

Huntsville High Theatre Department

2022-2023 Cats Production Packet

PARENT MEETING

Monday, October 24, 2022

Date	School/Senior	Matinee	Evening
4/14	9:30 HHS		7:00pm
4/15		2:00pm	7:00pm
4/16		2:00pm	
4/19	9:30 Public		
4/20			7:00pm
4/21			7:00pm
4/22		2:00pm	7:00pm

General Schedule Information

- Tech Week will be the week before the show opens:
 - **April 7-8 & 10-13 (off on Easter)**
- Google calendars have been sent out via email. Please refer to those for all scheduling. **Keep in mind that the schedule is subject to change.**
- **Tech week and all performances are mandatory. No excuses allowed.**
- Unannounced tardies and absences are grounds for removal from the production.
- All absences must be coordinated in advance and approved by Mrs. Phelps and/ or Ms. Gandy.
- Cast & Crew may have no more than 3 excused absences from rehearsals and/ or set builds.
- 3 tardies equals 1 absence.
- Extreme circumstances will be taken into consideration.

Communication

- Our **website** is hhtheatre.com.
- The Booster Club will periodically send show specific information to parents via **email**. Email addresses on file were used to announce this meeting. It is essential that we have valid email addresses for parents. Multiple email addresses may be provided as necessary to keep all parents informed.
- Volunteer Teams will be forming, and we may establish **additional email** distribution lists specific to those teams.
- Please join the Cats **Remind** by texting :
 - Actor Parents- @catspare to 81010
 - Tech Parents- @catstechp to 81010

Behavioral Expectations

- Inappropriate behavior on or off campus are grounds for removal from the production.
- Students will respect the directors, stage managers, and each other. Lack of respect is grounds for removal.
- Students will have a professional appearance on all social media.
- Bullying, cyber- bullying, inappropriate/illegal behavior will NOT be tolerated and are grounds for removal from the production and program.
- Being in trouble with the school (ex. in-house, suspension) will have a direct effect on your participation in the show.

Parent, Cast & Crew Responsibilities

The Theatre Department, with support from the Booster Club, is responsible for most of the financial and organizational aspects of the show. Please see below the checklist of cast/tech/parent responsibilities:

- Students should not alter their appearance (haircuts, piercings, tattoos etc.) without consulting the directors prior to alteration.
- Each Cast/Crew Member is responsible for maintaining a minimum of a 2.0 GPA in order to participate in the show.
- Each Cast Member is responsible for a Production Fee to cover expenses such as Show T-shirt, Photos, Show Video, and Between-show-meals. These fees also contribute toward the costs of show production (e.g., costumes, set construction, advertising, lighting). Invoices for these fees will be sent out via email. If you have not received an invoice, please contact Rhoda Stanley. (thestanleys5@sky.com)

o **Invoices for Cast Fees and Tech Crew Fees have been sent to the email provided by your cast or crew member.** If you have not received your invoice please email HuntsvilleHighTheatre@gmail.com to request your invoice.

- Each Cast Member is responsible for a **half page of ads** in the Program. All ads must be submitted by **March 3rd**. See attached **Program Ad Order Form**.
- Each Cast & Crew member is responsible for participating in **head shot photo sessions** and for **submitting a bio** to be posted in the lobby and/or program. Photo sessions will occur at school. Dates will be announced.
- Each Actor must participate in at least two Tech Workdays (Set Construction, Costume Construction, etc).
- Family support is vital to the success of our show. We ask that each student have at least one parent or caretaker volunteer in some way. Please **complete the digital Volunteer Form** by scanning the QR code at the end of this cover letter. We kindly request you complete the form before leaving the meeting. The final deadline for submission is **December 5**.
- All Parents should **complete and return the Allergy and Dietary Restriction Form** by scanning the QR code at the end of this cover letter. We kindly request you complete the form before leaving the meeting. The final deadline for submission is **December 5**.
- (optional) Parents may order additional Show T-shirts. T-Shirt Order forms will be distributed at a later date.
- (optional) Support the program by joining the Theatre Booster Club. See attached **Booster Club Form**.
- (optional) Support the show by becoming a Sponsor or identify businesses that might like to become Sponsors (monetary or “in kind” donations). Check with Lady Smith (lady.smith@me.com) before contacting a potential Sponsor to make sure that they are not already a Sponsor. See attached **Sponsorship Letter and Form**.
- (optional) Purchase Show Tickets. Spring Musical show tickets will be reserved seating. Show Tickets will be available on-line at hhtheatre.com and at the HH Theatre Box Office.
 - o Box Office will open 2 hours prior to each show.
 - o Spring Musical ticket prices are \$18 for Adults, \$15 for Seniors & Military, and \$10 for Students.
 - o Tickets may also be ordered using the attached **Cast Member Order Form**.
 - o Booster Club members will receive an order form via email.

Mrs. Phelps, Ms. Gandy and Production Team Members are available to answer questions. HuntsvilleHighTheatre@gmail.com

Contact Info:
Andrea Johnson, Producer
256-694-2277
andrea@summitcrossing.org

