



NRHS MASQUERS MUSICAL

Twitter @nrhsmasquers Facebook: North Reading High School Masquers

Web Site: masquers.weebly.com

Dear Parents and Students,

CONGRATULATIONS! Your child has been cast in the NRHS musical “Shrek”. The auditions were open to anyone in NRHS. It was a great turnout and an exciting time.

Attendance is very important when putting together a show (see rules for participation for this production). Please double check all possible conflicts and confirm on the permission sheet.

Rehearsals are generally Monday through Friday, 2:30pm – 5:30pm. Rehearsals may go later some days as well as occasional weekends if necessary, this *includes Thanksgiving weekend*. Everyone should be prepared to be in attendance everyday, however schedules will vary depending on roles and scenes students are in. Different roles have different expectations – not everyone will have the same schedule for the first two months. Students should quietly work on their homework, memorize lines or work blocking until needed. Being a part of the musical IS NOT an excuse for missing or late homework (see rules). Once we get closer to the performance dates, Monday through Friday rehearsals may be extended until 6:30pm. **We will need for your student to rearrange their schedules and be at rehearsals for their durations once this occurs.** Please take the time to familiarize yourself with the Masquers web page, where rehearsal schedules are maintained and updated daily. The weeks schedule will be posted every Sunday night. You can find the website at masquers.weebly.com.

Your student will need a folder or a 3-ring binder to keep their music and script. Also, a pencil and highlighter is needed to write blocking and notes as we rehearse. Students need to wear appropriate rehearsal clothing (i.e. jazz or character shoes, leotards, sweats/leggings/shorts and hair tied back). Your student will not be allowed to rehearse in sandals, flipflops, skirts, jeans etc. Please see one of the directors if you need assistance in obtaining any of these materials.

Tech week is November 13-16 – **everyone must attend** these rehearsals. We will be on stage using lights, sound, props, set, costume etc. It is imperative that your student is available. If your student misses a scene they are in, they will need to be replaced. The evening performances are Wednesday, November 28 at 6:30pm, Friday, November 30 and December 7 at 7:30pm, Saturday December 1 and December 8 at 4pm. Our musicals sell out so we encourage you to take advantage of the presale tickets. Check out the web site for more ticket information.

On Monday, December 10, all participating cast and crew are required to attend the tear down of the set. This starts at 2:00pm and runs approximately 3-4 hours. We finish up on Tuesday, December 11. IF there is a cancellation due to weather, we will perform the show the following Thursdays.

Your student will need costumes, makeup and food throughout this process. Please be aware that there may be additional costs for these and other miscellaneous items.

Lastly, we need parent volunteers to help us with numerous tasks. We ask all parents to fill in the volunteer form and find something they can assist with. We are very much looking forward to working with you and your student. We have a great cast and will have a great show!!

Sincerely,

NRHS MUSICAL DIRECTORS

A. Kane	J. Eldridge	C. Bowman	P.Kane	K.Sullivan	B.Owens	M.Barry	A.Gagnon
Director	Vocal Director	Choreographer	Tech Director	Costumer	Stage Band	Ass't Tech Dir	Ass't Director



NRHS MASQUERS MUSICAL

MUSICAL CONTRACT – please tear off and return

(please print neatly)

Student Name _____ Grade _____ parent cell _____

Parent(s) Name(s) _____

Home phone number _____ Parent email _____

Student email _____ Student cell _____

RULES FOR PARTICIPATION

I have read the Rules for Participation and I understand that I must follow these rules to participate in the musical.

Student Signature _____ Date _____

Parent Signature _____ Date _____

PERMISSION

I understand the schedule and will be able to attend rehearsals starting December 11, 2018. I understand that I will need to reschedule conflicts to the best of my ability. I realize that the musical is a big responsibility and commitment and will work to keep on top of my studies and health while rehearsing for the show. This includes eating correctly and often, keeping hydrated, getting enough rest and at times, making the hard choices to stay on top of my work instead of going out.

Student Signature _____ Date _____

Parent Signature _____ Date _____

PHOTOGRAPHS

I give Masquers and the Massachusetts Educational Drama Guild permission to photograph and record my student.

Parent Signature _____ Date _____

I understand that there will be additional expenses (makeup, shoes, dinners, concessions, raffle baskets, potluck) that I will need to provide. I also understand that there are other opportunities that are available for me to purchase but are not required.

