

**Oak Park Performing Arts Alliance(OPPAA)
Production Participation Contract**

January 2020

Dear Cast, Crew, Band and Parents,

In order to deliver a high-quality drama program at OPHS, through the Oak Park Performing Arts Alliance, we depend on voluntary donations. ALL students *will* receive the same opportunities, experiences, and/or materials, regardless of whether a contribution is made or not; however, if we do not raise the anticipated amount set aside for the budget of each production, the program will have to cut back on expenses (set design, costumes, meals, etc.) and/or provide fewer opportunities for our students to be in productions. We are committed to holding fundraisers throughout the year to help subsidize our budget, but as you can surmise, the fundraisers are only a small portion of the greater cost of producing successful productions. For further information and legal references you can visit: <http://www.oakparkusd.org/donationsguidelines>

How can parents help?

Donations: Your donations to OPPAA help pay for the licensing, costumes, scenery, programs, and props etc. required to produce the show. The support of our performing arts alliance families will help in continuing OPPAA's tradition of showcasing the dramatic arts at OPHS.

Volunteering: Parent volunteers are vital to the success of our production and we ask that all parents volunteer time to help out with the myriad of tasks that go into putting a show on its feet. Shift sign-ups will be done at the parent meeting and through Sign-Up Genius

Forms: **Production Contract** read & signed by both student and parent, **cast bio, conflicts**, and other optional forms (t shirt order, ad order) returned at first meeting/ rehearsal on Sat, Jan 11th.

Parent Mtg: There will be an important parent/cast/crew/band meeting on Sat, Jan. 11th at 9:30 in the choir room. This meeting is mandatory. Please make every effort to attend. Questions? please email Ellyn Schneider eschneid@sbcglobal.net

Attendance: *(Read carefully before signing & don't sign if your child can't make the time commitment)*

- General Rehearsal Schedule -see oppaaophs.com for specific call schedule:
 - Monday – Thursday 3:15 - 5:30 & Saturday 10:00 - 4:30 (some Weds. will end @ 6:00)
CAST (Crew/Band schedule will vary)
 - Saturday, January 11th @ 9:30 am Parent/Cast/Crew/Band Meeting, production photos, costumes; 11:00am Table Read (all cast-bring, highlighter & number 2 pencil); 12:30 lunch; 1:30 rehearse CAST/CREW/BAND
 - Sunday, March 8th through Wednesday, March 11th 5:00 - 9:30 (eat dinner prior to arrival)
CAST/CREW/BAND
 - Thursday, & Friday, March 12th and 13th @ 4:00; Saturday, March 14th @ 12:00 (dinner provided)
CAST/CREW/BAND
 - Sunday, March 15th @ 10 am Mandatory Strike attendance CAST/CREW/BAND
- Attendance Policies
 - Attendance is mandatory. Participants have made a commitment to the production and need to be at all of their rehearsal calls and performances.
 - Be on time to rehearsals. You must be ready to begin rehearsal at the time allotted. It is good practice to arrive ten to fifteen minutes in advance. Repeated tardiness indicates a lack of responsibility and dedication.

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- All conflicts should have been included with your audition permission slip and again with this packet. Avoid scheduling doctor/dentist appointments and other events on days you are called for rehearsal.
- No more than 5 absences are allowed (regardless of reason). Arriving 15 minutes late or leaving 15 minutes early is counted as half of an absence. Arriving more than 15 minutes late or leaving more than 15 minutes early counts as full absence
- If there is a pattern of excessive absences (maximum of 4 excused or unexcused), an understudy may be cast and ready to go on in the event that the primary cast member is dismissed from production
- A pattern of excessive tardiness (1-15 minutes) may result in dismissal from production
- Beginning **Sunday, March 8th**, NO REHEARSALS OR PERFORMANCES CAN BE MISSED. Any absence or tardy during this time may result in dismissal.
- Strike Set attendance , **Sunday, March 15th** , is mandatory. Failure to attend strike without arranging hours may result in ineligibility to audition for the next production.
- Do not sign up for the March 14 SAT or Mock ACT as this is a performance day with a 12:00 call time

Rules/Guidelines:

- NO gum, or food in the choir room, pavilion seats or on stage.
- Cell phone use is prohibited during all rehearsals.
- ANY and ALL attendance issues, conflicts or questions must be directed to Mr. Peters or Ellyn Schneider (cast/crew) and Mr. Borquez (band)
- If you cannot be at rehearsal please email Ellyn Schneider (cast), Mr. Peters (crew), Mr. Borquez (band)
- Updates and call times are communicated on OPPAA website, text, email, production student's Facebook page, Please check these venues regularly.
- Script copies are on LOAN ONLY and will be collected on the last day of production. Not returning a script may result in ineligibility to audition for the next production.
- Be present, be on time and be prepared for rehearsal.
- Be encouraging, positive and supportive of everyone involved in this production.
- Take care of yourself and manage your time wisely.
- Have fun!

