

Production Information for The East Side Players Production of

"Into the Woods" 2018

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.

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PERFORMANCE DATES:

Performance dates for "Into the Woods" are June 7, 8, 9, 10, 13, 14, 15, and 16, 2018 at 7:30 PM. June 17 is a potential rain out make up night.

AUDITIONS for " Into the Woods " will take place on Sunday March 11 (1-5 PM), and Sunday March 18 (1-5 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 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 2 hours, 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.espthheater.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.espthheater.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.espthheater.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. **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.

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.

Into the Woods Audition Information

There will be two audition options—a Youth Audition and a Standard Audition. The Youth Audition has been added to be less stressful for kids and allow them to showcase their talents in a fun environment focused on roles specific to young people (typically, those 16 and under, but there is no specific age requirement). Anyone wishing to audition for a youth role (Jack, Little Red, Milky White, Narrator, Featured Dancer, Harp, Hen, Woodland Creature) is strongly advised to take advantage of the Youth Audition. Some lead roles will be cast from the Youth Auditions, so do not worry that you are limiting your options by choosing it.

Those auditioning for adult roles (typically, adults and older teens) should attend the Standard Audition. Please indicate which audition you wish to attend when you sign up. If you do not specify, you will be assigned an audition group according to age. And don't worry about choosing the wrong group! Your casting will not be determined or limited by which audition you choose to attend—we may cast adult roles from the Youth Audition group and vice versa. We want to keep our groups balanced with ages and genders and allow everyone a chance to shine, so please let us place you in a group that will let you showcase your talents!

When you arrive, our pianist will check your vocal range. Next you will be asked to verify the information on your registration sheet. Please note, we want you to provide as accurate a conflict list as possible. Having conflicts doesn't mean you won't get cast; but it does help us determine how we pair people for our two casts and how we structure rehearsals. This is a demanding show and involvement in other overlapping shows is **strongly discouraged**. (See the updated Attendance Policy.)

During registration, we'll take your picture so the director can remember you during casting. After that, you will move into the main audition room with the director, music director, choreographer, assistant director, conductor, and—everyone's favorite—the videocamera! Headshots and resumes are welcome, but not required. We will not be hearing monologues for this show.

The Youth Audition will be held from mid to late afternoon on your choice of Sunday, March 11 or Sunday, March 18. Your registration time will be determined when we receive your audition form. Please do not be late. There will be a wait time up to an hour following registration. Please make sure your child has something quiet to read or do during that time. Latecomers will not be permitted into the room once the audition has begun. Most kids will be released at 4:30. We may keep a few kids until as late as 5:00.

Those participating in the Youth Audition do not need to bring anything with them (other than dance shoes, if they have them). Please do not prepare a song. Music will be taught to you at the audition. For those wondering, we will be teaching sections of “I Know Things Now” (girls) and “Giants in the Sky” (boys). Boys may choose to sing “Giants” up an octave if it is more comfortable. Advanced preparation of these songs is not required.

Standard Auditions will be held every half hour from 1:00-3. These auditions are for adults and teens auditioning for adult roles. It is important to note, no one will be admitted to the audition room after the audition has begun, so please be sure to arrive no later than your scheduled time. Please note there will be a wait time following registration. You are welcome to bring something quiet to read or work on while you wait.

Adults and teens participating in the Standard Audition, please prepare one minute or less of a song that best demonstrates your range. Casting is likely to be flexible with regards to age, “type,” and even possibly gender, so choose a song you feel represents your talent, not necessarily how you think you might be cast. We prefer you bring a song by Stephen Sondheim, and choosing a song from this show is fine! You will need to bring your own music—cued up and ready—on your own device and free of vocals if at all possible. To keep things fair and running on time, we will be using a stopwatch to limit everyone to one minute, from start to finish, so be sure to time yourself and have your music cued up and ready. You don’t want to risk missing that last, big note!

Any youth or adult wishing to be considered for the role of featured dancer is advised to wear jazz or ballet shoes for the audition. We are not planning to incorporate tap. Not everyone will be asked to dance at auditions.

Start to finish, your audition should last about two hours, though we may ask you to stay for a while longer if we feel we need to see or hear more. We do not plan to have a callback audition for this production.

A Note About This Production

We will be using the Two Wolf alternate version of “Hello, Little Girl” and the standard tenor arrangement for “Giants in the Sky,” though we may opt to have Jack sing up an octave. We are including Rapunzel’s alternate song, “Our Little World.” We will consider children and teens of either gender (not adults) for the role of Narrator. We will consider men, women, or teens for the Steward and the Wolves, provided auditioners can sing in the correct range.

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 2017, 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 2018.

Costume Fee

We plan to be renting costumes for the cast for this show, and though final details are not worked out yet, there will be a \$40 costume fee per member or \$100 family per fiscal year maximum. This will actually probably save you money in the long run as a typical person usually spends about \$40 to \$75 as well as spending a lot of running and looking for costumes (many of which get rejected!). 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

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!).

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
- 2) The Blue Ash Presbyterian Church (auditions only)

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 under age 10, 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 cannot 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 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 an ad for \$50, you get 100 points.

On a typical production, even though we will have already spent well over \$5,000 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 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.

Into the Woods Anticipated Rehearsal Times

Monday April 2	7-9	Amphitheater	Sunday May 13	7-9:30	Amphitheater
Wednesday April 4	7-9	Amphitheater	Monday May 14	7-9:30	Amphitheater
Thursday April 5	7-9	Amphitheater	Wednesday May 16	7-9:30	Amphitheater
			Thursday May 17	7-9:30	Amphitheater
Sunday April 8	1-5	Amphitheater	Sunday May 20	7-9:30	Amphitheater
Monday April 9	7-9	Amphitheater	Monday May 21	7-10	Amphitheater
Wednesday April 11	7-9	Amphitheater	Wednesday May 23	7-10	Amphitheater
Thursday April 12	7-9	Amphitheater	Thursday May 24	7-10	Amphitheater
Sunday April 15	1-5	Amphitheater	Monday May 28	10AM	Memorial Parade
Monday April 16	7-9	Amphitheater	Monday May 28	7-10	Amphitheater
Wednesday April 18	7-9	Amphitheater	Wednesday May 30	7-10	Amphitheater
Thursday April 19	7-9	Amphitheater	Thursday May 31	6-10	Amphitheater
Sunday April 22	1-5	Amphitheater	Sunday June 3	6-10	Amphitheater
Monday April 23	7-9	Amphitheater	Monday June 4	6-10	Amphitheater
Wednesday April 25	7-9	Amphitheater	Wednesday June 6	6-10	Amphitheater
Thursday April 26	7-9	Amphitheater			
Sunday April 29	5:30-9:30	Amphitheater	Thursday June 7	6-11	7:30 Performance
Monday April 30	7-9:30	Amphitheater	Friday June 8	6-11	7:30 Performance
Wednesday May 2	7-9:30	Amphitheater	Saturday June 9	6-11	7:30 Performance
Thursday May 3	7-9:30	Amphitheater	Sunday June 10	6-11	7:30 Performance
Sunday May 6	7-9:30	Amphitheater	Wednesday June 13	6-11	7:30 Performance
Monday May 7	7-9:30	Amphitheater	Thursday June 14	6-11	7:30 Performance
Wednesday May 9	7-9:30	Amphitheater	Friday June 15	6-11	7:30 Performance
Thursday May 10	7-9:30	Amphitheater	Saturday June 16	6-11	7:30 Performance
			Sunday June 17	6-11	7:30 Rain Date

Please remember that we normally try to only schedule small groups or a few individuals on Wednesday rehearsals in April!