# CKSS Musical Information Package

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## **Philosophy**

**Goals of the Program**

The CKSS Musical is a tradition that began in the early 1980s. Since 1991, the school has proudly produced a Musical each school year. With this history, the strength of the tradition has gotten stronger and stronger. It is our goal to maintain this tradition and to provide students with the opportunity to participate in a show that is supported by the school, peers, families and community. We aim to promote self-confidence, self-esteem, dedication, commitment, teamwork, creativity and an overall love for the arts in a welcoming and nurturing environment.

## **Auditions**

The audition process can be quite competitive. Although the process varies slightly from year to year, the student wishing to audition has two choices: they can audition alone for a lead part in the show or they can audition in a group for a part in the chorus. The hope with this is that students will not be scared from auditioning just because they are afraid to sing alone. A musical needs many voices in the chorus and there is always lots of room for anyone who isn’t quite ready to perform a solo.

Sign-ups are usually done in early October or late September with auditions taking place either in early October or mid-October. Details are explained at the information meeting that takes place 1-2 weeks prior to auditions. Make sure to check this date and attend this very important meeting.

Call backs following auditions are common and require the entire group being called back to meet together to read lines, sing and/or dance. Call backs allow the directors to see how the performers relate to each other and determine the best casting for the current show. Not everyone will be asked to come to call backs. Most people will be cast based on how they perform at the initial audition.

### **Audition Etiquette**

Good ideas to remember!

* Please wait patiently for your appointment time.
* Come on time (15 minutes early) for your audition slot.
* Do not have gum (or anything else in your mouth).
* Know which song you will sing when you come in the room.
* Do not dress the part. (We may not see you that way and it may hurt your audition more than help.)
* Remember, you get only one chance to show us what you can do so go for it!
* You may be the best singer or actor in the school but your audition must also show us the character of the piece you are singing or saying.
* Even though your audition is in Room 231, speak and sing out as if it's a giant auditorium so that we can hear how well you project.

## **Cast List**

The Cast List will be posted on <http://ckssmusical.weebly.com> within 2-3 days of the callbacks.

## **Mandatory Parent Meeting**

The Parent Meeting is an important time to orient parents (especially new CKSS musical families) to the production process. Rehearsal calendars and scripts will be distributed at this meeting.

## **First Rehearsal**

The first rehearsal involves some singing, dancing and a time to learn each other’s names and get to know the cast of the show. The crew is introduced later on when they have been chosen and some sets and props are available for them to begin working with.

## **Parent Participation**

Since the very first CKSS Musical more than 25 years ago, we have relied primarily on parent volunteers to help us launch successful productions. Per the Family Participation Contract, every family is required to give a minimum of 20 volunteer hours. Tasks are explained below and have been divided into “before show tasks” and “during show tasks”. Please also understand that some families will put in 100’s of hours, and 20 hours is just the bare minimum. Please read these task descriptions. Online sign-ups for volunteer preferences will be available after the parent meeting. If you have not signed up before that time, you will be assigned a committee.

## **Parent Participation Task Descriptions**

### *Before Show Tasks*

A “before show task” is one that requires the volunteer to perform a certain job prior to the performances to help prepare the production.

#### **Parent Volunteer Coordinators**

**Chairpersons:**

a) Before Show Tasks Coordinator

b) During Show Tasks Coordinator

c) New Families Coordinator

This team of parents will coordinate all of the volunteers serving on the production. The Coordinators monitor all sign-up links, verify with committee chairpersons volunteer hours needed, and check that all parents are fulfilling their 20 hours of participation time. The Volunteer Coordinators will also follow up with parents who have not fulfilled their hours. The New Families Coordinator will come alongside families new to CKSS Musicals to “learn the ropes”.

#### **Costumes**

Note: This is both a “Before Show” and “During Show” Task

**Chairperson: Mrs. Lisa Derynck**

The lead costumer works with the director to design and implement the costume vision of the production. We costume our shows by finding costume pieces in our school costume collection and by sometimes renting, sewing, finding or buying other pieces until we have all the costumes we need for all the characters and scenes in the show. Very strong organizational skills needed. This person will keep track of costs, fees, rentals and costume logistics. Sewing skills are also needed for fitting costumes to the actor and for costume repair. Organize costume parade.

