

# THE MOST EPIC BIRTHDAY PARTY EVER

## CAST INFORMATION

PLEASE READ & KEEP FOR FUTURE REFERENCE!

### COMMUNICATION:

- **PLEASE TAKE ALL SCHEDULES & HANDOUTS FROM REHEARSAL HOME TO YOUR PARENTS!**
- Parents, please check with your kids after every rehearsal to see if any information was sent home!
- Email is the MOST efficient way to communicate schedule updates. If you are an infrequent email user (you know who you are), PLEASE make an effort to check your emails daily in order to get the most current information about rehearsals. Thanks!
- I will also use REMIND to notify you of last minute changes or cancellations. **Text @mostepi to 81010 to join the group!** This was very helpful the year when we had to deal with the deep freeze that CANCELLED all of our dress rehearsals! Because we aren't tied to a school or the school day in general, we won't automatically cancel rehearsal because of a snow day. There will be a number of factors used to determine what we'll do. Bottom line, join REMIND so you can get the information you need!
- I always put updates on our Facebook page, but will not rely on that solely as a method of putting new information out to everyone. If you haven't joined the group, search for "Arts for Youth Onstage Experience".
- All of this information (& more) is on the CPAC website: [www.charlotteperformingartscenter.com/onstage-experience](http://www.charlotteperformingartscenter.com/onstage-experience)

### DROP OFF & PICK UP:

- Please be **ON TIME** to rehearsals! Also, parents PLEASE arrive ON TIME to pick-up your child! In the early weeks we will likely get done a little early, so try to be here a few minutes early. We won't leave until each child is picked up!

### ABSENCES:

- If you know in advance of a day you will miss, make sure you have filled out the Rehearsal Conflict Survey to let me know! You can always email me to tell me as well.
- If you need to miss rehearsal unexpectedly, contact Hollie at **517-285-4037 (cell), 517-541-5691 (CPAC office), or via email (autenh@charlottenet.org)**! *I can also get texts, but make sure you leave your child's FULL NAME in the text, so I know who it is.*
- We EXPECT you to be at ALL rehearsals as scheduled! Most of you have said you are available any time we need you. We EXPECT that to be the case!
- Some of you have notified us of conflicts that you have with various dates for lessons or other weekly commitments. Please check with the director, Hollie Auten, to arrange a schedule for your attendance at rehearsals, so that you don't miss something that can't be re-taught. ***We are willing to work with you on your weekly conflicts, but you need to work with us and be here when we absolutely need you here, especially during the last week of rehearsal! I can usually find middle ground when it comes to conflicts, so communicate with me and we shouldn't have a problem.***
- Too many absences may result in dismissal from the show, even if they are EXCUSED. It can be very difficult to reteach and catch people up constantly. We will do our best, but if too much is missed from being taught the first time around, it's just not possible or practical to play that much "catch up". Our student mentors will be working hard to learn things WITH you, so they can help with this process.
- UNEXCUSED absences are unacceptable. This would be if you just don't show up without telling anyone. It takes 30 seconds to send a text or email to let me know why you can't be there.
- We EXPECT EVERYONE to be at ALL rehearsals the FINAL WEEK before the show! Please make arrangements now to reschedule your other commitments that week, so we can have the full cast at all rehearsals during that week. Everyone is important, and when someone is missing, it makes it hard on the rest of the cast for a variety of reasons.



## **CAST INFORMATION:**

- Start memorizing your lines and learning your music right away!
- All of the music has been provided to you digitally through our website. If you prefer a CD of the music, please let me know ASAP, so I can have one for you at your next rehearsal. Kids should be driving their parents nuts with all of the music! LOL!
- **Leave your cell phones and other electronic devices at home or put away at rehearsal! If you are caught using them at rehearsal, they will be taken away from you until the end of rehearsal. At that time, your parent can come retrieve it from us. If you have to have it with you, it needs to be PUT AWAY and SHUT OFF!**

## **REHEARSAL INFORMATION:**

- Rehearsals are Mondays, Tuesdays, Wednesdays, or Thursdays from 5:30 – 7:00/7:30. A schedule is provided, so you know WHEN you have to be here. We don't call everyone each rehearsal! Rehearsals will increase in length of time closer to the performances. PLEASE pay attention to the start & end time of rehearsals as indicated on the schedule, so you can be here when you are supposed to!
- Rehearsals are done at their scheduled time. Unless we happen to end a few minutes early. If a parent arrives early (aside from picking a child up for a known conflict) they will have to wait until rehearsal ends.
- **BE SURE YOU KNOW WHICH GROUP(S) YOU ARE IN, SO YOU KNOW WHAT DAY(S) TO BE AT REHEARSAL!**
- If you miss a "CHOREOGRAPHY" rehearsal, you MAY be removed from that dance permanently. Dance rehearsals are complicated and there isn't time built into the schedule to re-teach things.
- We EXPECT EVERYONE to be at ALL rehearsals the FINAL WEEK before the show! Please make arrangements now to reschedule your other commitments that week, so we can have the full cast at all rehearsals during that week. Everyone is important, and when someone is missing, it makes it hard on the rest of the cast for a variety of reasons.

## **PARTICIPATION FEE & AGREEMENT:**

- There is a \$30 participation fee for CPS Students (CUE, Washington, Parkview, CMS) and a \$50 participation fee for Non-CPS Students (Other districts, Homeschool) that is due by January 10. You can pay via cash or check (payable to CPAC), or ONLINE by credit card. When paying online, you will have to answer the question at the end letting me know WHO you are paying FOR. List all names in that spot.
- If you give me cash or a check, please put it in an envelope with your child's name on it, so I can give proper credit.
- With each paid fee the child will get a script to keep, a rehearsal CD (if requested), and a short sleeve t-shirt with the Epic Birthday Party logo on the front and our cast names on the back.

## **PERFORMANCE INFORMATION:**

- Performances are February 4 (7pm), February 5 (7 pm), & February 6 (3pm).
- All cast members are expected to be at every performance! We need everyone here to tell this story and create the magic of live theatre!
- Tickets are ON SALE NOW! Box Office hours are 9:00 – Noon, Wednesday ~ Friday. 517-541-5690. Order online: [www.charlotteperformingartscenter.com](http://www.charlotteperformingartscenter.com).