



AUDITION FORM

STUDENT SECTION

Name: _____

Student Cell: (_____) _____

Student Email: _____

Age: _____ Date of Birth: _____ Height: ____ ft. ____ in.

Blouse / Shirt Size: _____ Skirt / Pant Size: _____ Dress Size: _____ Shoe Size: _____

Circle T-shirt Size: Youth M Youth L Youth XL Adult S Adult M Adult L Adult XL Adult 2XL

Please list ALL prior conflicts to rehearsals and shows. Excessive conflicts can affect your role in the show. Any conflicts that arise after casting will be considered unexcused and may result in dismissal. **Under NO circumstances can you miss the weekend before the show, tech week, dress rehearsals, or ANY show date without prior permission BEFORE auditions.**

Please past shows you have been in (if any): (Please attach headshot and resume if available)

Is there a specific role you would like to be considered for? _____

Are you willing to be cast if that role is not given? _____ Are you willing to be double cast? _____

Dance Training? ____ Years? _____ Ballet _____ Jazz _____ Tap _____ Special Skills: _____

Vocal Training? ____ Years? _____ Voice Type (if known) Soprano _____ Alto _____ Tenor _____ Bass _____

PARENT INFORMATION

Parent Name: _____

Parent Cell: (_____) _____

Parent Email: _____

I understand that by my child's participation in this production, I will be responsible for his/her attendance at every rehearsal for which she/he is scheduled. In case of illness or tardiness, I will notify the designated staff member immediately. To ensure the quality of rehearsals and productions, I understand that non-approved absences may result in dismissal from the show. I am aware that if my child auditions for this show, they will be cast, I will be charged a Production Fee of \$200 which may be paid in full at the time of auditions or I may pay \$50 per month, as well as be responsible for personal items (i.e. shoes, tights, make-up). I understand that I will be required to attend parent meetings, and to volunteer 10+ hours as part of a show committee. I also understand that we are expected to sell 10 tickets per cast member.

Parent: Signature: _____

Return these forms to the main desk with a headshot and resume if available.

From the Top Theatrics strongly encourages the participation of both parents. As many of you know, these shows do not come off without "all hands-on deck".

PARENT COMMITTEE SELECTION

Rank your preferences in order from 1-4, and designate which parent(s) below: (We will do our best to match you to one of your top choices.)

_____ Front of House (Ticketing/Box Office/Usher/Group Sales, Souvenirs, Concessions, Silent Auction, Raffle Baskets)

_____ Back of House (Set Build, Props, Green Room, Backstage)

_____ PR (Program, Poster, Online Calendars, Sponsorship/Donors)

_____ Creative Team (Bio Board, Hair/Make Up, Costumes)

Do you sew? _____ Are you willing to serve as committee chair? _____

REHEARSAL SCHEDULE

Sundays - 4:00-7:00 (not all cast called always)

Saturdays - 4:00-7:00 (not all cast called always)

Tech week:

June 17-20, Pick up rehearsal June 27

Performances:

Thursdays June 21 & 28 at 7pm

Fridays, June 22 & 29 at 7pm

Saturdays, June 23 & 30 at 3pm and 7pm

AUDITION CHECKLIST - Parents, please initial in the space provided.

_____ I have completed the audition form, with all conflicts marked, committee choices marked, and personal information clearly written.

_____ I have included a headshot/photo or have notified a staff member to take the photo.

_____ I have reviewed the rehearsal schedule and agree to arrive at least 10 minutes early to all rehearsals. I have marked ALL conflicts on the audition form and understand that missing rehearsals not on conflict sheet will result in missing the scenes being worked on, and can result in being taken out of the show in extreme circumstances. I will be flexible with scheduling and understand that additional rehearsals MAY be called and will do my best to attend them.

_____ I understand that there is a minimum 10-hour requirement for parent committee work. I have read the committee selections, and marked 1st through 4th choices on audition form.

