

# MUSICAL **AT RHS**

## **Guys & Dolls Musical Handbook 2019-2020**

*Updated November 27th, 2019*

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*This document contains the Cast & Crew Handbooks, General Musical Information, Preemptive Calendars for the Show, and Audition Forms (in the back of the packet).*

### **General Information**

#### **The Musical at Robbinsville High School**

Musical productions are produced annually by the Robbinsville High School Music Department from December through late March. Specific audition information is released in the beginning of December. The cast for the show is set by the end of December. Crew usually begins working in January depending on the show being produced. For exact dates, check the “Musical Theater” tab at RHSWilliams.com.

#### **Understanding the Terms in a Production**

“Production” is an overarching view of the entire process of creating a show from planning to strike. This word will include all aspects of the show, including cast, crew, and auxiliary support. “Performances” are referring to the shows where paying audiences are present. “Cast” members are an auditioned group of students who perform the show on stage for the audience. “Crew” is an umbrella term that encompasses students working on all technical aspects of the show. Students in the crew can either specialize in one area (costumes, set construction, set painting, set decoration, etc) or work in multiple areas as the need arises. “Running Crew” is a selected group of students from the crew who run scene changes from backstage during performances. “Auxiliary Support” refers to the student leaders put in place to work with the directors over the production cycle. “Directors” are identified as the Director, Production Coordinator, Technical Director, Costume Designer, and anyone else on staff.

#### **Musical Adbook**

In an effort to raise money in order to put on high quality productions, the musical sells ad space in our program. We ask students to go to businesses in the area to sell ads. Ad information will be made available early in the production cycle. All payments are due to Mr. Williams by February 21st. All ads must be emailed to RHSMusicalAds@gmail.com by February 21st. The musical is not responsible for designing an ad for businesses. Art must be supplied by the business or the student who sold the ad. The student who generates the most funds from ads will be awarded the inside back cover to put in a full page color ad or picture of his/her choice.

#### **Facebook & Social Media Policy**

The Musical maintains a Facebook page, [www.facebook.com/RvilleMusical/](http://www.facebook.com/RvilleMusical/), to interact with the community. There is a button on this page to register to be on the email list. Emails will be sent out throughout the production to update followers on what is happening in the show and where we may need help. Additionally, from this Facebook page closed groups will be assembled consisting of the cast and crew. Students are able to share calendar information, coordinate, ask for help, and review videos of choreography from these groups. Students in the cast or crew that do not have a Facebook account can find a friend to keep them updated on anything that is happening there.

Rights for musicals are obtained from production companies and are always accompanied by an extensive contract spelling out the production's rights. Because this document is legally binding and copyright laws are complex, it is imperative that students do not post any videos or photos of the production without approval from the directors beforehand. An ad and poster campaign will begin a month before the performances of the show. Please feel free to share anything that originates from the official Musical Facebook page.

### **Removal from Production**

Cast, crew, or auxiliary support members can be removed from the production at any point with a unanimous vote from the directing staff. Students in danger of being removed will have a meeting scheduled with the directors to talk through their possible removal. At that meeting, a timeline will be laid out by the directors dictating what improvement is expected. Students can be removed from the production for any of the following reasons:

- Excessive Unexcused Absences / Tardies
- Unable to Perform to the Expected Standard
- Inability to Keep Up With School Work
- Poses Threat to Production or Mental / Physical Health of Others

### **Contact**

If you have any questions about the musical production or anything contained within this handbook please email Brian Williams at [bwilliams@robbinsville.k12.nj.us](mailto:bwilliams@robbinsville.k12.nj.us).

