

# Production Information for The East Side Players Production of

## "Annie" 2019

Please read through this guide, as it hopefully will answer most of your questions. If you have any additional questions, or would like more detailed information on any subject, please contact Rick by email, [rickreinhardt18@gmail.com](mailto:rickreinhardt18@gmail.com).

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### **PERFORMANCE DATES:**

Performance dates for "Annie" are June 6, 7, 8, 9, 12, 13, 14 and 15, 2019 at 7:30 PM.

**AUDITIONS** for " Annie " will take place on Sundays March 10 + 17th (2 – 6 PM), at the Blue Ash Presbyterian Church, 4309 Cooper Road (at the intersection of Cooper and Reed Hartman.....or otherwise known to our group members as the church that shares the amphitheater parking lot!).

Auditions will be scheduled and reservations are requested. "Walk ins" the days of the auditions may or may not be scheduled on a first come, first serve basis, into any remaining unscheduled audition time slots if time permits. With a reservation, the whole audition process should take about an hour, without a reservation, plan on several hours.

### **Audition Reservations**

To complete an audition reservation, you will need to have 3 things..... an up to date “registration form”, an “audition form” and a scheduled audition time. Pick either one of the following ways to register:

- 1) If you have **never registered** with East Side Players before, or, not in the past several years, please go online to [www.esptheater.org](http://www.esptheater.org) and under the tab “become a member”, fill out both a “registration” and “audition” form. We will be back in touch!
- 2) If you have registered with East Side Players in the past few years, please go online to [www.esptheater.org](http://www.esptheater.org) and under the tab “become a member”, fill out an “audition” form. A copy of your last registration form will be emailed to you and if you need to make changes on that registration form, all you will need to do is to go online to [www.esptheater.org](http://www.esptheater.org), go to the registration form, type in your first and last name and then **only** type in any information boxes which need to be changed.

After doing one or the other of the above processes, your up to date, completed registration form will be emailed to you for signing, along with a confirmed audition date and time. If this does not arrive within 48 hours, something has gone wrong, please contact Rick ([rickreinhardt18@gmail.com](mailto:rickreinhardt18@gmail.com)) **Please note that audition forms will not be accepted nor times assigned if the conflicts are not listed!** This info and all future info will be in either a regular email or PDF format. If you can't open the attachments, please download (free) Adobe Reader to your computer at [www.adobe.com](http://www.adobe.com).

If any changes in audition time or date are necessary, or if you decide for whatever reason not to audition, please contact Rick ([rickreinhardt18@gmail.com](mailto:rickreinhardt18@gmail.com)) and let him know, so he can free up the time slot.

### ***What will take place at the auditions?***

Several things! First, we will run scales with you to determine the top and bottom of your voice range. Then we will double check your registration information which you will have hopefully already printed out, signed and remembered to bring with you. **Most importantly, we will ask you to double check your rehearsal conflicts.** The anticipated rehearsal dates, locations and times are at the end of this letter. Rehearsals will be primarily on Sunday afternoons (1 – 5 PM, Monday, Wednesday and Thursday evenings 7 – 9 PM) in April, and Sunday, Monday, Wednesday and Thursday evenings 7 – 9:30 in May. Although most parts are not scheduled to attend all rehearsals, especially early on, please give conflicts some thought before you come and don't even think about remembering additional conflicts after the auditions! Next we will take your picture, this will help the directors remember your audition better during casting. Be sure to wear something you can dance in, because next you will be put into a small group and taught a few dance moves, then taken to the audition area in that same small group and each person will be introduced to the director, the music director, choreographer and everyone's favorite, the video camera. While in the audition area, you will each be asked to sing about 30 seconds of a song, preferably not from Annie. We encourage you to bring a tape, CD, Ipod, or MP3, phone, etc. to sing along with (it is OK to have vocals on the tape or CD). We will have a CD player and amp for more modern music players. Please note that music should be pre-downloaded as some phones do not get a good signal in the area. Our experience over the years is that it is **NOT (NEVER...EVER)** in your best interest or a good idea to try to sing without musical accompaniment! After everyone has performed a song, we may ask you to read an excerpt from this show. After the audition you will be given another letter letting you know what happens next. The cast list will be available to everyone by Friday March 22 at 7 P.M. Rehearsals will begin Sunday March 31.

