



PRODUCTION PARTICIPATION CONTRACT

Dear Cast, Designers, Band and Parents,

In order to deliver a high-quality drama program at OPHS, through the Oak Park Performing Arts Alliance (OPPAA) and OPHS ITS Troupe 6074, 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. For further information and legal references you can visit: <http://www.oakparkusd.org/donationsguidelines>

How can parents help?

- 1. Donations:** Your donations to OPPAA and ITS 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.
 - **Make a monetary donation – Recommended amount \$150 per cast/designer/band participant.** Donations help to fund production costs which include licensing, sets, costumes, printing, shipping materials, props, 3 meals per student on performance days, production t-shirts for everyone, and many other pieces that go into a musical production. We are a self funded organization and our productions depend on the generosity of our families and community.
 - **Purchase a Digital Program Ad for your student or business or both!** Support our production with an advertisement in the digital program for *Pippin*.

\$50	BUSINESS AD WITH PHOTO/LOGO
\$25	AD WITH PHOTO
\$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
 - Follow up by sending an email to Todd Logsdon, tlogsdon90@gmail.com with COMPLETED artwork (JPG,300 dpi), ad size, business and/or family name, and/or shout out message. Please put *Pippin* in the subject line
- 2. 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. Please email marycsalzman@gmail.com if you would like to get involved.
- 3. Attend Parent Meeting on Tuesday, January 18 at 6:00 pm in B1 (choir room)**
- 4. Complete this Form:** Production Contract read & signed by both student and parent, and returned Thurs 1/13 afterschool in pavilion or Sat 1/15 in choir room to Mrs. Schneider in order to receive script
- 5. Review Schedule, Attendance and Rules with your student:** *Read carefully before signing and if your child can't make the time commitment please do not approve their participation*

General Rehearsal Schedule-subject to change

- Saturday, January 15th @ 10:00am-4:30pm -Production KICK OFF with cast, band & designers
- Monday (1/17)-Thursday (2/17) 3:15pm - 5:30pm & Saturday (1/15-3/5) 10:00am - 4:30pm (cast); Tuesday & Thursday (band), Saturday & TBD (designers)
- Monday (2/21) through Thursday (2/24) 3:15pm-6:00pm Sitz Probe Rehearsals (cast & band)

- Monday (2/28)-Thursday (3/4) 3:15 pm-6:00 pm Tech Week (cast, band & designers)
- Sunday (3/6) through Wednesday (3/9) 4:00pm - 9:00pm (bring dinner) FINAL RUN THROUGHGS (costumes, sets, props etc.) with cast, band & designers
- Thursday, & Friday (3/10 & 3/11) @ 4:00pm; Saturday (3/12) @ 12:00pm (dinner provided) PERFORMANCES with cast, band & designers
- Sunday, (3/13) @ 10:00 am SET STRIKE with cast, band & designers
- Attendance is mandatory. Participants have made a commitment to the production and need to be at all of their rehearsal calls and performances. A pattern of excessive absences may require an understudy to be cast for performances. Be on time or even plan on arriving early
- All conflicts should have been included with your audition permission slip. Avoid scheduling doctor/dentist appointments and other events on days you are called for rehearsal.

Rules/Guidelines/SafetyReminders:

- Cell phone use is prohibited during all rehearsals.
- No food or gum onstage backstage or in dressing rooms
- If you cannot be at rehearsal, or have scheduling conflicts please email Mrs. Schneider.
- Per the OPHS extra curricular code you must be ON TIME and in attendance at ALL classes on final rehearsal days and performance days (3/7-3/11) in order to participate those evenings. Absences during sitz probe and tech week are strongly discouraged (2/21-3/3)
- Updates and call times are communicated on the Google Classroom, text, email,. Please check regularly
- Script copies are on LOAN ONLY and will be collected on the last day of production. Not returning a script will result in a 25.00 replacement fee that goes directly to the publisher and may result in ineligibility to audition for the next production. You MAY NOT write in pen or highlight in these scripts. You may only use pencil, which you will need to erase before returning, or use post it notes
- Bring a mask, water and hand sanitizer to all rehearsals
- Please follow all OPHS covid safety guidelines, including weekly testing
- 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!
- Be sure to follow OPHS Theatre: @oakpark.its on instagram and visit our website ophsits.weebly.com

PLEASE COMPLETE THE CONTACT INFORMATION & CONTRACT AGREEMENT ON THE FOLLOWING PAGE. **ONCE COMPLETED PLEASE RETURN IT TO MRS SCHNEIDER BY FRIDAY 1/14/22**

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

Student Name: _____ Grade: _____

Student cell phone #: _____ School email: _____

Parent Name: _____ cell: _____ email: _____

T SHIRT SIZE (adult) _____ Permission to: Text - Yes__ No __ Photo/Publicity Release-Yes__ No__

Dietary restrictions: _____

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

Student Signature _____ Parent Signature _____

PAYMENTS (please attach with this form, unless using zelle):

Donation \$ _____

Ad \$ _____

Total \$ _____

Check Number _____ or paid thru Zelle _____

(Please indicate in the memo line what the payment is for – donation, ad, etc.)

- **Making a monetary donation – Recommended amount \$150 per cast/design/band participant.** Donations help to fund production costs which include licensing, sets, costumes, printing, shipping materials, props, 3 meals per student on performance days, production t-shirts for everyone, and many other pieces that go into a musical production. We are a self funded organization and our productions depend on the generosity of our families and community.
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Questions? eschneider@opusd.org (director), edbark@gmail.com (oppaa president), marycsalzman@gmail.com (volunteers)

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