Volunteers: Help with fitting actors into costumes, labeling, and organizing costumes. Help with sewing may be needed - fabric and materials will be provided. Help actors with costumes during tech week and during performances both before and during the show as quick change dressers. Help with research renting and shopping for costumes on the internet and in thrift stores. Volunteers do not have to know how to sew. Many of the tasks do not require sewing.

#### **Set Building**

**Chairperson:** **Greg Bell**

**Co-Chair:** **Mark Sherbourne**

Schedule volunteers, ensuring that we have a good number of workers at the shop each Saturday morning and Wednesday evening. Ordering materials and monitoring progress on set construction.

Volunteers: Volunteers are involved in the building of sets and typically meet every Saturday morning and on Wednesday evenings in the shop in the Tech area of CKSS. They also assist in doing errands, purchasing materials, and transporting sets.

#### **Set Painting**

**Chairperson:**

The chairperson will work with the Director to buy needed supplies, and coordinate and direct the painting volunteers.

Volunteers: These volunteers will help with the painting of the sets under the direction of the set painting chairperson and may assist in doing errands, and ‘painting by numbers.’ Set painting is typically done on Saturdays and on Wednesday evenings in the tech area of CKSS. Other painting hours are by arrangement.

#### **Bio Photographer (Headshots)**

**Chairperson: Angela Speller**

This person will take cast and crew headshots for bios and deliver them to the program chairperson.

#### **Cast Bios**

**Chairperson:**

This person will be in charge of collecting cast bios from the cast and crew members and delivering them to the program chairperson. Working with the theme established by the Lobby Decoration Committee, these pictures and bios will then need to be printed for display in the lobby.

#### **Lobby Decoration**

**Chairperson:** **Mrs. Kelly Saunders**

This person will create the theme for lobby decoration and work with volunteers to decorate the lobby during Tech Week. They will contact the Cast Bio chairperson and the Headshot Chairperson to obtain copies of the information about the cast and crew.

Volunteers: These people will decorate the lobby for the shows.

#### **Program**

**Chairperson:** **Mrs. Cari Bradley**

​Create an electronic version of the printed program and deliver to the printer. This person must be proficient with Publisher. This person will also communicate with the advertising volunteers to collect ads to be included in the program.

#### **Advertising and Corporate Sponsorship**

**Chairperson:**

The advertising and sponsorship chair will coordinate volunteers in creating a letter and contacting local businesses. They will ask to include these businesses in the program and/or request donations to be made. The chair will make sure the artwork for advertisements is provided to the program chair.

Volunteers: These people work with the chairperson to contact businesses and seek sponsorships.

**Congratulation Messages**

**Chairperson:**

The message chairperson will collect funds and messages from family to be included for students involved in the show. They will make sure funds are collected and deposited and will get messages to the program designer in time for printing.

#### **Elementary Liaison**

**Chairperson:**

The Elementary Liaison communicates with schools to organize attendance at our school matinee performances. This person emails, calls and collects order forms to fill the seats of the theatre with students.

#### **Props**

*Note: This is both a “Before Show” and “During Show” Task*

**Chairperson: Mrs. Lisa Smith**

This person will establish needed props for the show based on the script and discussion with the director, Ms. Baribeau. With the assistants, this person will find, buy/make/borrow, and transport all props needed for the show. Student Props chairperson and volunteers will work with the student crew to train them how to organize and use the props during selected rehearsals and performances.

Volunteers: These people will assist the Chairperson.

#### **Hair & Make-­Up**

Note: This is both a “Before Show” and “During Show”

**Task ​ Chairperson:**

The Chairperson will work with the Director to determine the “look” for each character and will provide direction to parents as to what supplies to buy and where to buy them. He or she will run the scheduled Hair and Make­up Workshop for all Hair and Make­up volunteers, students and parents.

**Co-Chair:**

Will work with the Chairperson and volunteers to develop the make­up design of this show. Will assist the chairperson in training volunteers on how to set­up the hair/make­up room and then how to restore the room to its original state. He or she will also be involved in scheduling volunteers ​

Volunteers: Volunteers must attend:

Hair and Make­up Workshop ∙

At least 1 of the 2 “Full Dress” Rehearsals ∙

At least 2 Performances

#### **T­-Shirts**

**Chairperson:**

The T­ shirt chairperson will obtain the t-shirt design that the director has approved for the show. The chairperson will coordinate orders, order the apparel, pick up the apparel and distribute them when they arrive.

