Artistic Painting: _____

Programs: _____ Video /Photography: _____ House Design: _____

Though not a consideration for membership, is there any medical or other information about your child that we should be aware of?

September 2019

The Best Christmas Pageant Ever Production Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14 Encore Auditions 9:30am
15	16 Cast List announced at Hartland Music Hall 2PM	17	18	19	20	21 Encore rehearsal and Mandatory parent meeting 9:30am-12:30pm
22	23	24	25	26	27	28 Encore rehearsal 9:30am-12:30pm
29	30	1	2	3	4	5 Encore rehearsal 9:30am-12:30pm

October 2019

The Best Christmas Pageant Ever Production Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5 Encore rehearsal 9:30am-12:30pm
6	7	8	9	10	11	12 Encore rehearsal 9:30am-12:30pm
13	14	15	16	17	18	19 Encore rehearsal 9:30am-12:30pm
20	21	22	23	24	25	26 Encore rehearsal 9:30am-12:30pm
27	28	29 Encore rehearsal 6:30pm-8:30pm	30	31 Halloween - no practice	1	2

November 2019

The Best Christmas Pageant Ever Production Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2 Encore rehearsal 9:30am-12:30pm
3	4	5 Encore rehearsal 6:30pm-8:30pm	6	7 Encore rehearsal 6:30pm-8:30pm	8	9 Encore rehearsal 9:30am-12:30pm
10	11	12 Encore rehearsal 6:30pm-8:30pm	13	14 Encore rehearsal 6:30pm-8:30pm	15	16 Encore rehearsal 9:30am-12:30pm
17	18	19 Encore rehearsal 6:30pm-8:30pm	20	21 Encore rehearsal 6:30pm-8:30pm	22	23 Encore rehearsal 9:30am-12:30pm
24	25	26 Encore rehearsal 6:30pm-8:30pm	27	28 THANKSGIVING - no practice	29	30 Encore rehearsal 9:30am-12:30pm

December 2019

The Best Christmas Pageant Ever Production Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 ENCORE HECK WEEK 6:30pm- 9:30pm MANDATORY	3 ENCORE HECK WEEK 6:30pm- 9:30pm MANDATORY	4	5 ENCORE HECK WEEK 6:30pm- 9:30pm MANDATORY	6 ENCORE PERFORMANCE 7:30pm	7 ENCORE PERFORMANCE 7:30pm
8 PERFORMANCE 2:30pm - SET STRIKE MANDATORY IMMEDIATELY AFTER	9	10	11	12	13	14
15	16	17	18	19	20	21