_____ I understand that there is a production fee if cast in the show which I must pay in full or set up a plan today. I will also have to purchase shoes, personal items such as tights and leotards, and make-up for the show.

_____ I understand that each cast member needs to sell at least 10 tickets.

_____ I understand there are two mandatory parent meetings that I must attend. These meetings provide pertinent show information and outline all deadlines and requirements. *Parent Meetings: Saturday, March 17 at 4:00pm and Saturday, April 21 at 4:00pm.

PRODUCTION FEE PAYMENT

Production fees are due at the time of auditions. If I choose a monthly payment plan, I understand and agree to pay \$50 on the following dates: Today, April 7 and May 5. I agree to pay a late fee of \$15 if my payment is made 7 days past the due date. I understand that any production fee paid is non-refundable.

CHOOSE YOUR OPTION: Pay \$150 in full Pay \$50

Child's Name: _____

Signature: _____ Date: _____

Front of House Committee - This committee will divide to cover House/Ticketing, Group Sales, Souvenirs/Raffle/Silent Auction, Concessions, Rehearsal Meals, and Bio Board.

- House/Box Office – Commitment is prior to and during show.
 - Sort tickets, handle point of sale tickets at the door, pick up tickets and programs from printer, handle traffic in lobby, usher people to seats, organize birthday party events and work with Group Ticket Sales Committee to organize groups at the show.
- Group Ticket Sales – Commitment is prior to the show.
 - Contact PTA groups, Church Groups, Scouts, Schools, Handle Birthday Parties, etc. to coordinate and generate group sales.
- Concessions – Commitment is minimal before the show, mostly during the show.
 - Purchase refreshments to sell at the show.
 - Arrive one hour prior to the show. Purchase and set up, display, serve, handle cash box and break down after the show.
- Souvenirs/Raffle Baskets/Silent Auction
 - Commitment is prior to the show, during intermission, and after the show.
 - Collect donated items from students, create and assemble 5 raffle baskets, obtain and organize donated silent auction items, and purchase items and display souvenir sales.

Back of House Committee - This committee will divide to cover Sets, Props, Backstage, Green Room, and Tech

- Sets – This committee begins immediately after casting and works with Production Coordinator to build, dismantle, and store the set. Commitment is before the show and after the show.
- Props – Commitment prior to the show and during the show.
 - Meet with staff to get vision for the show, obtaining and purchasing props as needed, setting up and maintaining table backstage during the show, returning props to storage.
- Backstage – Commitment is the week prior to the show (tech week) and during the show.
 - Arrive one hour prior to show. Working with and overseeing student crew members, keeping order backstage, moving set pieces on and off stage, helping to breakdown sets at the end of the show and returning to storage.
- Greenroom – Commitment is during the show as well as be able to help during the week prior to the show for Tech Week.
 - Keep order, provide activities (games, puzzles, coloring, etc.), manage gift grams and mailboxes, create and oversee clean up team.
- Tech - Commitment during the show and must be able to work the week prior to the show (tech week). Must be able to work ALL shows. Will be able to see all shows from the technical booth.

Creative Team Committee - This committee will divide to cover Costumes, Hair/Make-Up.

- Costumes – Main commitment is prior to the show -
 - Some commitment during the show to help with minor repairs, organization and fitting issues.
 - Measuring and fitting the kids, sewing, altering, repairing, ordering, renting, organizing, labeling, cleaning and returning costumes to storage.
- Make Up and Hair – Purchasing items prior to the show, meeting with artistic team to get vision for the show. The main Commitment is during the show. Must be able to commit to the week prior to the show (tech week).
 - Help style hair and oversee make up. Help with Specialty make up.

PR Committee - This committee will divide to cover Public Relations, Advertising, Show Playbill, and Fundraising.

