

# Parent Meeting

**Production Staff:**

Ms. Schmidt Email: [kschmidt@cvs.k12.mi.us](mailto:kschmidt@cvs.k12.mi.us) (586)610-1934 Director/Producer/Casting/Artistic Design  
Mrs. Wygocki Email: [mwygocki@cvs.k12.mi.us](mailto:mwygocki@cvs.k12.mi.us) (586) 914-9477 Producer/Casting/Artistic Design/Parent Contact/Director

## **Student SHOW Requirements:**

**Mandatory Dates:**  
MUST attend the tech and dress rehearsals along with attending each performance.  
**Tech Rehearsals:**  
April 9 – 13  
**Dress Rehearsal:** April 16-18  
**Show Dates:** April 19-21  
**Clean up:** April 22  
**\*\*Please make sure your student is available**

**Rehearsals:** Attendance has been hurting our shows in the past productions. For this production, attendance will be vital to a good show. Poor attendance will not be accepted without a proper justification. Students will need to attend every rehearsal they are called for or provide a valid reason why rehearsal is missed. Work and homework are not valid excuses to miss a rehearsal. Students will be given 3 EXCUSED absences for rehearsals, however, no absences will be allowed during tech and dress rehearsals, **for any reason other than a complete emergency.** Doctor/dentist/tutor appointments should always be scheduled outside of rehearsal times. Rehearsals will be weekdays, the schedule varies but usual rehearsals run for about 2-3 hours, after school most Thursdays and Fridays and in the evening Monday, Tuesday and Wednesday. A TENTATIVE schedule has been given to students at the first rehearsal. Remember, you must notify Ms. Schmidt and Mrs. Wygocki in writing, **via email**, 24 hours PRIOR to missing a rehearsal for any reason. Missing a rehearsal hurts the whole cast. Directors need to be informed of any absences in advance so they can plan accordingly including if you are sick from school. If you will not be able to meet the time requirements, you will not be considered for a lead, supporting or dance role.

\*Please keep in mind that all scheduled rehearsal dates and times are subject to change. We will provide students with notice via remind of any changes. We do our best to stick to the schedule, but sometimes things come up.

**Casting:** Casting is done with what is **best** for the SHOW. Though we love all of our students and care about them all individually, we cannot cast for individual student's (or parent's) desires. We are looking for the BEST for each role. For the **best** casting outcome, students must come to auditions overly prepared with positive behavior.

**Parent Involvement:**  
**Mandatory Parent Meeting:**  
Monday, March 5th at 6:30pm in choir room  
**One Volunteer:** Students are required to have one adult volunteer for you to help with our many requirements and production needs. Remember, we can't do it without extra help!

**After Auditions:** Thursday, March 1st in room 210, at 5:00pm will be 3 minute meetings with students who would like to meet with directors regarding THEIR OWN casting. No other meetings will be scheduled.

**Financial Obligations:**  
Students will be required to provide many of their own approved costumes and props for this show along with \$50.00 to participate. Checks should be made out to "Dakota High School". We have also decided to give students the opportunity to find sponsorship to offset their \$50 requirement. You may find a business to sponsor our production for \$100. The sponsor will have a poster of their logo hung in the atrium during the show.

# Business Sponsor

**Due Thursday March 29<sup>th</sup> – NO LATE SPONSORS!**

**Student Name:** \_\_\_\_\_

Check one:

\_\_\_\_\_ Company Logo is attached to this form

\_\_\_\_\_ Company Logo was sent digitally to [mwygocki@cvs.k12.mi.us](mailto:mwygocki@cvs.k12.mi.us)

**(\*\*\*\*You must also include the Dakota Students name with the digital logo\*\*\*\*)**

**will be viewed by at least 1,000 audience members throughout 3 shows**

**Business:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dakota Student:** \_\_\_\_\_

**Color Poster to be hung in Dakota Atrium \$100:** \_\_\_\_\_

Form of payment: CASH: \$ \_\_\_\_\_ CHECK: \$ \_\_\_\_\_ Check# \_\_\_\_\_

**MAKE CHECKS PAYABLE TO: Dakota High School**

**Payment MUST HAVE A FORM and be submitted in an ENVELOPE!**

# Student Payment

**Due Thursday March 29<sup>th</sup> – NO LATE PAYMENTS!**

Student Name: \_\_\_\_\_

Form of payment: CASH: \$ \_\_\_\_\_ CHECK: \$ \_\_\_\_\_ Check# \_\_\_\_\_

**MAKE CHECKS PAYABLE TO: Dakota High School**

**Payment MUST HAVE A FORM and be submitted in an ENVELOPE!**

# Important Information

**Website:** [www.mathschmidt.weebly.com](http://www.mathschmidt.weebly.com) and use DHS Musical Link  
<http://mathschmidt.weebly.com/dhs-musical.html>

**Email/Contact Info:** Parents/guardians should have ALREADY emailed Michelle Wygocki at [mwygocki@cvs.k12.mi.us](mailto:mwygocki@cvs.k12.mi.us) to accept your student's role. This will be how we communicate with our parent group along with Remind101.

