



The Hartland Players' Encore Youth Theater  
Open Auditions  
Saturday, January 4, 2025 at 9:00 am  
Performing Arts Center 9525 E. Highland Road, Howell, MI 48843

**Please note: It is mandatory that a parent/guardian accompanies their 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 Mary Jo Bell at 810-588-8562 / [maryjo.bell@aol.com](mailto:maryjo.bell@aol.com) or Karen Ellis at 248-231-0184 / [kellis321@comcast.net](mailto:kellis321@comcast.net) with any questions or concerns.
- 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 minute monologue of your choice (not from the script) AND sing a Broadway show tune of your choice (this will be acapella and you most likely will only sing a portion of this song 1-2 minutes only).

**What to do during auditions:**

- Arrive and check in between 9 :00 - 9:15 am. (Please note that check-in closes promptly at 9:30 am. Only those actors/actresses who are already checked in at 9:30 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 Directors.
- Please be considerate of other students auditioning. Give them the respect they deserve with silent / 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 PAC until all auditions and interviews are complete. Failure to do so may be deemed as not fulfilling the audition requirement and 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 Avon Street after 2:00 pm on Monday January 6, 2025, and it will also be posted on the web at [www.hartlandplayers.org](http://www.hartlandplayers.org) later that day.

- The first rehearsal/read through and mandatory parent meeting will be held on Tuesday Jan 7, 2025 at the Performing Arts Center, 9525 E. Highland Road, Howell, MI at 6:30 pm.

- Regular rehearsals will begin Thursday January 9, 2025, at 6:30 pm at the Performing Arts Center.

**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.

- 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 their 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.

- Encore will hold rehearsals on Tuesdays and Thursdays from 6:30 - 8:30 pm and on Saturdays from 9:30 am - 12:30 pm.

- Please see the enclosed calendar for production dates. We will have our first read-through and mandatory parent meeting January 7, 2025 @ 6:30pm. 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.

## **Please Return This Form**

### **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 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 to indicate you have read and understand the parent requirements.

#### \_\_\_\_\_ 1. Attending Mandatory Parent Meeting

Meeting will educate parents on Encore policies. Membership fee and/or participation fees will be collected at this time. There is an opportunity to order shirts, make-up kits, etc. We can accept payment through Venmo for a small administrative fee.

#### \_\_\_\_\_ 2. Rehearsals

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

#### \_\_\_\_\_ 3. Chair or Assist with Committees

Parents are required to participate in a committee. Committees 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 Set Strike

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.

**Please return this page**

**The Hartland Players' Code of Ethics**

The Hartland Players are proud of their reputation of top-quality productions. 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 cast member's behavior frequently causes disruption or distress to others, the cast member will be given a formal verbal warning. If two (2) warnings are issued, a member of the Encore Committee will notify the parent/guardian. If a parent/guardian is notified more than once, a parent/guardian is required to attend the next Encore rehearsal with their child. The cast member will not be allowed to participate until a parent/guardian 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/guardians.

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 (2) tardies (i.e., arriving five (5) or more minutes late to a scheduled rehearsal) will be considered an unexcused absence. After two (2) 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.

Parent Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please This Return Page**

Student Information Form

Name: \_\_\_\_\_

School: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Please check all that apply. List any of the following experiences or performance you have had, including the type and length. (Example - dance for 4 years)

Voice Lessons \_\_\_\_\_ Gymnastics \_\_\_\_\_ Plays \_\_\_\_\_ Dance/Class \_\_\_\_\_

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?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which role would you like to earn?

\_\_\_\_\_

If you're not selected for that role, are you willing to take a different/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, extra-curricular) 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. Please remember that only two (2) non-school related absences are allowed.

**Please This Return Page**

**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 them.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Set Design: \_\_\_\_ Props: \_\_\_\_ Set Construction: \_\_\_\_ Costumes: \_\_\_\_ Makeup: \_\_\_\_

Lights: \_\_\_\_ Sound: \_\_\_\_ Publicity: \_\_\_\_ Artistic Painting: \_\_\_\_ Programs \_\_\_\_ House Design: \_\_\_\_

Review the enclosed proposed schedule carefully. List all activities (school, family, vacation, extra-curricular) that might interfere with your child's 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.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_