

Lancaster PTO presents:

# Nashoba Summer Theatre Program

For all Students having completed Grades 3 through 9 as of June 2014

Program dates:

***June 30, 2014 – July 24, 2014***

*Join us at the Nashoba Regional High School Auditorium at 12 Green Road in Bolton, MA, Mondays through Thursdays in June/July, from 9:00 am to 12:00 pm (June 30<sup>th</sup> through July 17<sup>th</sup>) and from 9:00 a.m. to 3:00 p.m. (July 21<sup>st</sup> through July 24<sup>th</sup>), for an opportunity to experience drama, music, and dance.*

*We welcome back **Christine Graves** as our Program Director again this year!*

Public performances of the chosen musical/play will be **Wednesday, July 23<sup>rd</sup>**, and **Thursday, July 24<sup>th</sup>**.

All participants are required to attend **ALL** days of summer program and participate in the public performances.

Students interested in being a part of the Summer Theatre Program must complete and return **ALL** forms attached.

Forms may be returned by mail to: **MRE, PTO/Summer Theatre Program, 103 Hollywood Drive, Lancaster, MA 01523**, attention: **Kathryn Bailey** or delivered in person to MRE – Office – PTO Summer Theatre in a sealed envelope clearly marked “Lancaster PTO Summer Theatre Program”

Email inquiries should be sent to: [ptoboard@lancasterpto.net](mailto:ptoboard@lancasterpto.net) or to Kathryn Bailey directly at [Kathryn@baileyandburke.com](mailto:Kathryn@baileyandburke.com).

**COST:** Early registration for applications with accompanying payment check must be postmarked/delivered in person ***by Monday, March 31, 2014***. The cost is \$250 per 1<sup>st</sup> child. Additional siblings are \$100 each.

Registration with accompanying payment check postmarked **AFTER March 31st** will be \$295 per 1<sup>st</sup> child. Additional siblings will be \$125 each.

**Checks are payable to "Lancaster PTO".**

Please take note that applications will not be accepted for enrollment unless fully completed and accompanied by payment check in the appropriate amount

**Program tuition is non-refundable after June 13, 2014**



Please fill out the below **neatly and legibly**, completing **ALL** information.

If you need financial assistance, check the following box for further follow up by a PTO Board Officer (*Folks desiring financial aid will be asked to help volunteer in some capacity with the program.*):

I will need financial assistance in the amount of \_\_\_\_\_.

The Lancaster PTO reserves the right to cancel the program if necessary to do so.

**Guardian Name(s)** (please print): \_\_\_\_\_

**Student Name(s)**: \_\_\_\_\_

**Age(s)**: \_\_\_\_\_

**Student(s) T-shirt Size(s)**: (Please circle)      Youth: S   M   L      Adult: S   M   L   XL

**Contact Telephone Numbers**: \_\_\_\_\_

**Email Address for correspondence**: \_\_\_\_\_

(Please note if email is NOT the best way to correspond with you.)

**Mailing Address**:



**Guardian Volunteer Opportunities:** *The volunteer director for the program needs many volunteers to run the program successfully. If you have the time and would like to help her, please consider checking something off the following list. All help will be greatly appreciated!*

- Backstage Supervising and Prop Coordinating (requires being at the program, 9 am to 12 pm extending to 3 pm for the last week of the program, working with the students for the entire duration of program)
- Costumes (requires being at the program, 9 am to 12 pm, a few times during the program and helping to prepare necessary costumes)
- Set and Scenery design (requires being at program the second week, 7/7-7/10, to help students paint and do scenery)
- Performance Night (requires being at one of the performance nights to help with admissions, refreshments, doors, etc....)
- Programs and Publicity (requires organizing information into a program, making up flyers, and contacting newspapers; at-home work)
- Helping during the Mon-Thurs program rehearsals (requires being at the program, 9 am to 12 pm extending to 3 p.m the last week of the program, to be other adult help as needed; flexible days)
- Musical Supervising (requires being at the auditions and coming in during the program as can to help the students learn the songs)
- Front of House Coordinator (requires coordinating performance night volunteers and front of house details last week of the program)

# 2014 Summer Theatre Program

Please fill in the below needed information and return with the registration form.