## **Cast Handbook**

### **Rigor & Philosophy**

The directing staff and students associated with the musical production work tirelessly to present a visually and aurally appealing experience for our audiences once a year. Participation in the cast of a musical is comparable to a varsity level sport. Over the three months of the production, cast members are going to be spending a large portion of time rehearsing for the show. Understand that time management is incredibly important and school comes first: if they are failing a class they can be pulled from the production. Philosophically, it is the directing staff's goal to teach theater, music, and various other lessons through producing a well run and received show. Please understand that we run these productions as if it were a community or professional theater group: we are constantly adjusting and aiming our sights towards the final product. Every choice we make, be it during casting or during a build day, is firmly cemented in our desire to make the production as a whole better.

### **Expected Standard of Excellence**

Throughout this cast handbook the phrase "Expected Standard" will refer to the concept that cast members are continuously working on their parts of the show to create the best viewing experience for audience members. Students are responsible for mastering every song, every dance, and every blocking instruction for every scene and number they are a part of. Cast members are expected to be constantly improving their characters and their individual performances of the show consistently.

### **Auditioning Eligibility**

Any student currently attending Robbinsville High School is eligible to audition for the spring musical as long as they are not failing any courses. Students must provide the directors with a complete schedule of dates they must miss rehearsal for the run of the production with their completed audition packet.

### **Auditioning for the Show**

Students interested in joining the cast of the musical production are required to audition in front of a panel of directors. Those auditioning will be required to prepare pre-selected monologues, multiple selections of music from the show, and perform a choreographed dance. The monologues, music, and dance will be taught to students during an optional audition preparation day after school in December. Student unable to attend should see a director to receive an audition packet and find a dance captain to teach them the dance. The week of auditions, time slots will be posted outside of the choir room in which students can sign up for an audition slot. The day of the audition, time slots will be condensed to fill in any gaps and a final list will be posted. If students sign up for the last slot and there are open slots before them, they should expect to be moved up in time unless they have spoken to the directors in advance about auditioning late.

Students auditioning should show up twenty minutes before their audition time. They will need to bring a signed handbook (found in the back of this document), a completed audition form (found in the back of this document), and a list of any rehearsals they are planning on missing from the

end of December to the completion of the production. A complete calendar of expected rehearsals can be found under the “Musical Theater” tab at [www.RHSWilliams.com](http://www.RHSWilliams.com) in addition to a listing in the back of this document.

Once students have checked in with the assistant stage managers and turned in all of their paperwork twenty minutes before their audition, they will be brought into the audition room in small groups to perform their dance audition. Students will then leave the room and be brought into the room one by one to complete their acting and singing auditions. Once they leave the audition room after their acting and singing auditions they will be free to leave the school.

### **Acceptance into the Cast**

Students can only be accepted into the cast through audition. Due to limited roles in musicals, students are not guaranteed a position in the cast. Students must be able to demonstrate a strong ability to sing, dance, and act to successfully make it into the cast. Additionally, based on the show being produced, students who are strong in all three areas may be cut due to stylistic or cast size considerations. Students auditioning who are unable to make enough important rehearsals may be cut based on their schedule collected on the day of auditions. Following auditions, a callback list will be posted. The entire cast will be revealed on this callback list. Students who are on this list, either listed as a named callback or ensemble member, are all considered to be part of the cast. Those not listed on this page are encouraged to participate in the production in some other capacity. Any students who have been accepted into the cast are not allowed to alter their appearance (hair style/color, etc.) in any way between auditions and the performance without prior approval from the directors.

### **Other Opportunities**

Students who auditioned but were not cast will be able to participate in the production through other opportunities. Students who did not make the cast are able to schedule a meeting with the directors to talk about areas in which they can improve upon for future auditions. Students should reach out to the directors if they are interested in helping out but are unsure of how to!

### **Callbacks**

After auditions have been completed and the cast has been selected, callbacks will be posted. The directors would like to see the cast members listed next to each character’s name audition again with that character’s specific songs and scenes. Callbacks are complex and fickle; casting choices come down to far more than just talent or ability. Students may not be required to perform everything required for their callback. An optional callback workshop will be run for students to receive and run through the music for callbacks. If students are unable to attend and have received a callback, they should see a director for the callback material. Callbacks will take place after school in the choir room. To make sure everything moves smoothly only those students listed as a named callback are invited to this audition.

