



Educating the Next Class Of Rising Entertainers

Registration Guidelines

Welcome to ENCORE! We're glad you're here and look forward to working with your family. This production of *Guys & Dolls* is open to students age 13-21. No prior musical theatre experience is necessary. All who register will be cast in this production. However, registration is done on a first come, first served basis and we will only be taking the first 50 students who sign up. After that we will start a "waiting list." The audition process will be used to select which registered students will play specific lead roles.

Once you have registered, either online or by sending in a check, please fill out the following forms (one each per family unless otherwise noted) and bring them with you to the **Orientation Meeting/Auditions on Saturday, Feb 11, 2012 at 1pm**. This meeting will last about an hour and every cast member and one parent or suitable stand-in (for students under age 18) is required to attend.

- **Registration form** -A \$200 deposit per student must be paid when registering. The remaining tuition balance may be paid prior to or at the Orientation Meeting or it may be paid in four (4) monthly payments, if desired.
- **Policies Agreement**
- **Photo/Video Release and Authorization to Consent to Medical Treatment**
- **Audition form** - (one **per cast member**) Attach a photo to the back of the Audition form on the right hand side. Any recent photo is acceptable. We just need a reference to help us remember you better when placing cast members in appropriate parts.
- **Each cast member will also need to schedule an individual audition appointment at our website www.EncoreEntertainers.org**

General Participation Information

Please read this information in its entirety. You are responsible for knowing the information it contains.

Mandatory Cast and Parent Meetings

The entire cast and the parents of all minors are required to attend three mandatory meetings:

- Saturday, February 11th at 1pm.
- Saturday, May 12th at a 3:30.
- Monday, June 4th at 4pm.

Attendance

Attendance at all scheduled rehearsals is **mandatory** unless you have listed conflicts or have cleared unexpected absences with the director in advance, in which case the absence will be "excused." Excused absences will include: Illness, Weddings, Funerals, scheduled competitions or playoffs. Unexcused absences include: birthday parties, play dates, trips to Disneyland, etc., or out of town guests.

"Unexpected" means anything that is not listed on your conflict sheet. Unexcused absences may result in the cast member being removed from his or her lead part or scenes missed.

Volunteering

Every family is responsible for volunteering for:

- One Production job (such as volunteering on a Tech Day or at a Fundraiser)
- Two jobs during Tech Week

Parents of students younger than age 14 **MUST** volunteer at least one Tech Rehearsal or Performance in the Dressing Room/Green room. We will post a specific schedule a few weeks before Tech Week so you can choose the specific dates you want to work.

Buyouts: We recognize that some families have life situations that preclude them from volunteering at all, therefore we offer the option to buyout of volunteering for a fee of **\$125**.

Ticket Sales

Every cast member is required to sell a minimum of 15 tickets (or 20 per family). General admission pre-sale tickets are \$16 each. Group tickets (20 or more at one time) are available for a discounted price of \$14 each and count for your minimum required sales.

Program Ads

Every family is **required** to sell a minimum of one \$25 program business card ad or dedication. There are incentives for selling more program ads, with prizes given to the top seller. The Program ad deadline for all ads is April 30th. Program ad sale packets will be distributed to every family with further instructions on how to sell ads.

Lost-and-found

Items that are left at rehearsal will cost \$1 to get back the following week. (This is our very reasonable weekly storage fee.) Any items that are not claimed within one month will be donated to the Salvation Army.

Fundraisers

As with any non-profit organization fundraising is a fact of life and we always try to do several easy fundraisers such as restaurant fundraiser or the Comedy & Magic Club, for every show. We also do two major fundraisers every year, such as the Spaghetti Dinner and Talent Show and the Fundraiser Gala. Participation in these fundraisers is strongly encouraged but not required. Our big fundraiser this spring will be our **Annual Spaghetti Dinner**, which will be held at the Rolling Hills Covenant Church Community Center in May. Be sure to mark your calendar for this event because it is tons of fun and something everyone will be talking about all year long!



