

Shrek

Congratulations! Welcome to the Portage Central Musical family! Portage Central has a long tradition of excellence in the performing arts and you are now part of this outstanding tradition. Hopefully, this experience will be a combination of learning, artistic growth, and fun. The production staff's goal is a product of excellent, high quality. We need your total commitment and dedication to accomplish this. Please read the following items carefully.

Production Team:

Director: Ashley Bowen
Producer/Parent Organizer: Kristin Hartridge Dailey
Technical Director: Zac Thompson
Props: Liz Honeysett
Hair and Make Up: Becky Klose
Lights: Cory Kalkowski

Music Director: Cindy Hunter
Choreographer: Georgie Reigel
Stage Manager: Carrie Phillips
Costumes: Lissa Hartridge
Box Office: Adam Laroy
Sound: Gordon VanGent

Rehearsal: Rehearsal Calendar is posted at www.pchsperformingarts.org You will notice the care that was given in creating this schedule. At this point, it is expected that we will live by this. There are a few Saturday rehearsals scheduled. It is expected that kids take off work at this point. Dates need to be communicated with all necessary parties. You will notice that the rehearsals in the first few weeks are group specific. The whole company will have rehearsals everyday as we get closer to opening. You may not have to attend every rehearsal at the beginning. This will depend on your role in the show. Make sure you have your script, music, a pencil, and/or dancing shoes at every rehearsal. Please be **prompt and prepared**. We won't waste your time. Don't waste ours by being late or unprepared.

Absences: All absences must be excused. Unexcused absences may result in expulsion in the show. If you will miss a rehearsal due to illness, **you need to contact Ms. Bowen or Mrs. Hunter**. All other absences have been collected. No additional conflicts will be honored.

PC office phone is 323-5200. Email is the preferred method of communication. (abowen@portageps.org and chunter@portageps.org)

Snow Days: Because of the time of year, we are bound to run into some snowy weather. Please keep an eye on our facebook group (Portage Central Theatre 2016/2017) and also the website www.pchsperformingarts.org for updates and cancellations. Often time school will be cancelled but activities in the afternoon/evening will be cleared. It is crucial that we have rehearsal when we can. Our schedule is tight and we cannot afford to lose days.

Special Rehearsals:

Dry Tech: January 30 from 9 am - 3 pm. This is required for techies.

Sitz Probe: January 30 from 1 pm - 4 pm. This is required for all cast members.

Tech Sunday: All cast and crew are **required to attend** this rehearsal on **Sunday, January 29 from 1 p.m. until 10 p.m.** Dinner will be provided.

Dress Rehearsals: Required for ALL.

Show Dates (note double show on Saturdays):

Friday, February 3 at 7:30
Saturday, February 4 at 2:00 and 7:30
Sunday, February 5 at 2:00
Thursday, February 9 at 7:00 (student performance)
Friday, February 10 at 7:30
Saturday, February 11 at 2:00 and 7:30
Sunday, February 12 at 2:00

Eligibility: This is an extra-curricular activity and you **must maintain a passing grade point average to participate**. Code of conduct must also be followed. Code of Conduct meeting: One will be scheduled soon and you must attend in order to be a part of this show. If you have already attended the meeting in your high school career, you do not need to attend again.

Rehearsal behavior: Producing a large musical is a complicated and challenging endeavor. Use rehearsal time wisely. Talking or fooling around **will not** be tolerated and could result in expulsion from the cast. Bring homework to do during down time. Remember, no food or drinks are allowed in the auditorium. All students must sign a **contract**.

Fees:

- **Costume fee:** Due to the high cost of costuming for this production, we are requesting a \$30 costume fee to use for rental, construction, and cleaning. *****Shoes*****
- **Tech Sunday Dinner fee:** Please contribute \$10 to cover tech dinner costs.
- **Strike Dinner:** We will also have dinner after strike. This is an incentive to get done as quickly as possible and also a time for us to celebrate the work and legacy of our seniors. Please contribute \$10 to this meal.
- **Total Fees to Portage Central Theatre:** \$50 (\$30 for costumes, \$10 for tech meal, \$10 for strike meal)

Pay to Participate fee: \$50 (this fee goes toward the Portage Public Schools general fund and does not fund the musical). You must see Mrs. Nikki Smith to take care of this

Donors and Sponsors: This is very important component of our success. Every family has two major marketing responsibilities. The first is to commit to hanging up posters advertising our show. We will pass these out and will not accept family orders until the form is turned back in. The second responsibility is to raise \$250 through contributions and sponsorship to the musical. This can be done by recruiting businesses, friends, neighbors, or family members to contribute. The forms will be posted on the PCHS Performing Arts Website.

Parent Groups: As many of you know, the musical is a huge project that requires so much more than just what happens on stage. It is expected that every parent volunteer time to the production. We simply cannot do what we do without parent help. Please fill out the parent volunteer form with your preferences regarding committee work. With everyone helping, we will be able to accomplish all of our tasks. Please contact Kristin Dailey with questions regarding parent groups: kshart@gmail.com or 269.207.1835.

We're all looking forward to beginning the rehearsal process. *Shrek* is sure to be a hit with our united commitment and hard work.