

# The Wiz

## **PERFORMANCES:**

Performance dates are as follows:

Student Performance	Tuesday Feb.21st after school @ 4:00pm
Regular Performances	Thursday Feb.23 <sup>rd</sup> @ 7:00pm
	Friday Feb.24 <sup>th</sup> @ 7:00pm
	Saturday Feb.25 <sup>th</sup> @ 7:00pm

Actors will need to report approximately 1 1/2 hrs prior to performances for make-up/hair/costumes.

***\*Actors will not be allowed to rehearse until all fees are paid and forms are completed***

## **REHEARSALS:**

Rehearsals will begin on Monday December 5<sup>th</sup> from 4:00pm to 6:00pm. During the month of December we will concentrate on learning the music and break into sessions with our choreographer. We hope to be able to supply your actor with a more specific schedule as we move into January rehearsals. Please note that schedules may change and your actor should always check postings during the day, as well as listen for morning & afternoon announcements. We will post by the choir room and the front hall glass encasement. If your child is unable to attend a rehearsal, please notify via email([we4hamm@aol.com](mailto:we4hamm@aol.com)), phone call to Wendi Hammond (952-451-4101), or note dropped off in the main office. Rehearsals are an absolute commitment to both the show and other actors.

We will hold rehearsals Monday through Thursday from 4:00pm-6:00pm. Due to the extended rehearsal day we would like to schedule Friday rehearsals on an 'as needed' basis. Make sure you check with your actor as to any changes for the following day.

Please check the MMW website for changes in the rehearsal schedule .

**MANDATORY REHEARSAL DATES:**

**MONDAY FEBRUARY 20th**

**Please note this is a 'NON-SCHOOL' day.**

This is 'President's Day', as well as our FULL DRESS/TECH REHEARSAL. This rehearsal will begin promptly at 8:30am and finish at approximately 4:00pm. This is our first and only opportunity to work costumes, make-up/hair, as well as full sound and lighting. IT IS IMPERATIVE THAT EVERY ACTOR ATTEND. We will run through the show twice on this day. Please keep in mind that our first performance will be the following afternoon!!

**COMMUNICATION:**

There may be times that actors will receive information regarding rehearsals verbally. Please try to communicate with your actor each day about their rehearsal and any comments made. Most communications will be sent via email and on the MMW site for the musical. ***It is very important that we have a PARENT EMAIL address and phone #'s cell & home.*** We have learned that we cannot depend on student emails, so we need to depend on the parents to check their messages. Please feel free to contact *Wendi Hammond @ [we4hamm@aol.com](mailto:we4hamm@aol.com)* with any questions.

**ATTENDANCE:**

Attendance is crucial to this production! Unfortunately, it is quite difficult to arrange our rehearsal schedule around our actor's conflicts with other activities. If you are without a conflict, we are thrilled! For some, this may be a conversation and a choice on activity. Please understand that our schedule is made up from a combination of choreography & music, as well as blocking and character work with the Director. There are many elements to the process. We must work the schedule to fit the specific needs of the production. Attendance will be taken daily when your child arrives. If for any reason your child needs to leave early that day and you have not emailed this prior to Wendi Hammond, please have your actor bring a note. Attendance at performances is extremely important to the entire production and not negotiable. If there is a prior commitment or illness, please make us aware of this as soon as possible. We will try to be as flexible as we can! The only way to learn the scenes and blocking – is to be there.

**PICK-UP:**

Please make sure you have made arrangements to have your actor picked up @ 6:00pm. The staff is unable to leave until all actors have left school property. Please make sure they know how to reach you in the event you are running late.

**SNACKS:**

Actors are encouraged to bring a snack and drink to rehearsals!

**HOMEWORK:**

When we begin rehearsals and blocking in the cafeteria, your child may have down time between their scenes. This would be a wise time for them to work on their homework!!

**GRADES POLICY:**

Your child must hold a grade of A, B, or C. If your child holds a D or F in a class, he/she would have to meet with that teacher or work on homework outside of the rehearsal space. When we begin work on the stage, we encourage students to do their homework when they are not rehearsing their specific scene. For some, this may not be a good working atmosphere.

**REHEARSAL ETIQUETTE:**

We ask that you have conversation with your actor about being a *'team player'*. As a cast/crew member of a show, they have an enormous responsibility to the production. Actors rely on fellow cast members to speak each line and perform each stage action as rehearsed. Everyone depends upon the crew members to change the set, provide props, help with costumes, etc. Because each person's actions affect the entire company, it is essential that we are all punctual with rehearsal and call times. Upon arrival – make sure to focus and follow instructions. *There is never time during rehearsals to correct behavioral issues. We must make a zero tolerance precedent.* Cell phones are NOT to be on or used during rehearsals and performances. If your actor needs to make contact via phone, please have them ask for permission. Otherwise, phones should be placed away.

**MAKE-UP/HAIR:**

As we get closer to our dress rehearsals we will hold a short seminar regarding make-up/hair application. We will ask actors to put together a minimal kit for themselves including foundation/eyeliner/eyebrow pencil/blush and lipstick. Each kit may be placed in a plastic bag and labeled. This is the best way to keep ourselves 'germ free'. We will have a kit on hand during the performances with many bottles of hand sanitizer and alcohol. We are looking for a parent(s) to chair this department. We will need volunteers to learn the application and assist. Please let us know if you have a creative hand and would be able to help during dress rehearsal and performances. We will work with your schedule!