Cast Bios:

All cast members must provide a BIO for our commemorative program. It cannot be more than 50 words. Please make sure your bio is appropriate. Anything written inappropriately reflects not only on you, but also on your family, the drama department and OPHS. Your bio can be turned in with this packet on Saturday or emailed by **Monday 1/13** to eschneid@sbcglobal.net . Bios can be in the first person or third person (examples):

*Hi my name is Madeline Singley! I am a senior, this is my second show at Oak Park and my sixth show overall. I love Elephants, La Croix (la-Croy) and hanging out with my wonderful friends. I am excited to be a part of this show and am so happy I get to work with such an amazing group of people.

*You may know him as the man with the solo "shorter hours" from Evita or Poor Orphan Boy #2 from Les Miserables, but Evan is now back for his fourteenth performance at Oak Park High School as the wonderfully, brilliant Lefou. When Evan is not listening to showtunes you can find him listening to Ed Sheeran, Yeezus, Childish Gambino, Panic, and Taylor Bennett. #Wolves

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How can I support this production?:

1. Donate- What does my donation help to cover for this production of *Chicago-High School Edition*:

Licensing/Rental Fees 3800.00

Professional Services 4200.00

Costumes/Hair/Sets/Props 4000.00

Printing of flyers, posters & programs 2000.00

Dinners (3 per student participant) 1500.00

Wrap Party 300.00

Concession 300.00

Shipping 300.00

Insurance/Overhead 900.00

Miscellaneous 7000.00

Total production costs estimated to be 24,000

We hope to bring in an income of in ticket sales 14,000

Which leaves a balance of 10,000 to be covered by donations @ 150.00 per cast participant (75.00 crew participant)

We have received a grant for THIS YEAR ONLY to partially cover the participation donations for all students, so we are able to request a smaller amount of 100.00 donation per cast participant (50.00 crew participant) however, we greatly appreciate donations in any amount that will help us fund this show and allow us to continue to produce great theatre for years to come.

2. Program Ads

Support the Performing Arts at Oak Park High School with an advertisement in the program for *Chicago-High School Edition*. Advertise your business or purchase a personal ad for your cast/crew member.

\$150 FULL PAGE AD (5.5" wide x 8.5" high)
\$75 HALF PAGE AD (5.5" wide x 4.25" high)
\$50 BUSINESS CARD SIZE AD (3.5" wide x 2" high)
\$15 Shout Out – < 15 words (no picture or art)

- Checks payable to "OPPAA" with Ad size noted in the memo line and turned in at first rehearsal or pay by Zelle to oppaaophs@gmail.com followed up with email to Andrew Salzwedel salzwedelandrew@gmail.com indicating ad size.
- Email Todd Logsdon tlogsdon90@gmail.com with confirmation of your business and/or family name, ad size, COMPLETED ad artwork, and/or shout out message. Please put *Chicago* in subject line.
- Submit as JPG, 300 dpi for optimum print quality.

3. Commemorative t shirt

- Due to budget limitations, we can no longer provide commemorative t shirts but will be offering them for 20.00. Orders and payment need to be turned in at Jan 11th meeting/rehearsal
- These shirts have the production art on the front & cast, crew, costume and band names on the back and make for a wonderful memento of your child's time in this production.
- Checks payable to "OPPAA" with t shirt size noted in the memo line or pay by Zelle to oppaaophs@gmail.com followed up with email to eschneid@sbcglobal.net indicating shirt size.

We will have a lot more information to share and numerous ways for you to get involved & look forward to seeing you on Saturday 1/11! Thank you in advance for your support of our program and here's to a fun-filled production!

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Please complete and return this form Saturday, Jan 11th

CONFLICTS:

Attendance is expected and required. A rehearsal schedule has been provided so you can plan accordingly, List all conflicts, including arriving late or leaving early, that cannot be rescheduled. Conflicts listed will still count as an absence if it is a day you're called for rehearsal. Excessive conflicts/absences will impact production and may lead to dismissal from the show. Keep in mind that the maximum number of absences is 5, and at 4 absences an understudy may be cast. Absolutely no absences allowed starting Saturday, March 7th.

Date(s)/Reason _____

Date(s)/Reason _____

Date(s)/ Reason _____

Date(s)/Reason _____

Date(s)/Reason _____

CONTACT INFORMATION & CONTRACT AGREEMENT (please complete all sections):

Student Name: _____ Grade: _____

Student cell phone #: _____ Student email: _____

Parent Name: _____ cell: _____ email: _____

Permission to: Text - Yes__ No__ Join Facebook Page - Yes__ No__ Photo/Publicity Release-Yes__No__

Dietary restrictions: _____

Your signature below acknowledges that you have read and that you understand the OPPAA Production participation rules, including attendance requirements and the OPHS Extra-curricular code, and agree to the conditions contained therein.

Student Signature _____ Parent Signature _____

*If you would like a production shirt, the cost is 20.00

Please circle: Small Medium Large Extra Large XXL or NO SHIRT

PAYMENTS:

Voluntary Donation \$ _____

T shirt * \$ _____

Ad \$ _____

Total \$ _____

Check Number _____ or paid thru Zelle _____

(please indicate in the memo line what payment is for- donation, t shirt, ad, etc ?)

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This form has been approved by the Oak Park High School principal and no student will be denied participation because of inability to donate.