## **ANTICIPATED COSTS: (all fees will be due at the first rehearsal)**

### **Membership Fee:**

The East Side Players requires a yearly \$25 per family per fiscal year “membership fee” from all of its “active” participants. Payment of the participation fee will entitle you to acquire “points” and “rick bucks”, discount ticket purchases and other rewards from the group. If you have participated in The East Side Christmas Show 2018, this fee has already been paid for this show / year.

### **Fee Duration**

Fees now run for our fiscal year, so if you pay your participation fee this show, you are covered for all shows performed through August 31, 2019.

### **Costume Fee**

We plan to be renting or furnishing costumes for the cast for this show, and though final details are not worked out yet, there will be a \$50 costume fee per member or \$125 family per fiscal year maximum. This will actually probably save you money in the long run as a typical person usually spends about \$50 to \$75 as well as spending a lot of running and looking for acceptable costumes.

### **Script Deposit**

If you are selected as a lead or other person who will need a script or vocal book, we will require an additional \$25 deposit (which will be refunded to you when the book(s) comes back before the final performance, in perfect condition!). As an alternate, this show we are going to experiment with digital scripts (for phones, I-Pads, tablets, computers) which we can make available to anyone who wishes for a \$10 fee. Please note that you will not be able to “print” or “save” the digital scripts, and since at least part of it is web based, there may be “issues” with getting signals at the amphitheater!

### **Other Costs**

Other costs which may be encountered are things like optional t-shirts, picture CD's, souvenirs, tickets, etc.

## **PRODUCTION POLICIES**

### **Communication**

East Side Players official communications are all made by email. It is the cast members responsibility to check email regularly. Anyone without email is encouraged to “find a friend” in the cast who will keep them posted about any news or changes.

### **Rehearsal Locations**

Rehearsals for this show will be at:

1) The Blue Ash Amphitheater, 4433 Cooper Road

### **Rehearsal Conditions**

Rehearsals are outdoors, and weather can fluctuate greatly. Please bring extra clothes appropriate for a variety of settings and work clothes if help with sets may be needed.

### **Attendance Policy:**

You are required to list all known conflicts at the time of auditions, and you must disclose whether or not you intend to participate in any additional shows that conflict with our rehearsal process. Participating in additional shows is strongly discouraged. Failure to disclose all known conflicts at the time of auditions may result in being removed from the show or having your role reassigned.

If you will have an unlisted absence (due to illness, work conflicts, car trouble, unexpected schedule issues, etc.), you are required to notify the producer as soon as possible (rickreinhardt18@gmail.com, 513-604-0537). Failure to notify the producer may result in removal from the show, at the staff's discretion.

Performers are solely responsible for learning material taught in their absence. Please note, even reported absences may result in reassignment of a role or removal from a scene. Extensive absences may result in removal from the show, at the staff's discretion, without reimbursements.

### ***Teens and Children***

For all participants age 10 and under, a parent or guardian **must be present** at rehearsals with the child at all times. **For all participants age 12 and under, a parent must either audition and join the cast, or provide a minimum of 10 hours of either “on stage” or “off stage” active participation during that production.** While we would love to have parents join the cast on stage, we also have needs with rehearsal help, staff help, stage help, and help during the actual performances. **If not auditioning, you must sign up on the audition sheet before an audition will be scheduled, you will then be assigned to an area as needed**

Areas of help needed include:

**Backstage Parent** – Keeping younger kids quiet backstage, collecting food orders from actors, and generally pitching in to make sure things are running smoothly.

**Concessions** – Working in the concession stand before the show and during intermission – must be 16 or older and wear closed-toe shoes (i.e., no sandals).

**Flower Stand** – Selling flowers and other items before the show and during intermission.

**Marketing** – Obtaining Program Ads, Performance Sponsors

**Publicity** – Helping to advertise the show, hanging posters, flyers, etc.

**Social events / Functions** – Planning and organizing functions such as potlucks, ice cream social, cast parties, etc.

**Tech** – setting up and taking down light and sound equipment before and after rehearsals and performances.

**Tickets** – Staffing the ticket tables before the performances.

While we can not guarantee you will be placed in your selected area of help, we will make every effort to accommodate requests.