Following callbacks, a complete cast list will be posted with roles assigned. On occasion students who were not called back for a specific role will end up with a role. Students in the cast at this point are required to electronically sign on the final cast list found on the “Musical Theater” tab at [RHSWilliams.com](http://RHSWilliams.com) in order to confirm their participation in the show.

### **Financial Responsibilities**

Students accepted into the cast will be responsible for the following list of common fees associated with the show:

- Tier 1 Activity Fee Paid to the Robbinsville Board of Education
- \$175 Production Fee
- Donation of \$25 to concessions for performances
- Undergarments and footwear required for show
- \$40 for a script if they are keeping it

As with every after school activity, student participation is dependent on paying the Board of Education an activity fee. This fee is not collected or dictated by the musical production. We are unable to collect this fee or answer questions about it. Please direct all payment and questions to the Board of Education office.

Every aspect of the production comes from fundraising and selling tickets to the show. Due to the amount of microphones, costumes, wigs, set and furniture pieces, etc. that need to be purchased for the production, the musical requires each cast member to pay a \$175 technical fee due March 1st. Checks need to be made out to RHS Musical. Cash will not be accepted. Any amount of money generated by ads sold by a student is directly applied to their technical fee.

Before the show, during intermission, and after the show, refreshments are sold in the commons area. All funds made from concessions go back to directly support the musical production. As the show gets closer, cast members will be asked to donate concessions to be sold during the performances.

Students are required to buy any dance apparel that goes under a costume in addition to any footwear. The musical being produced can call for different types of footwear, so students in the show in previous years may need to purchase different footwear for the current production. The directing team works hard to provide students with as much information as possible with plenty of time to shop for the best deal when it comes to purchasing costumes / footwear.

Scripts are rented from a performance company and must be returned on the day of strike. Students who want to keep their script or have a script in an unreturnable condition (noticeable damage, highlighted lines, missing pages, etc.) must pay \$40 via check made out to RHS Musical. Scripts or checks will be due during our strike day on March 30th. Any scripts not present at strike will be considered lost and payment will be required.

### **Rehearsal Expectations**

Rehearsals will be scheduled at least two weeks in advance. Calls for rehearsals can be changed up to the day before the rehearsal. For the most up to date rehearsal schedule, please visit [www.RHSWilliams.com](http://www.RHSWilliams.com) and find the "Musical Theater" tab. Any major rehearsal changes will be posted on the Facebook group. Cast members are expected to be at every rehearsal they are called for. Weekday rehearsals begin at 2:45 and will end based on the schedule. Students are expected to be changed and ready for warm ups at 2:45.

Barring extenuating circumstances, the directors will only accept schedule conflicts that are turned in to the assistant stage managers when checking in before auditions. This list should include important family events, college auditions, college visits, and vacations that will prevent students from attending rehearsals. Out of courtesy to the entire ensemble, please schedule doctor appointments, dance classes, and all other types of lessons around rehearsals. There is very little solo work involved in a musical. If someone is not present, it makes it very difficult for their scene, song, and / or dance partner(s) to rehearse. If a student is in school and misses rehearsal for any reason not listed on the conflict sheet (other than a legitimate family emergency or extreme illness) it will be considered unexcused.

As per school policy, in order for a cast member to attend rehearsals and performances, they must be in school for at least four hours that day. That means students must be in the building each day no later than 10:05 A.M. If students are sick, they should understand that they will have to work to make up what they missed. Students should email Mr. Williams if they are sick so the staff knows not to expect them for rehearsal. If students are taking tests or assessments during club time, they should have the teacher contact whatever director is running rehearsal that day so we know in advance if they are going to show up late.

