1st September 2014

Dear MUSICAL PRODUCTION participant and parents,

As we near Musical Production Week, there are a few essential details you need to know.

Please read this notice carefully and keep for future reference.

PERFORMANCE VENUE
Cranbourne Community Theatre
Brunt Street, Cranbourne.

Parking is available along Brunt Street and Stawell Street (not on school grounds).

Performances: Tuesday 9th, Wednesday 10th, Thursday 11th September at 7.00p.m.

REHEARSALS
- A full dress rehearsal will be held on Friday 5th September at Maramba P.S. during school hours. All costumes must be at school on this day.
- Two technical rehearsals will be held on Monday 8th and Tuesday 9th September at the Cranbourne Community Theatre during school hours. A bus will transport the students, leaving at 9.10am and returning by 3.00pm.
- Students must bring their snack, lunch and water bottle to the Technical Rehearsals on Monday and Tuesday. I also suggest they bring a book to read or card games to play in their spare time.
- Students must be in full school uniform for the Technical Rehearsals.

PICK UP AND DROP OFF PROCEDURE AT PERFORMANCES
- Parents are responsible for the students’ travel to and from the theatre for evening performances.
- Backstage Crew, Band and Lead Cast are to meet in the foyer at 6.00pm, and all other participants are to meet in the theatre foyer at 6.20p.m. on performance evenings. Students will get their attendance recorded, and then teachers will escort students to the change rooms.
- Only adults with prior permission to assist (make-up and supervision) will be allowed in dressing rooms.
- Please arrange to pick up students after performances from inside the theatre foyer. Students will be ready to leave at approximately 9.20p.m. Please be punctual. Students will not be permitted to leave the foyer unless accompanied by an adult.

SUPERVISION
- The theatre foyer will open at 6.00p.m. and Maramba staff will then be on duty.
- Students will remain in the dressing rooms until they are called backstage.
- Toilets are available to students backstage.
- Students involved in the musical are not permitted into the foyer during the show or interval.

TICKETS & SEATING
- A ticket purchase form is available in the school newsletters and on the school website.
- Any ticket enquiries should be directed to Gail Houghton.
- Seating is allocated and no tickets are available at the door as most nights sell out prior to the performance date.
- Prams are not permitted in the theatre. Standing or sitting in the aisles is not permitted.
COSTUMES
- Costumes must be at school for the Dress Rehearsal on Friday 5th September.
- ALL loose clothing, bags and drink bottles should be CLEARLY LABELLED.
- Costumes worn to and from performances must be kept neat and clean. The same clothing/costume must be worn for every performance.
- It is a good idea for students to wear effective deodorant. Only roll-on deodorants backstage, please.
- All costumes should be put away neatly and carefully after each performance.

HAIR
- Unless specifically directed, hair should be neat and off-the-face. Hair must be done at home before the performances.
- Hair must be in the trend of the late 1950s. Boys with slick, neat parted hair. Girls in pony tails or beehive type style.

MAKE-UP
- Make-up should be applied at home, and is basic application of blush, eye-shadow, eye-liner and lip stick. Boys do not need make-up. We will have limited make-up at the theatre for students who are unable to apply it at home.
- If your child has skin allergies that will be affected by make-up please inform us in writing prior to the first performance.
- If you are able to assist with hair, basic make-up or supervision, please let Mr Davies know in writing or via email. Any adult helpers must have a current Working With Children Check.
- Helpers only have access to the dressing rooms and are not permitted backstage.

VALUABLES
- No watches, earrings, bracelets, etc. are to be worn unless they are a part of the costume.
- Do not bring any valuables (iPods, iPads, electronic games, etc) to the performances.
- If a student must carry a phone with them, it must be turned off until the show ends.

DURING THE PERFORMANCE
Please note:
- Video recording and photography is not permitted. Flashes and light disturb other audience members and are very distracting for the actors. A professionally filmed DVD and a CD with cast photos will be available in the weeks after the performances.
- Doors will close at 7.00pm. All audience must be seated by this time.
- There is a fifteen-minute interval. Act 1 is 60 minutes and Act 2 is 45 minutes in duration.
- Each show concludes with 5-10 minutes of thank you speeches.
- Exceptional behaviour of students is very important backstage for safety reasons. Students not following instructions will be sent back to the change-rooms and not appear on stage. Students talking in silent zones will also be sent back to the change-rooms and not appear on stage.

FOOD & DRINK
- It is important students have eaten dinner before they arrive at the theatre.
- Food is NOT permitted backstage. This keeps costumes clean and students with food allergies safe.
- They should bring with them a named water bottle.

Chris Davies
Performing Arts teacher
davies.christopher.l@edumail.vic.gov.au