## Parental or Guardian Permission

I, \_\_\_\_\_ (please print), guardian of, \_\_\_\_\_ (please print), do hereby give permission \_\_\_\_\_ (please print) to participate in the 2014 Summer Theater Program. I accept responsibility for making sure he/she has a ride to and from the rehearsals and play performances. In the event he/she cannot make any of these due to illness or emergency, I know to call the program contact to ensure the safety of my child at all times. I also give permission for \_\_\_\_\_ (please print) to be photographed and/or videotaped as part of the program production. I understand that my child is responsible for obeying all guidelines and restrictions set forth by the program to ensure his or her safety while at the program and that my child will be required to execute a conduct contract relative to his/her participation in the program, and I release the program volunteers of any liability in conjunction with my child participating in the theater program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Allergy and Health Information

My child is allergic to: \_\_\_\_\_

He/she requires an Epi-pen:  YES  NO

My child has been diagnosed with: \_\_\_\_\_

Might affect participation in this way: \_\_\_\_\_

## Emergency Release

In the event of a medical emergency, I, \_\_\_\_\_ (please print name) give permission for my child, \_\_\_\_\_ (please print name) to be taken to the nearest emergency room for medical care. My child's pediatrician or doctor is \_\_\_\_\_ who can be reached at \_\_\_\_\_.

Health Insurance: \_\_\_\_\_

Insurance Identification #: \_\_\_\_\_

## Contact and Pick-Up Information

Best Contact while child is at the program: \_\_\_\_\_

Phone Number to reach the Contact: \_\_\_\_\_

Secondary Contact if the original is unavailable: \_\_\_\_\_

Phone Number to reach Back-up Contact: \_\_\_\_\_

People to whom my child may be released at Pick-up  
(Please include full names and phone numbers):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Additional Information**

Please indicate anything you think we should know about your child which you could not fill in before:

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**PROGRAM ENCOURAGEMENT NOTE**

The programs for the public performances will include family encouragements to all the children who will be participating. This is very important to the students, so please fill out a note below to be included into the program. Thank you!

**Student Name:**

**Message:**

**From:**

# Lancaster Parent-Teacher Organization (PTO)



## Waiver Form

Child/Children's Name: \_\_\_\_\_

I, the undersigned parent(s) or legal guardian of child/children listed above, a minor(s), give permission for the above named to participate in all activities with the assistance of volunteer(s).

I give permission for photographs, videotapes and interviews to be taken during the rehearsals, performances and at other times related to the participation in year's summer theatre program. I understand that any such photography, videotapes or interviews are the property of Lancaster PTO. I further give permission and consent that any such photographs, videotapes or content from interview may be used by Lancaster PTO in newsletters, videos and printed matter. I also give permission for these same photographs, videotapes or interviews to be used on the Lancaster PTO, Nashoba Regional School District Website, schools within the Nashoba Regional School District, and Lancaster/Bolton/Stow, Ma school system.

*Circle no and initial if you do not give your permission: NO \_\_\_\_\_*

I understand that there are unforeseeable hazards in any activity and accept all responsibility for any injuries incurred or inflicted by my child/ward. I release and hold harmless Lancaster PTO, Nashoba Regional School District and any of its authorized personnel/volunteers involved in any way with the summer theatre program events in which my child/ward participates. I agree that except in the event of willful neglect or willful injury inflicted by a volunteer, I will bring no claims, demands or litigations against any of the above, for any economic or non-economic loss due to bodily injury, death or property damage as sustained or caused by my child/ward arising from or in relation to any activities affiliated with Lancaster PTO summer theatre.

**I have read this entire release, I fully understand it and agree to be legally bound by it.**

**I have read and understand all the program safety and requirement information on pages 5 and 6.**

**I have gone over the student statement of responsibility with my child and he/she has signed it him/herself.**

The above statements require one parental/guardian signature below.

**Signature** of parent/guardian

\_\_\_\_\_

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

Address: street, city and state \_\_\_\_\_

\_\_\_\_\_

### **Student Statement of Responsibility:**

I, \_\_\_\_\_, (please print student's name), understand that I am responsible for my own conduct and behavior and agree to behave respectfully toward everyone, peers and adults alike, during all program days, rehearsals, and performances.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. **Summer Theatre will begin on Monday, June 30, 2014.** We'll begin *promptly* at **9 am**. Students may be dropped off no earlier than 8:45 am, provided the director is present. Please send the students with a **water bottle and a snack**. **Pick up** will be *promptly* at **12 pm**. All parents must sign their children out, according to policy. We apologize, but no student will be allowed to leave unless an authorized adult has come into the building to pick them up.