Cast members are expected to bring the following items to every rehearsal:

- Proper appropriate clothing for dance rehearsals
- Proper footwear for dance rehearsals
- Water bottle
- Script / Libretto
- Pencil

### **Attendance Policy**

If a student has more than one unexcused absence from rehearsal, he or she will be pulled from the numbers they have missed and may no longer be allowed to perform in the show. Three late arrivals of more than five minutes past start time will be considered an unexcused absence. If a student brings a pass signed by a teacher and the teacher has reached out to the directors, the student will not be marked as late.

### **Dedication**

During the production cycle of the musical, the directors expect students to dedicate themselves to the musical exclusively. They should realize the amount of time required to make a musical successful is much more than just memorizing the material required. Most characters and songs cannot fully be understood until they are far past the point of memorized. Our goal is to become so familiar with the show that students no longer need to think about the choreography, lyrics, or lines; everything is supposed to be a spur of the moment decision, and the only way to make a show look authentic is to know the show inside and out and do multiple runs experimenting. This is a huge undertaking. Students should not spread themselves too thin. If they are accepted into the cast, they should make this production their priority. They are not able to participate in other productions, sports, or full time activities during the run of this production.

### **Memorization Expectations**

Lyrics and music for Act 1 must be memorized by January 30th. Lyrics and music for Act 2 must be memorized by February 16th. Failure to do so may result in the recasting of a student's part. They should remember that they have directors and student leaders set in place to help if they are having trouble memorizing and should use the resources available to help them!

### **Recasting and Removal From Cast**

Recasting is the process of removing a student from a named role and filling it with another cast member. If a cast member is unable to perform a part, they will be given at least two days notice from a director with clear directives on what to work on to resolve the issue. The directing staff will then audition the cast member on the part that is problematic. If the directing staff agrees that the problem has been fixed, the cast member will maintain his/her position. Otherwise, the cast member will be removed from the role and closed auditions will be held immediately to fill the vacancy. The removed student is still considered cast and will participate as an ensemble member.

If a student is removed from the cast or needs to drop out, barring extenuating circumstances, he/she will be welcomed to help out the production in another manner. As long as costumes have not been ordered for the student in question, any technical fee directly paid to the production (not in the form of ads) will be refunded to the issuer of the check.

### **Tech Week Expectations**

“Tech Week” refers to the week of the show when the various technical aspects of the show are brought in. Hours during tech week are going to be extreme due to needing to bring in professional musicians. Students should plan ahead and make sure they are caught up on work before tech week begins. During tech week, students must fully participate in classes (they are not allowed to sit out of gym, for example).

The Saturday of tech week, “Tech Saturday,” is the longest day of the production. On this day, we check blocking against our lighting plot in addition to prepping the entire E Wing for the upcoming week and performing last minute costume alterations. Students are expected to be at the school on Tech Saturday from 9 A.M. to 9 P.M. Students should plan ahead and not schedule PSATs or any other event on this day. Tech Saturday is on March 21st this year.

Students are not able to schedule conflicts during the last two weeks of the production. They should understand that there are so many small tweaks that need to happen in this time and we need everyone present at every rehearsal to make sure everything is running smoothly. Please reschedule any regularly scheduled classes, lessons, responsibilities, etc. during this time period.

### **Technical Responsibilities**

Cast members are given rented materials to use during the show whether it is a prop, a mic pack, or they interact with a piece of furniture. Normal wear and tear throughout a production is expected. However, if something is misused or intentionally damaged, the cast member will be responsible for all financial reparations.

### **Performance Expectations**

During the production cycle of this musical, cast members are the visible face of the show and the Music Department. Students are expected to act professionally and respectfully of the performance venue during the performances in addition to the rehearsals. During performances, cast members are expected to follow all directives set forth by directors. Cell phones are to remain off during all performances due to mic interference issues.

## **Crew Handbook**

### **Rigor & Philosophy**

The Music Department puts on one show a year and the directing staff and students associated with the production work tirelessly to present a visually and aurally appealing experience for our audiences. Participation in the crew of a musical should be taken very seriously. Over the three months of the production, crew members are going to be spending a large portion of time working on the show. They should understand that time management is incredibly important and school comes first; if they are failing a class, they can be pulled from the production.