Student Signature _____ Date _____

Parent Signature _____ Date _____

_____ I understand that there is an activity fee mandated by the NRHS administration of \$300 to participate SHREK. I will
(initial) go online to family id and sign up and pay my fee to the HS main office asap. Please note the fee is separated into two separate forms. One is \$200 and one is \$100 and both must be accomplished. This fee will also pay for your student to participate in any and all additional performing arts groups and clubs at NRHS for the 2018-19 school year.

_____ I understand that there are additional online forms such as measurements and parent volunteer forms I need to fill out
(initial)



NRHS MASQUERS MUSICAL

RULES FOR PARTICIPATION

ATTENDANCE

- Attendance is essential at all meetings, rehearsals and performances. (See schedule for specifics.) If you are in activities that conflict with the musical schedule, please understand you may not be included in the scenes you miss, for whatever the reason is (this includes extended illness). We will look at each situation on a case by case basis.
- If there is an unforeseen need to be absent, parents should email Mrs. Kane at akane@nrps.k12.org and leave a note explaining the absence. A musical relies on the commitment of time and effort of both cast and crew. We create a great team who works together for a common goal. Starting November rehearsals are mandatory. Please double-check and clear your calendars of other obligations. **Excessive unexcused absences may result in loss of privilege to participate – regardless of the date or role you play.**

...during Rehearsals

- Cell phones and other electronic devices need to be kept off stage. Students need to be focused on the rehearsal process. Students must either leave their phones with their supplies/backpack or they may leave them with the stage manager.
- Actors/Tech will arrive 10 minutes prior to call time. Call time means that is when rehearsal starts, not when you are walking in the door and finishing your food. You should be wearing the proper clothing and footwear at call time.
- If you expect to be late for a call, students should telephone the stage manager.
- Attend all rehearsals as listed on the rehearsal schedule (online). Since casting decisions are based in part on the availability and accountability of the actor, absences due to sporting events, vacations, medical appointments, tutoring, etc will be considered only if they are listed on the actors' audition form or given in advance. In the event of a legitimate absence, actors will notify and remind the stage manager and director as soon as the can.
- If you are sick, please stay home and get better. We need you healthy and for the rest of the cast to not get sick.
- You must be at school to be at rehearsal. Only students with excused absences are allowed to attend rehearsals and events. If you are not in school or dismissed from school, it is against school policy to return for a rehearsal. You will be marked absent and removed from the scene we are working on.
- All cast and crew must be in good standing with the school with no major discipline problems.
- Cast/crew will prepare for rehearsals by learning lines, stage duties and blocking, by the deadlines noted in the schedule. This occasionally includes rehearsing on your own.
- Cast/crew will not eat or drink (water is fine) anywhere in the theater unless given permission. **GUM CHEWING IS NOT ALLOWED EVER.** Eating in the HS hallway is suggested provided you throw away your trash. If the hallway gets too messy, this privilege will be taken away. **NEVER EAT IN COSTUME OR ON SET.**
- Cast/crew will help clean up the theater on a regular basis. Schedules will be set in advance by stage manager.
- Cast/Crew will attend rehearsals fully prepared with materials needed (scripts, pencils, personal props, character shoes, appropriate rehearsal clothing etc). Be prepared to change attire if directed.
- Blocking and direction will be given to both cast and crew. We expect students to take constructive criticism and understand that they will fail before they succeed. They will need to work hard and be positive while doing it.

SAFETY and RESPECT

The musical is an extra curricular activity. It is important for teachers to know where students are at all times. Students must remain in the music rooms or PAC. If a student is not in an assigned area and did not gain permission to leave, they will not be allowed to continue in the musical. No wandering the halls or going to the teachers lounge for beverages. NRHS Masquers prides itself with having the most helpful, friendly and respectful students! We will uphold this tradition throughout the musical. Everyone involved in the musical will be respected, honored and celebrated. Any student who is not respectful to others will be 1) talked to, 2) sent home and a phone call conference with the director and parent will occur, 3) referral to the main office and may lose their privilege to participate. Actors assume the responsibility of care of all scripts, personal properties, and costumes assigned. Costumes, once issued to a student, must be hung up properly and card for. Student agrees to assist with making costumes when requested, and agrees to purchase undergarments, leotards and/or dance shoes as required. School obligation forms will be issued for borrowed or rented materials, costumes etc damaged or not returned cleaned two weeks after close of show.