2. To ensure the safety of all the children at all times, we ask that if a child is going to miss unexpectedly due to **illness**, that you please **call the program contact by 8 am**. We do not want to be worrying and wondering about a child who has not arrived.

3. **Students will receive their scripts and CDs on Wednesday, July 2nd.** All students will have read through the script during the program that morning, but over the LONG weekend students will be responsible for reading through the script several times and beginning the process of learning their lines and the words to the songs. We ask that parents of younger students please work with them to memorize their lines and words to the songs. We ask that parents of older students encourage them to be responsible about learning their lines and the words to the songs. **REMEMBER:** the students will have only two weeks to learn their parts cold!

4. **Camp Philosophy:** Students will be given the opportunity to choose to be onstage (*in a role or just as chorus ensemble*), backstage (*helping with set design and props*) or helping with lights and sounds. All student who want a role onstage will given a role. We do not, however, guarantee that they will necessarily receive the role they want. We cast the play as best as we can, determining what each student is capable of and how best they fit with one another as a cast. To accommodate the students, we double up the roles, which means "doubled" students will perform in their assigned role for one night's performance and then they will perform as part of the chorus ensemble on the other night's performance to give a second person an opportunity to perform the same role. It is important that everyone understand that all students will be performing both nights of the public performances, whether they are onstage, backstage, or helping with lights and sounds.

5. **OFFSCRIPT:** All students **MUST** know their lines and the words to the songs and be **offscript by Monday, July 14th**. Unfortunately, this is not negotiable. By 7/14, the students will only have that week left to "perfect" their roles, acting, dancing, and blocking. If they don't know their lines, it'll be very difficult for them to do so. Please, please, work with your children to ensure their preparation and success with memorizing all they need to know.

6. **Students are NOT allowed to wear flip flops, crocs or backless sandals**, simply because students will be walking around props and/or lighting equipment and/or dancing onstage, all three of which can become tripping hazards in footwear which isn't more secure. I greatly appreciate your help with reinforcing this request. I do not want any trips to the emergency room!

7. **Students should bring their scripts and a pencil every day** (*even after we're offscript*). All scripts and CDs will need to be returned at the end of the program. We ask that students do their best to keep both scripts and CDs in good condition. Students **ARE** allowed to write in their scripts, but we ask that they do so in pencil.

8. We are asking for help from any families who may have some of the **prop, scenery, and costume needs** for the play the students will be performing. If any families **have any of the items which they would be willing to let us borrow** for the month, it would be greatly appreciated if you could send them in as soon as camp begins. The list of needs will be given once we decide upon the musical and assess the needs. If you do send in items for us to borrow, please label the items with your name, so we can return them! Thanks!

9. **TECH WEEK: Monday, July 21st**, the students will be running the whole show with microphones and lights. **Tuesday, July 22nd**, and **Wednesday, July 23rd**, students will be running full dress rehearsals. **It is extremely important that ALL students be present for ALL three rehearsals!** If you know of any potential conflicts, please let the director know immediately.

10. **TECH WEEK:** During tech week only, on **Wednesday, July 23rd**, and **Thursday, July 24th**, students will be asked to **arrive at the program EARLY by 8:30 am**, so they can get into their costumes and be ready to run dress rehearsals for those two days. We appreciate your understanding.

11. **PLAY PERFORMANCES: Wednesday, July 23rd and Thursday, July 24th**, in the evening at 7:00 pm at the NRHS auditorium. **All students will need to arrive by 6 pm.** These will be public performances, open to the local communities, not just the families of the participants. Adult tickets will be \$8. Children and seniors will be \$5. Doors will open to the public at 6:30 pm. Families of the students are entitled to two free admissions for one of the two nights' performances. We will have a list at the door and will check off which night you utilize your two free admissions.

12. **SHOW NIGHTS:** We often find ourselves putting up everyone's hair for the show. We ask that on Monday, July 21st, that you **please send in students' own hairbrushes in a labeled ziplock bag.** For everyone's protection, we don't want any "sharing".

Students who want to wear make-up should apply their own at home before arriving. Blush, eye shadow and lipstick really are all they need if they choose to wear make-up at all.

13. Our **cast party** will be on the **morning of Thursday, July 24th**. We will be providing lunch for the students at 11 am, so students do not need to bring in a snack that day.

14. **After Thursday night's performance:** parents will be asked to remain with their children until the rest of the audience has left. Parents will then need to reclaim any of their donated items, and we will need to take down the set and equipment before anyone can leave. With everyone helping, the process shouldn't take more than half an hour. Thanks so much!