Ms. Schmidt: [kschmidt@cvs.k12.mi.us](mailto:kschmidt@cvs.k12.mi.us) or (586) 610-1934

Mrs. Wygocki: [mwygocki@cvs.k12.mi.us](mailto:mwygocki@cvs.k12.mi.us) or (586) 914-9477

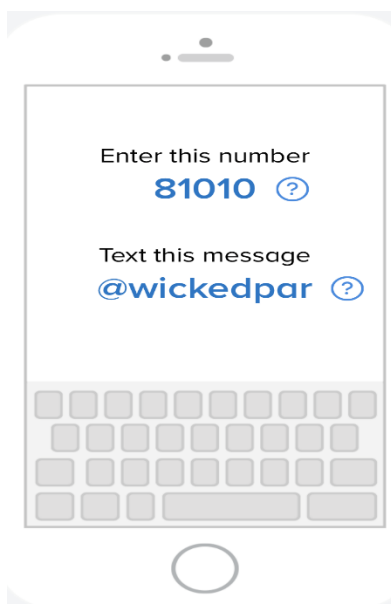
**Facebook:** DHS Something Wicked This Way Comes 2018

**Sign up to volunteer at:** <http://www.signupgenius.com/go/20F0E4BA8A92EA3FA7-something>

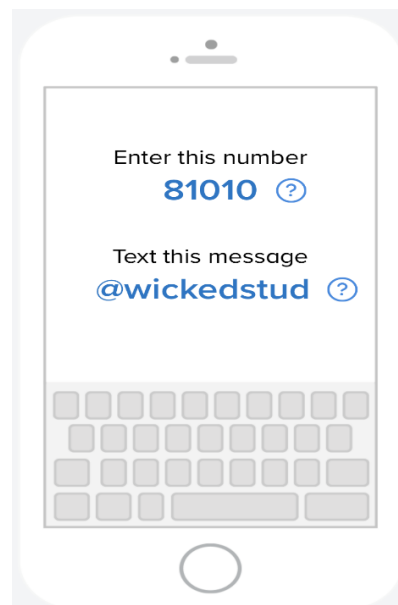
**Tickets:** <http://dakotamusical.seatyourself.biz/>

**NEW:** All payments **must** come to school in an envelope labeled with student name and what it is for. Students **must** pay ON TIME! We cannot be collecting money for extended days because students forget payments. Additionally, check is the preferred method of payment, however if students are paying in cash it **MUST** be exact amount due. No change will be given. **\*\*\* Please help your students be on time with this. \*\*\***

**Parent Group Remind:**



**Student Remind (parents can join too):**



# SHOW Requirements:

(From Audition Info which was already signed by parent and student)

## Financial Obligations:

Requirements for the show include AT LEAST \$50 in **participation fees** for the program. In addition to costume obligations. You also have the option of finding a business to sponsor the show for \$100. For the \$100 the business will receive a color poster of their logo that will be hung in the atrium for the show dates. This is to encourage you to not have to pay the \$50 out of your pocket. Sell to Businesses and advertise the show. You are allowed to get multiple sponsors.

**Sponsorships or \$50 are due March 29<sup>th</sup>:** No late sponsors will be accepted.

Plan in advance. Get sponsorships EARLY or you owe \$50.

## Parent Involvement:

Parent involvement is *crucial* to any production. Students will be notified of other parent meetings and needs in the future and email and remind will be helpful in getting this information to parents and volunteers. **Students are required to have one adult volunteer to help with the many requirements and production needs.** We cannot express enough how thankful the directors, cast and crew are to have helpful and supportive volunteers. Parent and adult support for our program on stage and behind the scenes is one of the most valuable things for DHS Productions. We also expect that the parents will help to facilitate a positive experience for everyone. Negative behavior and attitudes will not be tolerated.

**Costumes:** Most costumes students will be asked to provide. This information will be given out as soon as possible to students. Students will need to provide all undergarments and will not be reimbursed for such items. We do have some costumes in our costume room that students can borrow if they are able to find something that fits their requirement. Also, Salvation Army and thrift shops have proved to be useful in the past. Students must make arrangements to find costumes before the first tech week. All costumes must be approved, so don't buy something that cannot be returned.

