

## **"A Christmas To Remember" 2023**

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).

### **What is the Christmas Show?**

Our Christmas show is a "traveling" show which is mostly performed at various retirement homes on weekday evenings. Most performances start at 7 PM (6:30 call) and last about 50 minutes and we're usually "out the door" shortly after 8:15 PM. The shows are mostly singing and some movement, and contain some "tie together" dialogue. There are many solos, duets and group numbers and we normally have a few people assigned to each part (which allows the cast to be extremely flexible on any given night). Fact is, it's December, and cast members will be sick, have school functions, work Christmas parties etc., and it's actually rare that we have a full cast on any given night...which is fine, the show is designed and set up to function like that. The show does require "all ages" to be successful. Much of the practice time is on your own at your leisure, at home. You will have the music in hand as well as the accompaniment music to learn the basics (words / timing) on your own, the actual rehearsals will be to work on solos, group songs, acting etc. We do use costuming and the cast will include Frosty, Rudolph, Suzy Snowflake and several elves! For most performers, the highlight of the show is the few minutes afterwards where we get to chat with the residents who are just so appreciative that we came out to visit with them.

### **PERFORMANCE DATES:**

Performance dates for "A Christmas to Remember" will vary and will be announced as venues are scheduled. Please note we perform throughout the Christmas season, mostly on weekday evenings, at locations throughout the Greater Cincinnati area. Not all performers need to attend every performance, but we do need to know your availability in advance.

**AUDITIONS** for "A Christmas to Remember" will take place on Sunday September 10th (1:00-5 PM) at the amphitheater. Please let Rick know if you can't make that time and we'll see if other arrangements can be made.

There will be a first rehearsal/informational meeting September 17 from 1-5pm. All cast are expected to attend. Parents of children under 11 or any others requiring assistance are asked to attend as well.

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, if time permits. With a reservation, the whole audition process should take about an hour.

## **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. 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 and let him know, so he can free up the time slot.

## **What Will Happen at the Audition?**

When you arrive, you (or your parent) will be asked to verify the information on your registration sheet. The most important information is your list of schedule conflicts. WE MUST HAVE A COMPLETE LIST OF YOUR REHEARSAL CONFLICTS BEFORE YOU AUDITION. (See the end of this book for rehearsal dates and times.) We will take your picture so the director can remember you during casting.

You will will be asked to sing your solo in front of the director in the back room. You may be asked to do a short reading. We'll take a video so we remember your audition. You'll then do a brief movement audition on the stage. This is your chance to make sure to speak up if you would like to be considered for additional dance opportunities. Headshots and resumes are welcome, but not required. Please choose any Christmas song that showcases your range. Please bring accompaniment as an MP3 or other music file on your own device. Please cut your selection down to just one minute. Please make sure your device is able to project properly. Please do not bring a YouTube or other internet track, as we cannot provide a Wifi connection. If you find a track on YouTube and want to use it, we recommend you record it to your device using a voice memo app so that it plays back directly without needing an internet connection. You are responsible for ensuring your music is cued up and ready to go.

There will be a general dance movement audition for everyone auditioning. Please let us know in advance if you are interested in being considered for extra dance opportunities and wear jazz or ballet shoes to your audition. If you are interested in dance opportunities we will ask you to show us a few extra steps. The cast list will be posted by September 13.

**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. All 2023 members of the group are good to go! Payment of the participation fee will entitle you to acquire “points” and “Rick Bucks”, discount ticket purchases and other rewards from the group.

**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 2024.

**Costume Fee**

There is no costume fee for this show. Performers will be expected to provide an inexpensive garment bag, appropriate undergarments (including camisoles/undershirts), hosiery/socks, and character and/or dance shoes as needed. These are not included in the costume fee.

**Script Deposit**

We will require an additional \$10 deposit (which will be refunded to you when the book(s) comes back before the final performance, in perfect condition!).

**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
- 2) TBA after October 28

**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. 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 cannot supervise your children, even for short periods of time.

### **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.

## **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.

## **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!

## **Anticipated Rehearsal Times**

Sunday, Sept 17	1-5pm	Sunday, November 5,	1-5pm
Sunday, Sept 24	1-5pm	Sunday November 12	1-5 pm
Sunday, October 1	1-5pm	Sunday November 19	1-5 pm
Sunday, October 8	1-5pm	Sunday November 26	1-5 pm
Sunday, October 15	1-5pm	Sunday December 3	1-5 pm
Sunday, October 22,	1-5pm		