### **Eligibility to Participate in Crew**

Any student currently enrolled at Robbinsville High School is able to participate in crew activities. Before students are able to work on the production, they are required to attend a safety orientation meeting with the Technical Director / Costume Director. Additionally, students will not be allowed to work until a completed emergency contact form has been submitted online. This can be found in the “Musical Theater” tab at RHSWilliams.com.

### **Opportunities Working With the Crew**

The crew is made up of different groups working together to put on a visually appealing show. The musical is made up of the following crews:

- Build Crew
- Design Crew
- Costume Crew

- Props Crew

### **Flexibility of Schedule**

Crew members are able to work out their individual schedule with the auxiliary support and directors in charge of the individual components of the crew. It is expected that students make an effort to make every call. Students should let the person responsible for them know if they cannot make a day.

### **A Note on Clothing**

Every day students are working in any area of the crew, they should expect that paint will be present somewhere in the E wing. It is highly recommended that students have a change of paint clothes on them to use for crew. Students who need a place to store these articles of clothing can get a locker in the E wing by asking Mr. Williams. The production is not responsible for any clothes that are ruined.

### **Build Crew Responsibilities**

Build crew is responsible for creating the physical world on stage that the cast interacts with. This faction of the crew will spend time assembling items that create the set of the show. Students should expect physical labor to be intensive in this area while they are learning basic construction skills applied in the theater world. Depending on the show and the call for the day, students may be responsible for bringing in their own protective gear or tools, if applicable.

### **Design Crew Responsibilities**

Once the stage has been assembled and the set is built, paint needs to be applied to flats and the set needs to be decorated to look like something inhabitable by the cast. Design crew spends its time fleshing out the set to feel realistic and to create something interesting for the audience to look at. Students can expect to be painting and decorating the set as well as assisting the costume and props crews when needed. These crew members will be in charge of maintaining the integrity of any larger scale furniture throughout the production.

### **Costume Crew Responsibilities**

Costume crew is responsible for taking measurements of each cast member, maintaining their wardrobe for the show, and assisting in costume changes. As alterations need to be made, costume crew members may be asked to help out. Tasks include:

- Creating (sewing, designing, or assembling) wardrobe pieces
- Organizing and maintaining the costume closet and room
- Organizing all costume pieces upon arrival and repacking returning after the show
- Ironing, mending, and embellishing pieces

### **Prop Crew Responsibilities**

Students on the prop crew are responsible for creating a props list and coordinating with the directors of the production to figure out the needs of the show and cast. Crew members will then create the objects the cast will use as manipulatives during the performance. Students can expect to have to come up with creative solutions to creating realistic looking objects out of cheap materials.

### **Running Crew**

Towards the end of the production cycle, the directors will compile a small list of crew members to make up the running crew. This list is generated by the directors' experience with the individual crew members, including their capability, attendance, dedication, and ability to take directions. These students will make up the crew responsible for set changes during the show. Due to limited space backstage and the sensitivity of the position, these roles are highly competitive and not everyone is able to make running crew. Being backstage in the dark with cast members moving while flats are flying in and out of the stage is dangerous. In addition to trying to produce the best looking show possible, our number one priority is to provide a safe space where actors and runners will not get injured. Students not on running crew are invited to participate in the Front of House crew.

### **Front of House Crew**

During performances, there are jobs that need to be done in both the Front of House (commons) and the auditorium itself. Crew members are needed to usher patrons to their seats, check tickets, work booths, coordinate between Front of House and backstage, hand out programs, and help intermission run smoothly. As the show gets closer, students should let the directors know if they are interested in helping out with Front of House. Crew members working Front of House will receive community service hours for their work.