**Co-Chair:**

Creates the t-shirt order form to be passed out at the parent meeting and collects the money and order forms. The co-chair also helps to distribute the shirts when they arrive.

#### **Lasagna Lunch**

**Chairperson:**

The chairperson will organize volunteers and arrange for refreshments either provided by parents, or collect money to purchase food, and organize a clean­up crew. ​

Volunteers: Volunteers will prepare lasagna, salads or other food items and help with lunch set­up and clean ­up.

### *During Show Tasks*

A “during show” task is one that requires the volunteer to perform a certain job during Tech Week and Performances while the students are performing.

#### **Cast Party**

**Chairperson:**

The chairperson will find a location and choose the activities for the party and will create and sell tickets before show week. They may recruit the help of the stage managers to collect funds for the party. They will also arrange for refreshments either provided by parents, or collect money to purchase food, and organize a clean­up crew. ​

Volunteers: Volunteers will help with party set­up and clean­up.

#### **Saturday Meal**

**Chairperson:**

The chairperson will organize volunteers and arrange a light meal that is provided by parents for the entire group of students, volunteers, pit orchestra, etc. on the Saturday when there are two shows performed.

Volunteers: Volunteers will prepare and serve the meal as well as help with setup and clean up.

#### **Backstage Food**

**Chairperson:**

The chairperson will organize volunteers and arrange light snacks that are provided by parents for the entire group of students, volunteers, pit orchestra, etc. during the intermissions on Saturday and Sunday.

Volunteers: Volunteers will arrange donations and help with setup and clean up.

#### **Pit Orchestra**

**Music Director: Mrs. Veronika Redfern**

The director organizes a group of volunteer musicians who play the musical score for the show. They rehearse together weekly in the Tecumseh Park Bandshell as organized by the MD as early as December. The pit orchestra includes students, former students and volunteers. We are very grateful for the many years many of the musicians have dedicated to performing professional-calibre music for our students.

## **Rehearsals**

Rehearsal Times: Mondays and Wednesdays 2:30-5:30 and beginning December, Saturdays 9:00am-noon (or sometimes later)

Tech Week rehearsals will take place at the Capitol Theatre at 238 King Street West. Rehearsals during tech week will begin after dinner and go until approximately 10pm. Evening performances end at approximately 9:30 p.m.

An additional performance for CKSS Arts Fest and one for the Open House will be scheduled. Student availability is considered during the casting process. Please list every known conflict on the Conflict Calendar in the Audition Packet.

### Rehearsal Attendance:

Rehearsals are not optional, and everyone needs to be in attendance when they are called. Absences from rehearsals can result in the loss of stage time. If an additional conflict arises or a student is ill:

Contact the stage manager – Telling another student to report to the stage manager on your behalf is not an option. If the student is absent from school, they must still contact the stage manager or the absence will be considered unreported and may result in loss of stage time/role.

### School Attendance:

The following policy noted in the Student/Parent handbook under school attendance will be will be strictly enforced.

Attendance policy: Students must be present for a minimum of a half­ day in order to participate in that day’s rehearsal or performance.

## **Accompanist and Music Director**

We are very fortunate to have Mrs. Redfern as our musical director. At times, extra rehearsals at lunch or after school may be called to work on harmonies or other aspects of the music in the show. We are also very fortunate to have Joy Anderson, who has volunteered as rehearsal pianist and orchestra pianist for many years of CK Musicals. Please make sure to thank both of these ladies after rehearsals. We appreciate all of our volunteers and it is very important to openly thank them regularly.

## **Fees and Associated Costs**

Fees due at the Mandatory Parent Meeting:

* Participation Fee: $60. This helps to cover performance rights, lights, sets, sound, microphone rental, hospitality items, programs etc. It also includes a t shirt for the show.

