



Frozen Jr. Welcome Letter

Hello! We are excited that you will be part of our cast family for our Fall 2019 production of *Frozen Jr.* This letter contains important information regarding auditions, casting, rehearsals and shows. More specific information will be provided at the parent meeting, in emails, and on our website (www.the-act.org) throughout the production period.

COOP Theater

The A.C.T. is a cooperative theater. Any family that chooses the Coop option has agreed to volunteer their time to the production in exchange for a reduced tuition rate. Each family that chooses this option must complete a Parent Volunteer Form indicating their committee preference(s) and turn it in before or at auditions. **Please take the time to read the committee descriptions carefully and understand the commitments before submitting your volunteer form (*Committee Descriptions were updated August 2019*).**

Each family will receive their committee assignments a few weeks after auditions. You may visit our website for detailed information about your committee/production requirements. Be advised that if you are unable to fulfill your volunteer commitment you will be assigned to another committee or be asked to pay the \$200 difference between the Coop and Non-Coop tuition. In addition to your committee assignment, each family will also be scheduled to work the Front of House (Concessions, CandyGrams, DVD Table or Ushering) for one performance. Front of House requires you to work in the lobby one hour prior to each performance, during intermission and/or after each performance. Please note that, if necessary, families with multiple registered children may be required to take on additional responsibilities.

Rehearsals

Rehearsals will be broken down into call times. Cast members are required to attend rehearsal whenever their character is called, which may be anytime during normal rehearsal hours. Call times will vary week to week. Every weekend an email will go out letting cast members know what time they will need to attend rehearsal for the coming week. Please note that there may be some weeks when a character is not called or when a character is called on both Thursday and Friday.

Rehearsal Dates

Rehearsals begin Thursday, September 19th in the Youth Room of the Acton Congregational Church, located at 12 Concord Road in Acton.

Rehearsals*:

Fridays: September 20, 2019 - January 3, 2020
4:30pm-7:30pm

(No rehearsal Nov 29 nor December 27)

AND

Select Thursdays: September 19, 2019 - January 2, 2020
5:30pm-7:00pm

(No rehearsal Nov 28 nor December 26)

**Please note that rehearsal times will change if we have two casts. Rehearsal times for a double cast are listed on the General Information page of our website.*

Absence Policy

It is extremely important for you to be present whenever you are called. Please understand that this is a commitment and must be your first priority. Any absence can throw off a rehearsal as well as the production crew and other cast members. Therefore, any absence not listed as a conflict on your audition form will not be excused and could result in forfeiture of your role. We understand that illnesses may arise which may cause you to miss a rehearsal. However, we may ask for a doctor's note if more than 2 rehearsals are missed. Any more than 2 missed rehearsals, for any reason could result in casting changes. Because the production schedule is made in advance, it cannot be altered due to absences.

Parent Meeting

A **mandatory** parent meeting will take place the **Friday evening before auditions** on Friday, September 13, 2019. Attendance, costumes, volunteer assignments, and tech/show information will be covered during this meeting. **One parent/guardian MUST attend this meeting!**

Parent Meeting:

Acton Congregational Church Youth Room

Friday, September 13, 2019

6:30-8:00pm

Please contact us to schedule a time to meet individually with a member of The A.C.T. production team if you are unable to attend the parent meeting.

Tech Week/Performances

Cast members are required to attend **ALL** Tech & Dress rehearsals and performances for the full duration each evening. We will always do our best to get the kids out on time.

Tech/Dress Rehearsals:**

R.J. Grey Jr. High School

Monday, Jan 6th: 5:00-8:30pm

Tuesday, Jan 7th: 5:00-8:30pm

Wednesday, Jan 8th: 5:00-8:30pm

Attendance at all tech and dress rehearsals is mandatory

Performances:**

R.J. Grey Jr. High School

Friday, Jan 10th at 7:00pm

Saturday, Jan 11th at 2:00pm

Sunday, Jan 12th-TBD/Snowdate

**Please note that Tech and Show dates will change if we have two casts. Tech and Show dates for a double cast are listed on the General Information page of our website.*

Auditions

We know that the audition process can feel somewhat overwhelming, and our hope is that the following information will answer all of your questions and put you at ease about the entire process. Our goal for auditions is to make it a fun experience for all involved.

The A.C.T. holds closed auditions. This means that no one other than the production team, audition assistants and cast members remain in the room during the audition process. A parent or designated person will need to bring the cast member to the auditions and check-in at the welcome table. Once the auditions are ready to begin, all those not participating in auditions will be asked to leave. Cast members will be supervised at all times and are required to stay throughout the entire audition process.

General Audition Information

Auditions will be held in the Youth Room of the Acton Congregational Church located at 12 Concord Road in Acton. Park at the far end of the parking lot and follow the brick walkway to the lower level entrance.

Saturday, September 14, 2019

9:00am-12:00pm***

8:30am: Check-in Opens

9:00am: Parents Leave/Auditions Begin

12:00pm: Pick-up

****Please note that an additional audition slot of 1:00pm-4:00pm may be added if we have two casts.*

Please contact us immediately if you have a conflict with your audition date or time! (info@the-act.org)

Audition Materials and Preparation

Each cast member will be asked to sing, read, and dance during auditions. The A.C.T. will provide all necessary audition materials for you. Audition materials for this production will be **emailed** to you approximately two-weeks prior to auditions and will include a link to download the audio tracks for the show.

- **SINGING**—Cast members will be called individually to sing for the audition panel. Please prepare all measures given even if there are multiple characters (male and female) featured in the piece.
- **DIALOGUE**—Cast members will be called in small groups to read the audition dialogue. You should be familiar with all parts of the dialog; however, it does not need to be memorized.
- **DANCING**—During auditions, the cast will learn a dance combination as one large group, then will be broken into smaller groups to perform for the audition panel.

What to Bring to Auditions

- COMPLETED AUDITION FORM* **with a photo attached**. Do not leave any information out! Every piece of information is important for the casting process. **And, yes, we do need to know the cast member's height in feet and inches!**
- COMPLETED CODE OF CONDUCT FORM*
- COMPLETED PARENT VOLUNTEER FORM* (for COOP families ONLY)
- DANCE SHOES (jazz, hip hop, ballet) or SNEAKERS. No bare feet. No boots. No sandals. No Flip-flops. No Crocs. No stocking feet.
- WATER AND A SIMPLE MESS-FREE SNACK: Please consider nerves can be high during auditions and choose your snack appropriately. **No nuts please!**
- AUDITION MATERIALS: Your child will need the dialogue for their audition and some kids may want to bring their sheet music as well.
- You might also want to bring a book or other quiet activity in the event that there is any down time. Cast members will be responsible for their personal belongings.

Casting

Casting will take place immediately after auditions. The cast list will be announced via email by the following Monday. We fully understand the anticipation involved while waiting for the cast list to be posted. Please keep in mind that this is a tedious process that takes time and thoughtful consideration. The production team will do everything possible to complete casting in a timely fashion.

Additional Information

Please make sure we have an email address for each parent/guardian in your family, as this is how we communicate call times, any updates or changes of rehearsals, choreography links, as well as other urgent and necessary information throughout the production. Also, please let me know if your child has an email address and would like to receive emails as well.

We are thrilled with the overwhelming response to participate in *Frozen Jr.!* It is such a pleasure to welcome back so many familiar faces while also welcoming many new members to The A.C.T. family!

We look forward to seeing you at auditions!