ACADEMICS and ELIGIBILITY

To be eligible for participation in Masquers, you must be in good standing in both your academic work and as a citizen of the school. This means that you need **grade eligibility** (to be passing seven (7) of your eight (8) classes) and uphold NRHS's **code of discipline**. Any suspensions, class cuts, truancy or greater than 10 unexcused absences may jeopardize your involvement in our organization. We hold Masquers students accountable for their academic and social behavior. Any student not doing his/her part will be asked to forfeit his/her role. Please make sure you read the student handbook section on School Policy and Student Behavior.



NRHS MASQUERS MUSICAL

During Dress Rehearsals and Performances:

- Cast/crew will arrive on time and sign in at the call board. Never sign in for another actor. When arriving, please leave your backpacks in the HS music hallway.
- Please be advised that dress rehearsals are run like actual performances
- Bring water to drink and STAY HYDRATED. Drink more than you think you should.
- Wait in A12 after arriving, keeping off the stage unless called for warm-ups, both vocal or physical, or sound checks and specific scene work. Once the house opens, the stage manager will begin regular announcements letting you know how much time remains before curtain and giving you general cues. Say "Thank you" each time they give you an update. Remain backstage for the duration of the performance, *including intermission*. Only prior approval will allow students to be in view of the audience before the show begins. This includes keeping out of the catwalks, control booth, outside and hallways etc. Likewise, guests are **NOT** permitted backstage, even friends or family.
- DO NOT TALK BACKSTAGE WHILE PERFORMANCE IS IN PROGRESS. If you must communicate, whisper.
- Once the show begins, all electronics including cell phones, will be locked up
- All cast members must take curtain call in complete costume. Crew in blacks. Front of house in dress blacks.
- After curtain closes, no hooting or hollering. Exit the stage in an orderly fashion. Remove your mic and mix pack and deposit it carefully on the sound table, undress out of your costume *before* you go upstairs to meet family and friends.
- No one leaves until everyone is done. Dressing rooms must be clean. Bathrooms picked up (bobby pins, missing socks, leotards, hairspray containers etc). Families need to wait until the theatre is cleaned up by the actors. Tech has to clean up the set, tech room and hallways.

FUNDRAISING

- All Masquers shows are self funded. We ask all cast and crew to try their best to help raise that money. The playbill is our biggest fundraiser. Please try to meet your goal and help support the program so we can put on the show.
- Raffle baskets will be sold during intermission. Once you get to know the cast and crew, think about who you would want to partner with to make a raffle basket.
- Cast/crew will be assigned a day to bring in baked goods for concessions. Please don't forget there are two weekends so you will do it twice. (happily all left overs go to the cast and crew each weekend)
- Broadway Brunch will be Sunday, Dec 2. High school students are required to attend. Elementary students are not.

ACADEMICS and ELIGIBILITY

- Student actors and technicians are Students first. Students must keep their grades up throughout a show. If a student is not being directed during a rehearsal they can spend that time on homework. Grade check in will be performed at least once before the shows. Utilize your peers and theater mentors for help with academics.
- To be eligible for participation in a Masquers production, you must be in good standing in both your academic work and as a citizen of the school. This means that you need **grade eligibility** (to be passing seven (7) of your eight (8) classes) and uphold NRHS' **code of discipline**. Any suspensions, class cuts, truancy or greater than 10 unexcused absences may jeopardize your involvement in our organization per school rules.
- We hold Masquers students accountable for their academic and social behavior. Please make sure you read the student handbook section on School Policy and Student Behavior.

PHOTOS and ARCHIVING

- Throughout the rehearsal and performance process, we like to take pictures and videos for memory DVDs, publicity and to hang in the main hallway in the school. Headshots will be taken of all cast and crew.
- There will be a Google photos folder made available to all. Please upload anything you'd care to there.

ONE FINAL THOUGHT

The directors of the one act will work to make it a positive experience for everyone who participates. We have a high level of expectations and are responsible for everyone's safety. For this reason, the above rules must be followed. We appreciate the help and support of parents, staff and students and look forward to a great run.

NRHS MUSICAL DIRECTORS

A. Kane	J. Eldridge	C. Bowman	P. Kane	K. Sullivan	B. Owens	M. Barry	A. Gagnon
Director	Vocal Director	Choreographer	Tech Director	Costumer	Stage Band	Ass't Tech Dir	Ass't Director