### **Dedication**

During the production cycle of the musical, the directors expect students to dedicate themselves to the musical exclusively. They should realize the amount of time required to make a musical successful is much more than just completing the tasks set forth for them. The stage must be filled with life through the set, costumes, and props. Each item created needs to be authentic and have meaning behind it. This is a huge undertaking. Students should not spread themselves too thin. If they are working on the show, they should make this production their priority.

### **Technical Responsibilities**

Crew members are responsible for rented materials to use during the show whether it is a prop, lighting equipment, sound equipment, or they interact with a piece of furniture. Normal wear and tear throughout a production is expected. However, if something is misused or intentionally damaged, the crew member will be responsible for all financial reparations.

### **Financial Responsibilities**

Due to the nature of the work being done for the crew, activity fees are not assessed by the Board of Education. Students participating in running crew will be responsible for the following items:

- Clothing requirements for running crew (either blacks or street clothes depending on production)
- Donation of \$25 or less to concessions for performances

Crew members are not required to sell ads. However, it is always encouraged. Sales of ads help us to afford the set, lights, and furniture pieces used in the show.

### **Performance Expectations**

During the production cycle of this musical, crew members work closely with the cast and directors to help create an amazing show. Students are expected to act professionally and respectfully of the performance venue during the performances in addition to the rehearsals. During performances, crew members are expected to follow all directives set forth by directors. Cell phones are to remain off during all performances due to mic interference issues.

## **Auxiliary Support Handbook**

### **Rigor & Philosophy**

Students in charge of different aspects of the production wield a lot of power and their actions and decisions carry with them a significant amount of weight. Student leaders effectively become “mini directors” and must be prepared for all that entails. Student leaders will spend a significant amount of time at rehearsals and director meetings. Because of this, student leaders are expected to make the musical a priority and cannot participate in other activities. They should understand that they are students first. If they are failing a class, they can be pulled from the production. Additionally, they should understand that management is exhausting and often times a thankless task. We cannot emphasize how meaningful having student leaders is for our production, but the choice to help in this capacity needs to be weighed appropriately.

### **Expected Standard of Excellence**

Throughout this handbook the phrase “Expected Standard” will refer to the concept that every member in the production is continuously working to create the best viewing experience for audience members. Students are responsible for being well versed in everything they are personally responsible for.

### **Positions in Auxiliary Support**

Auxiliary Support is made up of student leaders that help design the show and make sure it runs smoothly. Auxiliary Support is made up of student stage managers, tech and set designers, coordinators for different aspects of crew, and students designing the digital media associated with the show. Due to the inherent leadership requirements that come along with these jobs, students are asked to make sure they are certain they are willing to take on the workload and the responsibilities associated with being part of the design team.

### **Appointment to Auxiliary Support**

Students are appointed to Auxiliary Support by the directors after an interview process. Students appointed are given positions to help out the production and the directors. If a student is causing problems for the production or not completing work in a timely fashion, they can be removed from the position following the same procedures used to remove cast or crew members from a production.

### **Stage Manager Positions**

Five students will make up the stage manager team. One student will be the Stage Manager (SM) and will be responsible for making sure the entire production runs smoothly. The other four students will be Assistant Stage Managers (ASMs) and will be more specialized (coordinating

with the various parts of crew and keeping the Stage Manager updated on progress from that side of the production or working with the cast and knowing the show inside out).

The Stage Manager will call the show during performances from the lighting booth. The Assistant Stage Managers will be backstage working with the cast and crew to make sure everything runs smoothly. These positions consist of both design and technical aspects. Applicants should be willing to provide input on the show while also keeping the cast and crew focused on the final decisions made by the directors.

#### **Student Technical Director**

The Student Technical Director is in charge of designing and building the set based off of the feedback from the directors. They should expect this position to be technical when it comes to construction and understanding how schematics work. A successful Student Technical Director will be able to make multiple plots of the stage and adjust according to design notes from the directors. Once the plan is finalized, they are responsible for creating an order with directors of what is required for the construction of the set. They will be responsible for coordinating parent volunteers and construction crews to make sure the set gets built within the timeline laid out.

