



Dear School of Theatre Training Students and Families:

Thank you for registering for another exciting season of OnStage! This packet contains very important information that may answer many of your questions regarding OnStage auditions, rehearsals, and performances. In order for you and your student to be prepared for the OnStage process **please review all of the information carefully.**

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- AUDITIONS:** **March 4<sup>th</sup> and 5<sup>th</sup> by appointment only.**  
Families selected a required audition time at the time of registration. This time can be found in your registration confirmation email.
- CALLBACKS:** **Friday, March 11<sup>th</sup> 5:30-7:30 or Saturday, March 12<sup>th</sup> 10:30-12:30**  
Students will be cast in one of four productions. Students will receive a casting email with their specific callback time by March 8<sup>th</sup>.
- MANDATORY MEETING:** **Tuesday, April 5<sup>th</sup> 5:30-6:30 pm**  
Students and a guardian are required to attend the mandatory meeting in the Wachovia playhouse to receive important information about the OnStage process.
- REHEARSALS:** **Mon-Thurs, April 11-May 19 plus May 13 & 14 (no rehearsal April 18-22)**  
Students will not necessarily be called for each rehearsal, but must be available to rehearse Mondays-Thursdays, 5:00-9:00 pm, Friday, May 13<sup>th</sup>, 5:00-9:00 pm and Saturday, May 14<sup>th</sup>, 9:00 am-6:00 pm. Directors may arrange additional rehearsals if necessary.
- PERFORMANCES\*:**
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|-------------------------|--|
| <b>Friday, May 20</b>   | <b>6:00 pm and 8:00 pm</b>                   |
| <b>Saturday, May 21</b> | <b>2:00 pm, 4:00 pm, 6:00 pm and 8:00 pm</b> |
| <b>Sunday, May 22</b>   | <b>2:00 pm and 4:00 pm</b>                   |
- Performances will take place in the McColl Family Theatre and Wachovia Playhouse.**  
**\*OnStage consists of four productions; each production will have two of the performance times listed above. All casts will have an opportunity to watch other productions. Students must be available for the entire OnStage weekend including the cast party.**
- CAST PARTY:** **Sunday, May 22 5:30-7:30 pm**

### **AUDITION PROCESS:**

**Bring your completed audition form (enclosed) with you to the audition.**

Auditions will be held in the rehearsal rooms which are located on the second floor of ImaginOn. Each student should arrive and check in at least 15 minutes prior to their audition. Students must bring their completed audition form, which is provided in this packet. Students should prepare a **memorized monologue from a play which does not exceed 60 seconds in length.** Students interested in participating in a musical must also prepare **16 bars of a song** to be sung with a pianist and must provide the pianist with pre-marked sheet music. At the end of their audition, each student will visit the costume shop to be measured for costumes. Level II, III, and IV students are required to bring a headshot and resume with them to auditions. Level III and IV students are encouraged to select a different monologue than the one used at the SOTT placement audition. During the audition parents can wait in the board room. Parents are not permitted to watch the auditions.

### **CONFLICTS:**

Each OnStage production will have only 25 days to rehearse. For this reason, we request that each student be available for every rehearsal. This allows directors to create the most efficient and effective rehearsal schedule. Once the rehearsal schedules are created, you will notice that not every student is called for every rehearsal. We simply ask for maximum availability so the directors can mount a production in a very short period of time. Students must be available to rehearse Mondays-Thursdays, April 11-May 19 (no rehearsal April 18-22) 5:00-9:00 pm, Friday, May 13<sup>th</sup>, 5:00-9:00 pm and Saturday, May 14<sup>th</sup>, 9:00 am-6:00 pm and for the entire OnStage weekend May 20- 22.

We realize there may be an unavoidable conflict. There will be a section on the audition form to list any unavoidable conflicts, and it will be up to the discretion of the directors to determine if that conflict can be worked around. If the staff of Children's Theatre deems a student uncastable due to scheduling conflicts, a refund will be awarded.

Once the productions are cast, there will be no student rearrangement. Requests for students to be moved to another show are not accepted.

### **TARDINESS AND ABSENCES:**

Students who are tardy more than twice or have one unexcused absence will receive a written note home that must be signed by the parent and student and returned to the stage manager. Any subsequent tardy or absence will result in removal from the program without a tuition refund.

### **ONSTAGE 2011 PRODUCTIONS:**

OnStage 2011 will consist of four productions: *Selkie*, *Mulan Jr.*, *Working*, and *James and the Giant Peach*.

### **MANDATORY PARENT-STUDENT MEETING:**

Before rehearsals begin each cast will have a mandatory parent meeting to review important details and answer questions about the rehearsal process. Parent meetings will occur April 5<sup>th</sup> from 5:30-6:30 pm in the Wachovia Playhouse. Students should plan to attend the meeting with their parent(s). Families will receive a show packet with important information including the script during this meeting.

### **REHEARSALS:**

The production staff works very hard to create a schedule that allows for maximum productivity. Students must be available for rehearsals Mondays-Thursdays, April 11-May 19 (no rehearsal April 18-22) 5:00-9:00 pm, Friday, May 13<sup>th</sup>, 5:00-9:00 pm and Saturday, May 14<sup>th</sup>, 9:00 am-6:00 pm. Students might not be called for every rehearsal; please check the detailed rehearsal schedule, which you will receive at the parent meeting. Rehearsal schedules are subject to change; you will be informed in advanced via email in the case of a schedule adjustment. **It is extremely important that families check their email on a regular basis;** this is the most efficient way for a stage manager to contact families.

Rehearsal schedules typically allow breaks for actors. Students should bring homework or reading material for break times. Students are encouraged to bring snacks and beverages for breaks. More information about appropriate snacks and beverages will be outlined in the handbook that families will receive during the parent meeting.

### **REFUNDS:**

Parents can request an OnStage refund for any reason through **February 11<sup>th</sup>, 2011**. After February 11<sup>th</sup>, refunds will only be issued if the Children's Theatre staff determines that a student is uncastable due to conflicts. Refunds are not issued for students who do not like the role they receive in the show. If you need to request a refund, please call the Customer Service Center at 704-973-2828.

### **TICKET INFORMATION:**

#### General Information

- Tickets go on sale **Monday, March 14<sup>th</sup>**.
- General admission only. Tickets are \$8 each.
- CTC box office accepts Visa, Mastercard, Check, or Cash as forms of payment.
- Tickets may be purchased in person at the CTC box office M-F from 10-5. Tickets may also be purchased online at **[www.ctcharlotte.org](http://www.ctcharlotte.org)** or by calling the box office at **704-973-2828**.
- A \$5.00 fee will be added to all phone/ internet orders.

#### Comp Information

- Each **OnStage** cast and crew member will receive a total of **TWO** complimentary tickets for family members or friends. Comp form will be issued the first day of rehearsal.
- In addition to two comps, each **OnStage** cast member will have the opportunity see the other OnStage productions as a group with their cast. Each Stage Manager will obtain these tickets for the cast and distribute them on the day of the performance. ***These tickets are for the sole use of cast/crew members at the arranged times.***
- All **comp** ticket orders must be turned in **no later than Monday, April 25, 2011** to the OnStage Stage Managers.
- Comp ticket orders will be processed as they are received.
  - o **-NO comps will be given out at the door and lost comps can not be replaced.**