**It is encouraged that ALL females purchase a nude colored body suit. This makes for easy changing between costumes. Proper undergarments MUST be worn at all times.**

## HOW PARENTS CAN HELP: Chair or Work on a committee

Set Chief	Box Office Ticket Sales	Selling at the Bake Sale	Baking for the Bake Sale	Selling Flowers at the show
Set Crew		Props	Costumes	
Raffle 50/50-	Back Stage Helpers	Rehearsal Dinners	Publicity	Atrium Decorations
Raffle Baskets		Program	Cast Party	After Glows

# Student Contract:

## Rehearsals:

Poor attendance has been hurting our shows in the past. For this musical, attendance will be vital to a good show. Poor attendance will not be accepted. Students will need to attend every rehearsal they are called for or provide reason why rehearsal is missed. **Work and homework** are **NOT** valid excuses to miss a rehearsal. Doctor/dentist/tutor appointments should always be scheduled outside of rehearsal times. Students will be given 3 EXCUSED absences for rehearsals, however, no absences will be allowed during tech and dress rehearsals, **for any reason other than a complete emergency**. Rehearsals will be weekdays; the schedule varies but usual rehearsal times are directly after school or evenings for 2-3 hours. Tech and Dress rehearsals run longer. THESE TIMES ARE TENTATIVE (this can change as the show progresses) schedule was given to students during the first rehearsal. Remember, you must notify Ms. Schmidt and Mrs. Wygocki, in writing, **via email**, 24 hours PRIOR to missing a rehearsal for any reason. Missing a rehearsal hurts the whole cast. Directors and teachers need to be informed of any absences in advance so they can plan accordingly including if you are sick from school. If you will not be

## Attendance Policy:

Putting on a show takes a lot of time, energy, and commitment for everyone involved. By accepting any role, students are agreeing that rehearsals and performances are a priority. Rehearsals are successful for a cast and crew when all cast members are present. The whole cast is impacted when someone is absent. Students are expected to attend every rehearsal for which they are called and be dressed and ready by the call time. If a student misses part or all of a rehearsal, the student is responsible for learning the material that he or she missed. The student will be required to learn the material before the next rehearsal, on his/her own time. Students will need to inform the directors ahead of any date on which they will be absent, arriving late, or leaving early, in this case, please email or text Ms. Schmidt. Students participating in ANY activities which result in the student continuously missing musical rehearsal are not eligible for a speaking/singing/dancing role. **Work is not an excuse to miss rehearsal**. Communication between the students, parents, and the directors is very important; please be truthful to the directors. If there is a scheduling concern, please talk with the directors to find a solution. It is possible that the directors can be flexible with certain rehearsal dates. The directors reserve the right to change this schedule, but notification of any changes will be provided by the directors as soon as a known conflict occurs.

## Grades:

If a student is FAILING *they* must notify Ms. Schmidt ASAP. The musical can also be a great support group to bring grades up!

### **Performer Behavior and ATTITUDE:**

DHS musicals have been blessed with responsible, respectful and talented students! Keep in mind that each student is expected to follow the DHS Code of Conduct. While the directors know this is a high school musical production, we feel that the students should behave in a professional manner and be respectful to each other, the directors, and the art of performing. We have had issues in the past with students not being kind to each other and we take this very seriously. Theater is supposed to be an outlet for students to be able to be themselves. Therefore, poor behavior and attitude will not be tolerated. Failure to behave appropriately will carry consequences. The directors will determine what action will be taken in each case. **Failure to represent our program in a positive manner, complaining about our program, speaking poorly to or about any person(s) in the show is, at times, grounds for immediate removal** and will be determined on an individual basis by the directors. In the past, online social media posts have resulted in unneeded conflicts. Please remember that students are expected to represent our production in a professional manner while in public and on public websites. Dakota High School encourages parents to monitor and support students in making positive and responsible choices when using social media. The directors are here to assist students with issues as they arise and effect the cast. We ask that parents try to resolve personal issues between students with the other students and their parents. We have far too many students to try to solve all the personal problems. We understand that not everyone will be best friends, but we expect everyone to be respectful to everyone.

### **Line/Music/Choreography Memorization:**

Before coming to rehearsal, students with lines are responsible to be familiar with the scene, lines and/or song they will be rehearsing that day. Students with lines/music/choreography must meet the memorization deadlines provided by the directors. Consequences for not meeting the deadline(s) will be evaluated on an individual basis.

## **Parent Reimbursement Information**

In order to be reimbursed by DHS Musical Productions the following steps **MUST** be followed. Or it will not be able to be reimbursed.

1. **ORIGINAL** receipts need to be taped to a blank sheet of paper (unless the receipt is the size of a sheet of paper). Total all receipts for each page. Then include a separate grand total page. (ex: p1 \$15, p2 \$150, Total=\$165)
2. Include the following information on the **OUTSIDE** of the envelope to be turned in. Parent Name, Student Name, Complete Address, phone number and total amount to be reimbursed.) Also list what was purchased for the show (props, set materials, production materials, etc. - not too detailed).
3. Being reimbursed will take time to process, thank you for your patience.

**Remember student required items are not eligible to be reimbursed.**