What to expect at Orientation and Auditions

- Following the Orientation meeting, all students will participate in warm-up exercises that will help them to become more comfortable with each other and help them to ease into the audition process.
- We will then teach all cast members a dance combination that will be performed as part of their dance audition. All students should come prepared to dance with the appropriate attire and shoes.
- All cast members will also be singing a portion of the song **“I’ve Never Been in Love Before.”** (We will teach the song and go over it several times, but strongly encourage students to work on this song beforehand.)
- At their individual singing audition, students will be required to sing a song of their choosing from ***Guys & Dolls***. (No other songs will be permitted.) Students should come prepared to sing about 45 seconds to a minute of the song they select. Accompaniment will be provided.
- Once group auditions are finished, students will be dismissed until their individual singing audition. We encourage everyone to go home and then come back at their appointment time unless it is immediately following the group audition. Once a student has completed their individual singing audition they are done for the day.
- At the end of the audition process, students will be placed into different groups and given specific rehearsal times, (such as Saturdays from 4:30pm-6:00pm or 6:30pm-8:00pm.) The first several weeks of rehearsal the students will rehearse in their respective groups, then together as a whole as we get closer to tech-week. Rehearsing in these smaller groups allow the cast members to have more time and individual attention from the Encore staff members.
- If a cast member is invited to come to callback auditions, they will be informed on Saturday. Callbacks are scheduled for **Sunday, February 12th from 1:00pm-9:30pm & Wednesday, February 15th from 7:00-9:30pm**. Some people may need to come more than one day.
- We are unable to schedule callbacks around conflicts. ***If you are unable to come to your scheduled callback audition, we may not be able to consider you for that lead part.***
- Anyone not scheduled for callbacks should come to the next rehearsal, Saturday, February 18th from 4pm-8:30pm. PLEASE DO NOT ASSUME that because you did not receive a callback, you are not being considered for a part. Often we are able to make some of our decisions based upon the first audition alone.
- Students will be given a script and instructed how to prepare for callback auditions if they are called. They may be required to sing additional songs from the show, so we encourage everyone to become familiar with all songs before auditions.
- The final cast list will be sent via email & posted on our website at www.encoreentertainers.org once the casting decisions have been made. Casting is a very time-consuming process. We know it is difficult, but please be patient! We will notify you as soon as we possibly can.



Audition Form

NAME _____ Phone # _____

GRADE _____ AGE: _____ SEX: Male Female

PART(S) DESIRED: _____

Please attach a recent photo to the back of this form and fill out both sections below:

EXPERIENCE: (please list any classes, productions or other experience below or attach resume)

PRODUCTIONS

TITLE	DATE

TRAINING

CLASS	INSTRUCTOR/LOCATION	DATE

SPECIAL SKILLS: _____

CONFLICTS: (Please list ALL conflicts and potential conflicts you have with rehearsal or performance dates.)

Callbacks (Sun Feb. 12th 1-9:30pm & Wed, Feb. 15 7-9:30pm) _____

Feb-March (Saturdays 3-8:30pm/Weds 7-9:30pm) _____

April (Saturdays 3-8:30pm/Weds 7-9:30pm) _____

May (Saturdays 3-8:30pm/Weds 7-9:30pm) _____

June (Saturdays 3-8:30pm/Weds 7-9:30pm) _____

Tech Week (June 3rd 2-10pm, June 4-7th 4-10pm) _____

Performances (June 8-10th) _____

Fieldtrip Performance (NONE) _____

Students are expected to be available for all rehearsals during Tech Week and all performances. If you are not available for these times, you may hurt your chances of being considered for a lead part. Fieldtrip performances are optional, but highly encouraged.

Check one

- I am available for all Tech Week rehearsals and for all performances, including field trips on Thursday or Friday (if any).
- I am NOT available for one or more of the Tech Week rehearsals and/or Performances and I understand that this may hurt my chances of being cast as a Lead.

I understand that missing rehearsals NOT listed on this sheet even if they come up later, MAY result in my being removed from a lead or featured part.

Cast Member Signature

Parent Signature (if under 18)

Date



Authorization to Consent to Medical Treatment

I (We) the undersigned, do hereby authorize representatives of ENCORE Entertainers (ENCORE) to serve as agents for the undersigned to consent to any x-ray exam, anesthetic, medical or surgical diagnosis of treatment and hospital care which is deemed advisable by and is to be rendered under the general or specific supervision of any physician or surgeon licensed under the provisions of the Medicine Practice Act on the medical staff of any hospital licensed by the State of California whether such diagnosis or treatment is rendered at the office of said physician or at said hospital or some other site.

I (We) also understand and agree that ENCORE will not be held responsible for injuries which occur to self or child while attending or participating in any ENCORE function.

Name(s) of Participant(s)

1	4
2	5
3	6

Cast member signature (Parent/Guardian signature if under 18) Date

In case of emergency, please provide the following additional contact information:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Insurance Co. _____ Policy or Group # _____ ID# _____

Policy Holder Name/Phone: _____ () _____

Any known allergies: _____

Any known medical conditions or chronic ailments: _____

Names of any persons authorized to pick up child(ren) from rehearsal or performances:

PHOTO AND VIDEO RELEASE

I hereby give my consent to ENCORE Entertainers and its affiliates, assignees and licensees to use my or my above-listed child(ren)'s name, voice, verbal statements and portrait or picture (motion or still) for advertising and/or publicity purposes, trade or any lawful purpose whatsoever.