We reserve the right to require that any child have a parent backstage during performances. If a parent is participating in an onstage role, another parent or other adult may be required backstage to provide proper supervision. Our staff are busy with the show and cannot adequately supervise your children, even for short periods of time.

### *Special Needs Members*

East Side Players strives to include performers and crew members of all ages and abilities. If you or your child has a disability or medical concern that might require special accommodation, please let us know at or prior to auditions and we would be happy to work with you.

#### **Accommodations we have used in the past include:**

- An actor let us know at auditions that he/she has a falling risk so the director blocked the actor on the stage floor and not the scaffolding.
- A family member saved space for an actor's wheelchair in the backstage "village" area so it could be parked on the asphalt instead of on the gravel, which is harder to navigate.
- The production team cast an actor with severe limitations in a cameo/walk-on role so he/she is still able to participate.
- One actor volunteered to help another manage the stairs up to the scaffolding.
- We have banned peanut and tree nut products on and back stage due to multiple participants with life-threatening allergies.
- An actor was able to do simplified stage make-up because his/her sensory issues made it difficult to tolerate the make-up application.
- A crew member added glow tape to the stairs to make it easier for actors to step down in the dark.
- A dancer who needs more time to memorize dances took videos of choreography so he/she could practice at home.

#### **Here are a few accommodations we are unable to make at this time:**

- Providing CPR/First Aid certified volunteers. There are sometimes other actors or crew members present who are trained but this is never guaranteed.
- Providing one – on - one supervision or personal care to those who require it. If an individual needs to have an aide, parent, or personal care assistant with him/her in

order to be successful, they are welcome at rehearsals, backstage, etc.

- Provide transportation to/from East Side rehearsals, shows, or events.

- We cannot assure you 100% that there are no nut products present. While we have a strict rule against bringing nut products, we cannot guarantee that someone won't forget or have something in their pocket/backpack without realizing it. Also, we meet in a public park and we can't control who uses our space at other times of the day and might have left something behind.

- Ban food allergens that would be difficult to control

- Administer medication.

Please note, if you or your child requires assistance during rehearsals or performances for any reason, it is up to you to ensure that an aide, parent, or personal care assistant is with the participant all times. We reserve the right to request that any individual have an aide present in order to participate. In such cases, if assistance for rehearsals and performances is not present at all times, an individual may be requested to withdraw from participation.

If you or your child need any accommodations in order to participate successfully in East Side Players, please speak with the director or producer and we are happy to work with you!

### ***Cast Responsibilities***

Cast members are responsible for keeping the rehearsal schedule on hand and referring to it often. Keep in mind that extra rehearsals may be necessary, and be flexible. You are required to be at rehearsal whenever you are in a scene, regardless of how "small" your role may be unless you clear it with both the producer and director ahead of time. Arrive a few minutes early so you are ready to go on time for all rehearsals. You must stay till the end of rehearsal, or until you're dismissed, unless other arrangements are made with the director. Cast members under age 16 must sign out on the bulletin board. If they leave the rehearsal site before the end of rehearsal, or with anyone other than their "expected ride" for any reason, they must also let the producer know. Please maintain quiet and keep distractions to a minimum in rehearsal areas. Avoid bringing or doing anything that may distract you or others when attention is necessary. This includes friends, pets, balls, Frisbees etc. Make an effort to memorize your part as soon as possible. The sooner the basics are mastered, the sooner the details that add quality can be worked on. During all group activities, please avoid using language that could offend others or be inappropriate with younger people. If you must miss a rehearsal, it is your responsibility to learn what you missed. Do not expect the



Staff to teach things twice.

### **Non-Productive Times**

"Business" may delay, interrupt, or prolong rehearsals. Please be patient, flexible, and ready to go. There **will** be prolonged periods of waiting in any theatrical production. Please make these times as productive as possible by working in small groups, or getting other business out of the way. Students are encouraged to do homework.