#### **Set Decorator**

This optional position (could also be completed by a Student Technical Director) is for a student who is interested in taking the blank canvas of the set and making it into something noticeable by audiences. This position will take the work done by the student technical director to design the patterns to be painted and dressings to be added to the set. A successful Set Decorator will inject a level of realism to the set via intricate design while being able to work with and teach other crew members how to achieve the desired result.

#### **Costume Crew Coordinator**

The student in this position is in charge of making sure the costume crew is called in when needed and is assisting the costume director accordingly. Successful coordinators must be organized, work well with directors, and be able to teach students on costume crew how to achieve the desired results.

#### **Props Master**

This student is in charge of creating a props list for the entire show, coordinating with directors, the SM, and ASMs to make sure everything is accounted for. Once the prop list is completed, the Props Master is responsible for working with the props crew to synthesize the pieces needed on a timeline. Once the props are created, the Props Master must design a props table and maintain the quality of the props throughout the runs and performances of the show. Successful Props Masters are creative and can make high quality and realistic props out of cheap items.

#### **Digital Designer**

This student will create all of the digital media used throughout the show's playbill and advertising done. Successful designers are able to create high quality digital pieces at a fast pace. Being able to digitally manipulate images and take critique is a must. The work done by this individual will be what thousands of people see and is what ends up on our apparel.

## **Parent Information**

#### **Our Philosophy on High School Shows...**

The directors take every show we work on very seriously. Each musical gives us an opportunity to present our audiences with an experience that will sweep them away from whatever is happening in their lives. Every show has different requirements and has a different feel to it. We ask that parents trust the directing staff's understanding of how theater and musicals run when we make decisions, whether it be casting decisions or how the crew will be working during a production. While our philosophy is to teach students through putting on a strong and meaningful production, we take our job as educators and mentors seriously. If a student is confused or wants to talk through a decision, parents should encourage him/her to set up a meeting with us at an appropriate time. We will always back parents up on helping a student self-advocate.

#### **Volunteering**

"It takes a whole village" is an understatement when it comes to putting on a show as large as a musical. Rides need to be arranged, meals planned, sets constructed, tickets sold, and exhausted children pacified. The directors ask that parents donate time toward the production in whatever way they can, whether it is helping by picking up needed supplies when they are out or working Front of House. We understand that life is busy and many families have multiple children with multiple extracurricular activities, but please consider helping out. Sign ups will be going around throughout the production cycle. Please donate any time possible.

#### **Front of House**

Parents are needed to run the Front of House during performances. Different booths that need volunteers are concessions, ticket sales, Kisses for the Cast and Crew, and photos. A well run Front of House keeps the continuity of the show throughout intermission and the importance of having enough volunteers cannot be overstated.

### **Construction Crew**

Any parents who know how to use tools, have construction experience, or are interested in learning how to do either of those things may consider donating a weekend or two to help with construction crew. Due to the nature of having to use electric saws and power tools, students are not able to operate heavy equipment and we need parents to help out in this field. If parents are interested, the Technical Director and Student Technical Director will be reaching out for volunteers to coordinate these efforts.

### **Organizational Leadership**

Leadership opportunities are available for those that are well-organized. If parents are interested in coordinating with directors for the various booths in Front of House, please reach out to the directors.

### **Community**

All of the students are passionate about musical theater to a point where it is usually a defining characteristic of who they are. Our goal is to build a community around this understanding that is welcoming to not only the students involved in the production but their families as well. If parents have ideas on how to incorporate families or help develop a community, please talk to a director. We are always looking for good ideas on how to bring everyone together in a positive way.