Date Cast member Signature (Parent if under 18) Print name



Production Registration Form

Parent/Guardian Name(s) (if under 18):: _____
(Last) (First)

Address: _____
(Number & Street) (City) (State) (Zip)

Home Phone: _____ Parent Cell Phone (if under 18):: _____
(Indicate whose number: Father/Mother)

Parent email: _____
(All communication will be sent via email)

Name of cast member	Age	Grade	Sex	Cast member email	Cell Phone (optional)

Tuition - \$375 Early Bird Discount before Jan. 15th / \$425 After Jan 15th
- 2nd Student - \$345, 3rd - \$275, 4th - \$175, 5th - FREE

Costume fee - \$75 -Due on or before April 7th.

Make checks payable to “ENCORE Entertainers”

Payment Method (circle) Visa Mastercard Cash Check (check number) _____

For Credit Card payments
 Name as it appears on card: _____

Card Number _____ Exp. Date: _____ Sec. Code: _____

For Office Use Only Reg. Pmt. received _____ Processed by: _____



ENCORE Code of Conduct

These rules apply to all cast members and parents:

- Encourage each other at all times and treat each other with kindness. PLEASE keep all critical comments to yourself, and refrain from making comments that children may interpret as rude, negative or hurtful. Children have very tender hearts and feelings, and your criticism may be far more crushing than you know.
- Respect the authority of the ENCORE Staff. Do not question their decisions, especially in front of cast members. They are responsible for the outcome of the show, and they have the big picture in mind at all times. Sometimes you have to trust in their judgment and experience.
- Absolutely NO GOSSIP will be tolerated at any time. If you have a concern, either about the show, the staff, the Company, or a cast member or parent, bring it to the attention of an ENCORE staff member immediately. Gossip is the #1 killer of the unity of any organization.
- If you give your child permission to spend time with an ENCORE staff member outside of specified rehearsal times, ENCORE is not liable for any potential damages or injuries should any arise.
- ENCORE has a standard of excellence that is expected of our students both on and off the stage. This includes not only the choice of language students choose to use, but their behavior, attitude, and life choices as well. Any ENCORE student who does not conduct themselves under this standard of excellence will have to face severe consequences which may result in their expulsion from the company.

Rules and Procedures for Each Rehearsal

- Please adhere to dress code at all times (see below).
- ALL Cast Members that do NOT drive themselves to rehearsal must be signed in by the person who dropped them off.
- Be **on time**, and do not leave early. No student should arrive more than 15 minutes early nor stay more than 15 minutes past rehearsal unless prior arrangements have been made. It is a huge inconvenience to the ENCORE staff when students are not picked up on time. There is a 15 minute grace period, after which parents will be charged \$1.00 per minute (charged from the time rehearsal was scheduled to end!)
- Read Newsletter (EVERY WEEK!) and please, BE FLEXIBLE! Sometimes the needs of the show dictate that rehearsal times need to be adjusted at the last minute.
- If you are ill and must miss rehearsal, please call (310) 896-6459 to inform the ENCORE staff.

Dress Code

We encourage the older children to be mindful that younger children are watching, and to set a good example. Also, we do not want any of the children to present a stumbling block to others. This is especially important for our young men and women. It's better to err on the side of modesty. If you question it at all, wear something else! If necessary, the director or other staff members will request that a child dressed inappropriately go home and change or cover up with something more appropriate.

- Wear closed shoes at all times. Dance shoes are preferred. Absolutely no flip flops, open sandals or Heelies.
- Girls should not wear immodest clothing, including halter tops, bathing suits, etc. nor shirts that are so short they expose their stomachs or super-short shorts.
- Young women should always wear a bra, if needed.
- Do not wear clothing (especially T-shirts) with questionable or offensive pictures or phrases.
- Wear comfortable clothing that allows you to move freely. Skirts or dresses only acceptable if shorts or dance pants are worn underneath.
- Students will not be allowed to rehearse on any day they are not wearing the proper attire or shoes.



