



Disney's The Little Mermaid Welcome Letter

We are excited that you will be part of our cast family for our fall 2016 production of *Disney's The Little Mermaid*. 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 (note that Committee Descriptions were updated June 2016).**

Each family will receive their committee assignments within 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.

Rehearsal Dates

Rehearsals begin Friday, September 9th in the Youth Room of the Acton Congregational Church, located at 12 Concord Road in Acton.

Rehearsals*:

Fridays, September 9, 2016 - December 2, 2016

4:30pm - 7:30pm

and

***Select Thursdays** between September 15th - December 1st

5:00pm - 6:30pm

(*for Principal Character blocking only)

(No rehearsal Nov. 24th-25th)

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 *evening before auditions* on Friday August 26th. 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, August 26th, 2016

6:30-7:30pm

Tech Week/Performances

Cast members are required to attend **ALL** of their cast's Tech & Dress rehearsals and performances for the full duration*.

Tech/Dress Rehearsals:

R.J. Grey Jr. High School

Monday, December 5th - 5:30-8:30pm

Tuesday, December 6th - 5:00-8:30pm

Wednesday, December 7th - 5:00-8:30pm

Thursday, December 8th - 5:00-8:30pm

Performances:

R.J. Grey Jr. High School

Friday, December 9th at 7:00pm

Saturday, December 10th at 5:00pm

Snow Date: (if needed)

Sunday, December 11th at 2pm

**All dates and times are subject to change.*

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 and cast members remain in the building 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, August 27th: 9:00am-12:00pm

8:45am: Check-in Opens

9:00am: Parents Leave & Auditions Begin

12:00pm: Pick-up

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 to you. Cast members are given two weeks to prepare for auditions. Audition materials for this production will be **emailed** to you on Saturday, August 13th and a rehearsal CD will be available for pick-up. Please contact us immediately if you do not receive your audition materials on this day.

- **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.

**All forms are available under the forms tab on our website: www.the-act.org*

Casting

Casting will be determined immediately after auditions. The cast list will be announced via email. 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, as well as other urgent and necessary information throughout the production.

We are thrilled with the overwhelming response to participate in *Disney's The Little Mermaid Jr!* It is such a pleasure to see so many familiar faces while also welcoming many new members to The A.C.T. family!

We look forward to seeing you at auditions!