

## Huntsville High Theatre Department



### 2021-2022 Spring Production Packet

**PARENT MEETING**  
**Monday, November 15, 2021**

#### **General Schedule Information**

- Tech Week is March 19th to 24th, a week before the show opens on March 25th and continues through April 2nd.
- Google calendars have been sent out. Please refer to those for all scheduling.  
***Keep in mind that the schedule is subject to change.***

<b>Date</b>	<b>School/Senior</b>	<b>Matinee</b>	<b>Evening</b>
3/25	9:30am		7:30pm
3/26		2:00pm	7:30pm
3/27		2:00pm	
3/31	9:30am if needed		7:30pm
4/1	9:30am		7:30pm
4/2		2:00pm	7:30pm

- Unexcused absences and excessive excused absences from rehearsals are grounds for removal from the show.
  - All absences must be coordinated in advance and approved by Mrs. Phelps.
  - Cast & Crew may have no more than 3 excused absences from rehearsals/set builds.
  - 3 tardies equals 1 absence.
  - Extreme circumstances will be taken into consideration.



## Communication

Our website is [hhtheatre.com](http://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 facilitate keeping all parents informed.

Additionally, Volunteer Teams will be forming, and we may establish additional email distribution lists specific to those teams.

Please join the Anastasia Remind by texting:

- Actor Parents - @396ekk to 81010
- Tech Parents - @62c868 to 81010

## 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:

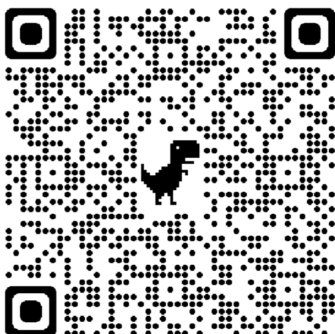
- Each Cast/Crew Member is responsible for maintaining a minimum of a 2.0 GPA in order to participate in the show.
- Each Cast Member is responsible for a Production Fee to cover expenses such as Show T-shirt, Photos, Show Video, and Between-show-meals. These fees also contribute toward the costs of show production (e.g., costumes, set construction, advertising, lighting). Invoices for these fees will be sent out via email. If you do not receive an invoice, please contact Rhoda Stanley. ([thestanleys5@sky.com](mailto:thestanleys5@sky.com))

o **Spring Musical Production fees are [REDACTED] for Cast Members and [REDACTED] for Tech Crew, Pit Singers, and Orchestra.** E-mail Rhoda for Fee Amount & Invoice if not received.

- It is recognized that some students participate in multiple roles. Only one fee is due per student.
- These fees are due by **January 15th**. If needed, please email Mrs. Phelps **immediately** to establish a payment plan or to discuss scholarship opportunities.
- Payments may be paid via credit card through the online invoice. Payments may be paid by check or cash by placing them in a labeled envelope in the collection box in the theatre classroom or mailing them to Rhoda Stanley, 3519 Carroll Circle Huntsville, AL 35801.
  - Please make checks to HHS Theatre Booster Club and indicate the student's name on check.
- Each Cast Member is responsible for a **half page ad** in the Spring Musical Show Program. All ads must be submitted by **February 22nd**. See attached **Program Ad Order Form**. (This requirement can be met through the Applause Booster Package or Silver or higher Sponsorship Package.)

- 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 one Tech Workday (Set Construction, Costume Construction, etc).
- Family support is vital to the success of our show. We ask that each student have at least one family member 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 **January 7th**.
- 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 **January 7th**.
- (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](mailto:lady.smith@me.com)) or Kelly Flowers ([bkflower@comcast.net](mailto:bkflower@comcast.net)) 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](http://hhtheatre.com) and at the HH Theatre Box Office.
  - o Box Office will open 2.5 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.

**Anastasia  
Volunteer Interest  
Form**



Mrs. Phelps and Production Team Members are available to answer questions.

[HuntsvilleHighTheatre@gmail.com](mailto:HuntsvilleHighTheatre@gmail.com)

Contact Info:

Andrea Johnson, Producer

256-694-2277

[andrea@summitcrossing.org](mailto:andrea@summitcrossing.org)

**Anastasia Allergies &  
Dietary Restrictions  
Form**