**COSTUMES:**

Sue Segal will be meeting with each actor individually for fittings. During the course of rehearsals she will compile a 'wish list', and any articles your actor will need to supply. Each actor will be responsible for their own shoes. Adult costume volunteers do not need to know how to sew. If you have an interest – sewer or not – you are encouraged to sign up. For more information – please contact Sue via email at [susews@mchsi.com](mailto:susews@mchsi.com).

**T-SHIRTS:** (*Payment deadline – Thursday January 5<sup>th</sup>*)

Actors and crew members are given the opportunity to purchase a "Wiz" t-shirt. The fee is \$15 per shirt. Please make checks payable to GoHart or GoHart Merchandising. We are unable to accept credit cards - only check or cash. Please note your actor's name in the memo area and attach to the T-shirt form. Order forms will be available at the parent meeting. **Please note that we are unable to accept orders after the deadline date!!!**

**DVD:**

There will be an order form available during the parent meeting. All forms and payments should be made directly to **Terry Nicholson**. The fee is \$15.00.

**TICKETS:**

Ticket pricing will be \$8/Adults and \$5/Youth. Each actor will be given a total of two (2) complimentary tickets, which may be used at any performance of choice.

**PARENT MEETING: Monday December 5<sup>th</sup>**

**We highly suggest you attend this meeting !**

We will meet in the MMW cafeteria promptly at 5:30pm. We will wrap up by end of rehearsal at 6:00pm. Please come prepared with any questions, as well as your checkbook. We will have T-shirt, DVD and CD order forms available. We can accept registration paperwork at this time, as well. ***Come meet 'The Wiz' team!***

**PUBLICITY:**

We are hoping to promote this show throughout the community. We have already contacted local magazines and papers. We depend on the actors to do their part. As we get closer to our performances, we will have posters available to be distributed throughout the area. Your actor may simply ask a particular business permission to hang one in their window or bulletin board (i.e. Cub Foods, banks, coffee shops, etc.).

**PARENT VOLUNTEER OPPORTUNITIES:**

Attached you will find a Parent Volunteer Request form. Please look it over carefully. We have been so fortunate in previous years! Much of our success has been due to the hours put in by parents. Please feel free to contact Wendi Hammond @ ([we4hamm@aol.com](mailto:we4hamm@aol.com) or 952-451-4101) if you are considering a position or have any questions on specifics.

**PROGRAM 'MINI' Ads:**

This year we would like to add this to our programs. It has been quite successful at the High School! You will have opportunity to place a personal message from family and friends to any student involved in the show actor/crew. They will be \$5 per ad, with a maximum of 25 words per message. Because this is our first year doing this, we will accept up to 48 ads. Please get these in early as they are on a first come basis! You may sign up and pay for these at the parent meeting.

**PHOTO CD's:**

We will update you on this, during production. Last year we were able to offer a CD of the cast and crew – with approximately 70 photos. This includes close-ups and group shots from the production. The fee is \$15 made payable to MMW Musical.

**CAST PARTY:**

*Mark your calendar – Tuesday February 28<sup>th</sup> @ the Hammond home.*

**FEES & PAPERWORK** *(Please follow your MMW Musical Checklist)*

**ALL FEES WILL BE COLLECTED ON-LINE THIS YEAR**

*(If financial assistance is needed, please fill out the scholarship form online. Request a full or partial scholarship. Complete, download & drop form off @ the main office.)*

**\$50 Participation Fee** – Please pay fees online. Check the box and attach a copy of your receipt. Paid one time per year.

**\$45 Activity Musical Fee** – Please pay fees online. Check the box and attach a copy of your receipt. (\$25 CREW FEE)

**Co-Curricular Eligibility Form** – the form is available at the MMW activities website. Please complete the form, print it out and make sure it is signed by a parent AND student. Check both sides. *This form needs to be completed just once each school year.*

**Emergency Card** – this form is available at the MMW activities website. Use the auto-complete version if possible. (2 copies need to be filled out, printed & signed)

**Transportation Form** – blanket permission for bus/cast party

**Transportation Form** – parent drive student own or other student

All forms and fees are available for download and printing at the website:

<http://www.minnetonka.k12.mn.us/Schools/MiddleSchoolWest/Activities/Pages/RequiredFormsandFees.aspx>

Please place the following items inside an envelope. Return all forms to Wendi Hammond, Musical Director.

- On-line receipts (not mandatory but helps speed up processing)
- Co-curricular eligibility form
- Emergency Card
- Transportation Forms

**'The Wiz" Team:**

<b><i>Director</i></b>	<b><i>Karin Eitrheim Maas</i></b>
<b><i>Musical Director</i></b>	<b><i>Mark Abelsen</i></b>
<b><i>Choreographer</i></b>	<b><i>Laura Whalen</i></b>
<b><i>Artistic Design/ &amp; Crew Director</i></b>	<b><i>Emily Swagel</i></b>
<b><i>Costume Designer</i></b>	<b><i>Sue Segal</i></b>
<b><i>Production Coordinator</i></b>	<b><i>Wendi Haas-Hammond</i></b>