Policies Agreement

- **Tuition Policy** - Tuition must be paid at or prior to registration. No child will be allowed to audition until the registration fee is paid.
- **Volunteer Policy** - Each family is responsible for at least three jobs as listed on the Volunteer Opportunities sheet or for paying the buyout fee of \$125.
- **Ticket Sale Policy** - Each student is required to sell a minimum of 15 tickets to the performances, or 20 minimum per family residing at the same address.
- **Program Ad sale Policy** - Each family is responsible for selling at least one \$25 program ad or dedication.
- **Returned Check Policy** - There will be a \$25 fee for all checks returned by the bank for nonpayment.
- **Late Pickup Policy** - Students must be picked up promptly at the end of rehearsal. After a 15-minute grace period, parents will be charged \$1 per minute for child care from the end of rehearsal. If a child is left at rehearsal more than 30 minutes with no communication from the parents, the student will be taken to the Torrance Police Department to await pick up by the parent or legal guardian.
- **Refund Policy** - Encore Entertainers has a no refund policy. Cancellation of payment may occur only if done within 72 hours of payment and must happen prior to auditions. No refunds or cancellations on or after audition day.
- **Costume Rental Policy** - There will be a costume rental fee of **\$75** per student to cover the cost of the main costume(s) used during the performances. Each cast member will also be required to provide some costume items, such as shoes, tights, pants, shirts, blouses, leotards, etc.
- **Conflict/Attendance Policy** - Attendance at all scheduled rehearsals is mandatory. All conflicts and potential conflicts must be listed on the audition form. Failure to list conflicts and/or missing rehearsals not listed on your conflict sheet may result in your being removed from a lead part or not placed in scenes that were staged during an unexcused absence. Examples: birthday parties, trips to Disneyland, out of town guests, etc. that come up at the last minute. Unexpected *acceptable* conflicts (funerals, weddings, etc.) must be cleared in advance.
- **Behavior/Dress Code Policy** - All cast members are required to adhere to the ENCORE Code of Conduct and to the Dress Code. Any student not in compliance is subject to dismissal from the production with no refunds given.
- **Video/Photography Policy** - Absolutely no videography is allowed during the performances. This is due to strict copyright laws. When permitted, professional videos will be taken and made available at an additional cost. We have a production photographer who will be taking individual portraits and production photos. These photos will be available for purchase directly from the photographer.

Please pay close attention to our policies, especially the conflict/attendance policy. We take these policies very seriously and we expect the students to do the same. Please sign below to indicate that you have read and agree to the policies.

“I have read and accept the Encore policies. I have carefully read the conflict policy, have listed all conflicts on the audition form and recognize the level of commitment required for this production.”

X _____
Parent/Guardian Signature

X _____
Student Signature

X _____
Student Signature

X _____
Student Signature



Parent Volunteer Opportunities

Pre-Production

Field Trip Coordinators - Informs all the local schools, home school academies and other organizations of the field trip performance and keeps track of ticket distribution to those organizations.

***Rehearsal Supervisor** - Check students in and out, sell snacks and water, collect payments as needed and inform families of payments still due,. Help keep students focused and paying attention. (Must stay for at least 6 entire ensemble rehearsals.)

Costumes - Several people needed to help cut, sew, glue, iron, shop, or otherwise help assemble the various looks determined by the Costume Designer. Experienced seamstresses would be especially appreciated, but willing hands are always helpful!

Costume Fitting Assistants - Help pull costumes and get them organized and help with the fitting of cast members on costume fitting days, getting them labeled, organized and packed.

***Costume Administrator** - Keep a record of all costume items assigned to cast members and check costumes back in at the end of the final performance.

Set Construction/Painting - (Many needed) Help to build, paint and decorate the sets. Experienced carpenters might work on projects at home prior to workdays where others can do finish work and painting.

Props - Help shop for and/or make any props as requested by the Director or Props Coordinator.

Laundry helpers - At the Encore Scene shop, wash, dry and hang costumes back in the costume storage area.

Load Truck - At the Encore Scene shop the day before Load-in, help load props, sets and costumes into the truck to be transported to the theater

Photo Day Helper - Assist the photographer while taking costumed portraits during the Photo Days.

Production Week

Set Load-in/Tear Down - During the day of our first rehearsal, help load the sets, costumes, and props into the Theater, and after the last show, tear down, pack and load them onto the truck, follow the truck and unload into storage.

***Props/Stage Crew** - Keep props organized backstage and place them onstage or with cast members during scene changes. Help move sets on and off stage. (Must be available for Tech and at least 2 Dress rehearsals and at least 3 performances.)

***Costume Assistants** - Help the Costumer keep the costumes organized and in good repair during Dress Rehearsals and performances. Help with costume changes. (Must be available for Tech and at least 2 Dress Rehearsals and at least 3 performances.)

Green Room/Dressing Room - Supervise students in the Dressing Rooms and Green Room. Escort children from dressing rooms to stage in an orderly fashion. Organize activities to keep them occupied when not on stage.

***Tech Week Meal Coordinator** - Plans meals, takes orders and collects money, places orders, and arranges for food to be picked up and served to cast members during dinner break the whole of Tech Week.

Tech Week Dinner Helpers - Several helpers needed to pick up food, set up tables, serve food and clean up each night. You are asked to help at least 2 nights.

Lobby Helpers - Several people needed to handle ticket sales at the door, flower/gram, raffle ticket and merchandise sales during intermissions, distribute programs and help people find seats, if necessary. You are asked to work at least 2 performances.

***These jobs fulfill ENTIRE Parent Volunteer commitment. No further pre-tech or Tech Week jobs required.**