### **Before and After Rehearsal / Performance Responsibilities**

**Everyone is responsible for helping to move equipment and prepare the stage or rooms for rehearsal and for removing equipment, clearing and cleaning up the areas after the rehearsals. Garbage cans are there for a reason! Specific jobs will be assigned to everyone once we start "run throughs".**

### **Banned Substances!**

**Drugs, Alcoholic beverages and Smoking will not be permitted at any rehearsal or performance at any time.** Drinks will be permitted at cast parties and at after rehearsal or group functions in accordance with prevailing state and local laws as well as the rules of the facility or wishes of the home owner. Violation of this rule could result in your arrest and will certainly result in dismissal from the cast. Please note that due to the prevalence of participants with serious allergies, nuts and food containing nuts are not permitted at rehearsal or backstage during performances.

### **Staff Discretions**

We reserve the right to remove any member from any rehearsal, performance, or production as is deemed necessary by the producer of the production. No financial or other reimbursement will be made. Performers will not be permitted on stage in a particular scene, or at all, if, in the Artistic Director's opinion, they are not adequately prepared or capable of performing a particular scene or show at a level equal to the majority of the remaining cast. No financial or other reimbursement will be made. Failure to comply with any of the above information and policies can lead to dismissal from the show, at the producer's discretion.

### ***Rehearsal tips***

1. Review your part between rehearsals. Shows are always on a very tight rehearsal schedule, with a lot of music, dancing, and lines to learn. After learning a song, we may not review it for over a month. In order to have a great production, we need you to spend some time on your own reviewing what you've learned.

2. Bring a pencil- take notes! Please remember to bring a pencil to each rehearsal and either a notepad or your script. Write down blocking, notes on songs etc.! This will help you to review things after rehearsal. In addition, information may be shared at the start of each rehearsal (i.e. dates for costume review). We will send out information by email, but if you write it down at rehearsal you will have all of your Information together! Remember that anything you write in a script will eventually need to be erased!

3. Have FUN! We're all involved in Community Theater because it's a way to have fun and enjoy ourselves! What's your character's personality? Will you find a group of friends that takes charge of part of the set? Think about what you can do to make this a high-quality and enjoyable experience and go to it!

### **GROUP POLICIES**

First of all let me say welcome to the East Side Players! Over the years, we have tried many ways of doing things, and have made lots of changes to get the group to work better for everyone involved. Those changes continue today. As always, we are committed to working with everyone who has a sincere desire to be involved in the various areas of theater.

### ***Philosophy***

What are we doing? This production is ideally composed of very good singers, dancers, actors and associated support members, of various ages, who enjoy singing, dancing, acting and teching purely for the fun of it. While it would be nice if everyone were excellent actors, dancers and vocalists, we most often work with vocalists who can move and dancers who look wonderful (and can move their mouths quietly)! We typically do shows with large casts of all ages. Since we claim to be a family orientated group, we tend to do shows which appeal to and involve all age groups. We love the fact that this is something the whole family can do together!

### *Social Activities*

As stated before, we do claim to be a “family oriented” group, therefore, it is group policy that everything we do during a production, including all cast parties and after rehearsal activities are appropriate for all participants involved in that particular production, and that everyone involved with a production is welcome at all functions.

While involved in a production, it is extremely important that there be cast unity. That is taken to mean that we will all work together in the best interest of each other, the show and the group. Back talk or other malicious activities will not be tolerated. We are here to work together as a group of “happy campers”.

Our desire is to not have a lot of rules and regulations. Most participants have done shows before, they know what they need to do, and part of the deal is that you have to be responsible for yourself. The group is always open to new ideas, and trying new ways of doing things. However, because all decisions must be made from a business perspective, with the best intentions of the group and show in mind, the producer does retain the right to make the final decision.

Communication is essential to a production. Tolerance of others' differences and respect for their position, abilities and feelings are essential. You expect it, yourself, please extend it to others. If you have a problem with someone, it is best that you take up the problem with that person privately. If you have a problem with a part of the production, it is best that you attempt to work it out with the staff person in charge of that part of the production...not with the rest of the cast. If you are not satisfied with the result of any of these discussions, the next step is to bring the problem to the producer, who hopefully will be able to help resolve the problem. Remember that a positive approach is always preferable. Dragging others into a problem only makes things worse. Any ongoing conflicts should be worked on with the help and knowledge of the producer and any other relevant staff person.

## Points

We use a “points” system for accountability of all participants. That is to say that it attempts to document and reward everyone who is contributing their fair share to the production, and it provides for public recognition of those who do the most. O.K. How does it work? Every time you generate income for the show (sell a ticket or ad) we give you credit in the amount of 2 points for every dollar of income. So, if you sell a ticket for \$10, you get 20 points, if you sell and ad for \$50, you get 100 points.