*If you have any questions about anything found in this document, please feel free to reach out to Mr. Williams at [bwilliams@robbinsville.k12.nj.us](mailto:bwilliams@robbinsville.k12.nj.us)*

## **Guys and Dolls**

### **Preemptive Schedule 2019-2020**

#### **Important Beginning of Production Dates**

Monday, December 2nd, 3:30 P.M.-5:00 P.M. **Leadership Interviews**

Wednesday, December 5th, 2:45 P.M.-4:30 P.M. **Optional Dance Workshop**

Thursday, December 6th, 2:45 P.M.-4:30 P.M. - **Audition Workshop**

Tuesday, December 10th - Thursday December 12th, By Appointment **Auditions**

Sunday, December 15th, Evening - **Callbacks, Callback Material, & Ensemble List Posted**

Monday, December 16th, 2:45 P.M.-5:00 P.M. - **Callback Workshop**

Thursday, December 19th, 2:45 P.M.-5:30 P.M. - **Callbacks, Final Cast List Posted When Completed**

Friday, December 20th, 2:45 P.M.-5:30 P.M. - **First Rehearsal, Read Through**

For the month of January you can expect rehearsal every day after school and every Saturday except for

- Thursday, January 2nd-Saturday, January 4th
- Monday, January 20th
- Friday, January 31st

For the month of February you can expect rehearsal every day after school and every Saturday except for

- Saturday, February 1st
- Friday, February 7th & Saturday, February 8th (we will go see The Little Mermaid Friday night)
- Thursday, February 13th is tentatively scheduled for regular after school times
- Friday, February 14th & Saturday, February 15th
- Monday, February 17th

For the month of March you can expect rehearsal every day after school and every Saturday except for

- Wednesday, March 4th
- Saturday, March 7th

**Important End of Production Dates**

**Sitzprobe** - Wednesday, March 11th 5:00 P.M.-9:00 P.M.

Tech Week runs from **Saturday, March 21st through Thursday, March 26th**

Saturday, March 21st, 9:00 A.M.-9:00 P.M. - **Tech Saturday**

Friday, March 27th, 7:00 P.M. - **Opening Night**

Saturday, March 28th, 7:00 P.M. - **Night Show**

Sunday, March 29th, 3:30 P.M. - **Matinee Show**

Monday, March 30th, 2:45 P.M.-6:00 P.M. - **Cast Strike**

**Important Production Dates**

January 30th - **Act 1 Off Book**

February 16th - **Act 2 Off Book**

Friday, February 21st - **Ads & Payment Due**

Friday, March 1st - **Technical Fees Due for All Cast Members**

Monday, March 30th - **Scripts or Money Due**

*\*\*Students interested in participating in the cast should compile a list of dates they are unable to make rehearsal and present them to the stage manager checking them in for their audition slot.*

*\*\*Students interested in a leadership position in the musical should understand they are expected to be at the vast majority of rehearsals and their schedule should reflect that.*

**Robbinsville High School Music Department**

**Musical Audition Information 2019 - 2020**

*Please bring this filled out form to your audition.*

Name (please print): \_\_\_\_\_ Audition Time Slot: \_\_\_\_\_ #: \_\_\_\_\_

Past Productions & Roles: \_\_\_\_\_

\_\_\_\_\_

Dance / Music Lessons? How Long? What Styles? \_\_\_\_\_

Voice Part: \_\_\_\_\_ Are You Interested In A Lead Role? YES NO

Anything the Directing Staff Should Know About You? \_\_\_\_\_

\_\_\_\_\_

*By signing below, I am confirming that all of the information found on this page is correct and I am available to commit myself to this musical production if I successfully make the cast. I am also confirming that the dates listed on the back of this sheet are a complete listing of all conflicts I have with scheduled rehearsals. I understand that should another conflict arise, I must email Mr. Williams as soon as possible. Additionally, by auditioning for this show, I also accept any casting decisions made by the directing staff. Finally, I have read the handbook contained within this document and have reviewed it with my family. I understand that by signing below I am committing to this production and will be responsible for everything outlined in the handbook.*

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Guardian Signature Date

Please compile a complete list of all dates you will be missing during the production cycle. For a complete calendar listing of all dates for this show, the calendar can be found at:

<https://www.rhswilliams.com/musical-calendar.html>

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