Optional expenses:

* Parent Volunteer Fee: $50. All parents are required to work 20 hours on the show. ​If you know you are not able to work, and prefer to purchase your hours, combine this amount with your participation fee cheque. Otherwise we look forward to working with you!
* Personalized Hoodie TBA (Usually $20-35)

Projected additional costs:

* Purchase of proper footwear. These will be kept by the student and can potentially be used in future shows.
* Purchase of make-up as required for the specific show and determined by the Make-Up Chairperson.
* Purchase of foundations (neutral undergarments) that they will keep.
* Tickets: TBA and can be purchased through cktickets.com
* Tech Week Pizza Dinner (optional)
* After Party Tickets: $5

Projected Gains:

* New friends & great fun!
* Confidence in front of a crowd!
* A chance to create memories that will last forever

## **Events Taking Place during the Rehearsal Process**

### **Rehearsal with Orchestra at the Bandshell**

Approximately 3-4 weeks before opening, the cast is required to attend a rehearsal held at the Bandshell (in Tecumseh Park).

### **Lasagna Lunch**

In December, we start Saturday morning rehearsals in addition to the twice weekly rehearsals. At least one of these begins at 9am and runs until 3 or 4. The lasagna lunch is a traditional event where all of the parents, volunteers, cast, crew and orchestra are invited to join together for a meal, meet each other and watch a bit of the progress of the show.

### **Costume Parade**

Typically, the costume parade happens in the month before the show. The characters put on their costumes for each scene in the show for the director and the costume chair to inspect. Decisions are made about changes and additions during this day. It is extremely important that costume deadlines are met! The costume chair will require all pieces of a costume that students are to supply themselves to be in their costume box for the inventory to be done before the parade.

### **Arts Fest Performance**

The CKSS Arts Fest is an event that happens in December each year. Each of the arts classes and extra-curricular groups present one act or contribution to the night. The CK Musical always performs on this night! Plan to attend and share in the excitement of the preview of the upcoming show!

### **Show Week Saturday Meal**

On the performance weekend, two shows are performed on Saturday. It has been tradition to stay at the theatre in make-up to be ready in time for the evening performance. To accommodate this, the volunteers have prepared a meal for the volunteers, pit orchestra, cast and crew during this time. All who have worked backstage are invited to have dinner together before the Saturday night show.

## **Time at the Capitol Theatre**

### **Tech Week**

The week leading up to the show weekend is considered show week. The weekend prior to the show date is usually when the entire cast/crew and volunteers meet to load the truck with all of the costumes, set pieces and props. The truck is then left at the theatre for unload and will stay until the “strike” (when the set is dismantled and everything is packed up immediately following the final curtain).

During Tech Week, students and staff must always be aware that we are in a space representing our entire school. Everyone is expected to respect the Capitol Theatre staff as well as all of the volunteers and fellow cast/crew. It is important to note that there are some important rules to adhere to when at the theatre:

* No food or drink is permitted in the main seating area of the theatre or on the stage. Food is only permitted in designated areas backstage.
* Students must sign in and sign out when arriving and leaving.
* Arrive at specified times ONLY (earlier call times for mic’ed actors).
* Respect the expense of renting the theatre by vacating immediately when dismissed in order to avoid incurring additional costs.
* Arrange to pick up your son/daughter in the Tim Horton’s parking lot after dismissal.

### **Kit for Tech/Show Week**

Students are required to bring the following items to the theatre for show week:

* Dressing robe
* All personal undergarments
* Required footwear
* Required make-up
* Refillable water bottle (preferably plastic)
* Solid deodorant

## **Performances and Tickets**

Show week performances will all take place at Chatham’s Capitol Theatre on King Street West. Prior to moving into the theatre, the cast and crew will be provided with a schedule for the call times prior to the shows. Generally, these call times are 2 hours prior to curtain. During this time cast is preparing for show by getting make-up done, costuming and getting mics put on by techs. Any cast member who is outfitted with a mic will not be permitted to visit any family after the show until the mic has been removed.

All cast and crew are required for all performances. If one cannot be attended, the student will not be permitted to take part.

Tickets can be purchased in advance at the Cultural Centre Box Office or online through <http://www.cktickets.com>. The ticket prices vary and a discounted rate is offered each year until December 31st. Tickets purchased at the door will have the highest fee.

**Communication**

Communication between parents, production team, students and staff will take various forms:

The director and cast/crew have a Facebook page that will be set up for all members to join shortly after casting.

The musical website, <http://ckssmusical.weebly.com/>, includes a Google Calendar that can be synced to your personal devices. This will help with scheduling and rehearsals.

All cast, crew and parents are asked to enter their email address when first committing to take part in a CKSS Musical. This is the email address that major communications will be made through.

All other means of communication will be clearly defined per show at the parent meeting.