- Public Relations – Commitment is prior to the show. -
 - Contacting newspapers for articles, online resources, handing out flyers, posters and postcards, reaching out to schools and churches, overseeing new PR opportunities and assisting the box office with large groups.
- Fundraising - Commitment is prior to the show and during the show.
 - Work with committee to raise corporate donations, matching donations, sponsorships as well as overseeing special events to raise funds for the program.
- Show Playbill – Commitment is prior to the show.
 - Collect cast bios, congratulatory “shout out” ads, and information for playbill.
 - Create program, send to printer, and coordinate with House Committee to get programs to the show.

FROM THE TOP THEATRICALS - BEHAVIOR CONTRACT

Performing with From the Top Theatrics or any theatre company is a privilege and only cooperative behavior is allowed. Respect for the directors, production team, parents, other students, and facility representatives is expected. Polite language will be used. No name-calling or profanity is allowed. From the Top Theatrics expects students' conduct to be respectful to property. Therefore, any damage done to property will be expected to be replaced or repaired by the student.

From the Top Theatrics expects students and crew members to refrain from the use of drugs, alcohol, and smoking as they are strictly prohibited. Overt physical contact of students is not tolerated. Couples are to refrain from overly public displays of affection (PDA) during From the Top Theatrics events. From the Top Theatrics students are expected to dress appropriately at rehearsals.

Rehearsal and Performance Guidelines

- Always sign in for each rehearsal
- Avoid unnecessary noise and distractions during rehearsals and performances.
- Stay in designated areas. From the Top Theatrics students may not leave the facilities at any time during rehearsals or performances. (This includes breaks between class and rehearsal.)
- Complete clean up assignments on your designated day.
- Check in and out with the green room parent supervisor when you have clean up duty.
- Behave in a professional manner.
- Attend all rehearsals and performances unless you are ill or have received the Area Coordinator's permission.
- Be on time. Arrive fully prepared at least 15 minutes early. (Parents: please pick up your children on time, as well.)
- Know your lines and songs. Being prepared affects not only your performance but the entire production.
- Be prepared with costumes, makeup, props and scripts.

Consequences

1st offense - Adult in charge will talk with the individual student about his/her misbehavior.

2nd offense – Artistic Director and Area Coordinator will be notified; one or both will talk with the student and parent will be notified.

3rd offense - Artistic Director and Board of Directors will be notified. Leadership will meet with the parent and student regarding the misbehavior and dismissal from the class/show will result.

Zero Tolerance Major rules violations including, but not limited to the following will result in immediate dismissal from From the Top Theatrics class and show participation.

1. Use of drugs, alcohol, weapons or other illegal items
2. Damage to the property or equipment affiliated with From the Top Theatrics events.
3. Physical abuse to any individual or actions resulting in injury of another person.

BEHAVIOR WILL BE DOCUMENTED AND MAY AFFECT FUTURE FROM THE TOP THEATRICALS PARTICIPATION.

I have read and agree to follow the guidelines stated on the attached sheet. I have read and understand the consequences of failing to follow them.

Student Signature: _____

Parent Signature: _____

FROM THE TOP THEATRICALS MEDICAL/PHOTO RELEASE FORM

If you or your child is involved in a From the Top Theatrics class or production, you are hereby advised that our organization does not carry Workman's Compensation Insurance for participants or volunteers. If you or your child should suffer an injury while participating in our class or production, you will be personally responsible for your medical or injury related expenses.

I give permission for my child to participate in the current From the Top Theatrics production. I also give permission to the designated adult supervisor in charge to secure emergency medical treatment for the minor named below. I also agree to hold From the Top Theatrics, the Dancers Studio (4290 Bells Ferry Rd) and/or their assignees and directors harmless in the event of an injury or accident. I hereby authorize and consent that From the Top Theatrics shall have the absolute right to copyright, publish, use, sell or assign any and all photographic portraits or pictures, television spots, movie films, videotapes and/or sound recordings, or any part thereof, they have taken or made of my child, or in which my child may be included in whole or in part.

Emergency Contact Name and Phone _____

Insurance Company and Policy# _____

Medical Information (allergies, medications, etc.):

Adult in charge may give my child Tylenol: Yes No

Student Name: _____ Parent

Signature / Date: _____