On a typical production, even though we will have already spent well over \$6,000 before the first person auditions, we always need offstage help as badly as we need income! Since we can't afford to pay our help, we give people (points) credit for their work. For every hour of work you do, whether it be building sets, or sewing costumes, or distributing flyers, we pay you 10 points. Essentially, you get points credit for every productive show related thing you do.

The points are updated at least weekly and are posted on the bulletin board so you can always see how many you have. If there is cash involved with a transaction, your points will automatically be credited to you. If you are earn points doing work, you need to sign up for points on the “points sign up sheet”, also on or near the Bulletin board. If you don't understand all this at this point, don't worry about it, you're not alone! For the most part, it takes care of itself, and you'll become more familiar with it as time goes on.

## **OTHER NOTES**

In the past there have been a few people with concerns with signing the "Registration" form. For the record...the name, address and phone #'s are required, the rest of the top half is optional (it helps us to know this stuff, if we don't know, we guess ((which may be much worse than the truth!)) and we promise not to release any information to anyone who doesn't have a reason to know!).

Please don't be too intimidated by, or attempt to change section 1 of the "Production Policies"...it's simply to protect us, we have never had reason to use it, and we hope we never will! Be assured, if you're fair with us, we will be fair back.

The registration form must be signed!

The reason for all of this is that we are a private group, this show will cost us about \$20,000 to stage, and we have to finish with at least that much income to cover the bills.

## Annie Anticipated Rehearsal Times

Sunday March 31	1 - 5	Amphitheater	Sunday May 12	7 - 9:30	Amphitheater
Monday April 1	7 - 9	Amphitheater	Monday May 13	7 - 9:30	Amphitheater
Wednesday April 3	7 - 9	Amphitheater	Wednesday May 15	7 - 9:30	Amphitheater
Thursday April 4	7 - 9	Amphitheater	Thursday May 16	7 - 9:30	Amphitheater
Sunday April 7	1 - 5	Amphitheater	Sunday May 19	7 - 9:30	Amphitheater
Monday April 8	7 - 9	Amphitheater	Monday May 20	7 - 10	Amphitheater
Wednesday April 10	7 - 9	Amphitheater	Wednesday May 22	7 - 10	Amphitheater
Thursday April 11	7 - 9	Amphitheater	Thursday May 23	7 - 10	Amphitheater
Sunday April 14	1 - 5	Amphitheater	Monday May 27	10AM	Memorial Parade
Monday April 15	7 - 9	Amphitheater	Monday May 27	7 - 10	Amphitheater
Wednesday April 17	7 - 9	Amphitheater	Wednesday May 29	7 - 10	Amphitheater
Thursday April 18	7 - 9	Amphitheater	Thursday May 30	6 - 10	Amphitheater
Sunday April 21	Easter, no rehearsal		Sunday June 2	6 - 10	Amphitheater
Monday April 22	7 - 9	Amphitheater	Monday June 3	6 - 10	Amphitheater
Wednesday April 24	7 - 9	Amphitheater	Wednesday June 5	6 - 10	Amphitheater
Thursday April 25	7 - 9	Amphitheater	Thursday June 6	6 - 11	7:30 Performance
Sunday April 28	7 - 9:30	Amphitheater	Friday June 7	6 - 11	7:30 Performance
Monday April 29	7 - 9:30	Amphitheater	Saturday June 8	6 - 11	7:30 Performance
Wednesday May 1	7 - 9:30	Amphitheater	Sunday June 9	6 - 11	7:30 Performance
Thursday May 2	7 - 9:30	Amphitheater	Wednesday June 12	6 - 11	7:30 Performance
Sunday May 5	7 - 9:30	Amphitheater	Thursday June 13	6 - 11	7:30 Performance
Monday May 6	7 - 9:30	Amphitheater	Friday June 14	6 - 11	7:30 Performance
Wednesday May 8	7 - 9:30	Amphitheater	Saturday June 15	6 - 11	7:30 Performance
Thursday May 9	7 - 9:30	Amphitheater	Sunday June 16	6 - 11	7:30 Rain Date