



Welcome to the Nation's Largest Theater for Youth!

Welcome to the Children's Musical Theater of San Jose (CMTSJ) production of **BYE, BYE BIRDIE!** CMTSJ is the nation's largest theater for youth and the Parents' Auxiliary Board looks forward to this being a truly rewarding experience for your family!

Please take a few minutes, **prior to the completion of the audition process**, to read the following information in order to better understand the process of our productions.

Registration

All forms must be completed in full. The Audition fee is **\$190** for Rising Star Shows. Included in the registration fee are 2 complimentary tickets to CMT's Mainstage production of Xanadu. This is just part of the ongoing mission to develop our performers as patrons of the arts.

Callbacks

Callbacks are an opportunity for the production staff to see you again, before making final casting decisions. If you are not called back, don't worry because you are guaranteed a part in the show. Callbacks are **Fri, May 11 and Sat, May 12.**

Cast List

Cast List will be posted on **Tue, May 15 @ 5pm** on the glass doors outside the Rehearsal Hall and on our website www.cmts.org. Please do not call the office for casting information.

Rehearsals and Conflicts

Rehearsal schedules will be distributed during the **Family Meeting, Thur, May 17 @ 6pm**. When cast for a part, each performer makes a commitment to attend all rehearsals. If you know at this time you will not be available certain day(s), these dates must be indicated on the conflict calendar. *Please note that the rehearsal schedule is NOT planned around your conflicts but in a manner that best accomplishes the entire production and cast objectives.* **New conflicts that arise after casting are submitted to a Show Coordinator for Director approval. Be aware that these often are not approved.** New conflicts will **not** be accepted during mandatory or tech rehearsals or during the performances.

Mandatory means Mandatory!

Upon signing the conflict calendar, you agree to make this show a priority during Mandatory

Rehearsals, Tech Week, and Shows. You must be available for ALL Mandatory Days. No absences, switches with doubles or replacements are allowed.

Required Volunteer Hours

A minimum of **20 hours** per family is required. Depending on how involved you wish to be, your total volunteer hours will vary anywhere from 20 to 100+ hours (during the next several weeks). The participation of each family is necessary to make the show run smoothly and not overburden some families. More details will be given at the New Parent Meeting and the Family Meeting. **We do check every family's hours during the production and will contact you if you are not meeting the required 20 hours.**

Move-in/Strike Commitment

In addition to your \$190 tuition fee, you are required to submit a \$100 deposit to help us move-in or move-out the set. You can get this deposit back if you work a 4 hour shift (this is separate from your 20 hours mentioned above).

Costume Fee

Each performer is required to pay a costume fee, which is separate from the registration fee. A minimum fee will be charged even if the performer supplies all costume pieces. The fee covers a number of different costs including, but not limited to, the designer fees, rental charges, storage charges, dry cleaning, etc. Your cost for costumes will vary but you can expect to spend \$50 to \$100. In addition, you may be asked to buy miscellaneous items such as shoes and a make-up starter kit. These can each run approximately \$20 to \$30.

Other Potential Costs

Cast members do not receive complimentary tickets; individual ticket prices range from \$16 to \$24. Once we are in tech week and performing in shows, there is a cost for downtown parking that can be at minimum \$7 per day. Optional costs are sweatshirts/t-shirts with the show logo, flowers and gifts from concessions, professional photographs, and the cast party, all of which can be ordered from the Parents' Auxiliary's "key links" web page at www.cmtsPA.org.

If you have any questions from now until the Parents Meeting you may contact: **Patti Decena**
408-218-6620; patti.decena@planetbeach.com

Volunteer Hours Options:

While we are fortunate enough to have a professional production staff, volunteers are an essential component of each CMTSJ show. Volunteers are depended upon to accomplish much of the production workload. Both you and your child have roles in a production. For example, a typical CMTSJ show has a total of about **4,500 hours** of volunteer time divided among the families of **all** cast members.

You can sign up for your family volunteer hours at www.cmtsJPA.org after the family meeting.

All families must complete **20+ Volunteer Hours** (per family)– In any of the areas below:

- ***Rehearsal Supervision** – Attend rehearsals as a supervisor to monitor cast member behavior, keep noise down, and make sure everyone is picked-up safely after rehearsal ends. (Written guidelines are provided; you will work as part of a team).
- ***Set Construction** – Build and paint set pieces. No experience required!
- * **Costumes** – Assist costume designers with taking performer’s measurements, record keeping, and accessory construction.
- * **Planning Cast Party** – Choose date & location; collect money, work at the event.
- * **Lobby Display** – Take pictures of the cast and post in the lobby on existing board.
- * **Photography Liaison** – Coordinate sitting times for optional cast member’s portraits. Attend photography sessions and be available as needed.
- * **Backstage Supervision** – Assist Coordinator with cast member preparations, behavior, noise control and meeting cues at the proper time during the shows.
- * **Stage Crew** – Work in the wings to assist cast members and move set pieces and scenery.
- * **Spotlights** – Operate spotlights from the catwalk during tech rehearsals and performances.
- * **Make-Up/Hair** – Assist cast members backstage prior to the show and/or during the performance.
- * **Concessions** – Sell CMT memorabilia in the lobby before, during intermission, and after public shows.
- * **Ushers** – Welcome and direct members of the audience to their assigned seats, assist audience members during the show, and monitor the lobby during the show.
- * **Props** – From the wings, manage the prop table by assisting cast members in dealing with their props.
- * **Microphones** – Assist the sound operator and performers.
- * **Box Office** – Assist staff in the box office.

Cell Phone Policy

Rehearsals are time for cast members to spend with the artistic team and their fellow performers to learn the show. Breaks and Green Room time are for catching your breath, reviewing lines, socializing quietly, reading, and eating. Please note that Cell Phones (calling, emailing, playing games, etc.) will not be allowed during either of these times. Cell phones must be turned off or turned to silent and stored away during rehearsal. Only when rehearsal is over will performers be allowed to turn phones back on to check messages or make any calls.

IMPORTANT DATES TO REMEMBER:

Callbacks:

Fri, May 11 5 – 9pm and Sat, May 12 10am – 3pm

Cast List Posted:

Tuesday, May 15 at 5pm.

Mandatory New Parent Meeting:

Saturday, May 12 at 10am (if you cannot attend this meeting, you will be asked to schedule a one on one meeting with the new family liaison).

Mandatory Family Meeting: (All Cast Members and Parents **MUST** Attend!). Thurs, May 17 @ 6pm

First Rehearsal:

Thursday, May 17, 7 – 9pm

Mandatory Dates:

June 29th thru July 22nd

Withdrawing from the Production

If a performer withdraws from the show between auditions and when the cast list is posted, a \$50 refund will be given. If they withdraw *after* casting, no refund is given. If a performer withdraws after they have received a callback form at auditions, they will not be allowed to audition for the next show that he or she is eligible.

Communication

Be sure to join our Yahoo Communications Group. We use it for critical show communications. To join or access the group, go to CMTSJ Parent’s Auxiliary’s “key links” web page at www.cmtsJPA.org and click the communications link. It is important that you join group immediately as the group is used for critical information.

Closing Thought

Being a part of **BYE, BYE BIRDIE** requires all the members of your family to make your production a priority within their schedules in the weeks to come. It will require teamwork, support and flexibility from everyone. It will also provide a great opportunity to smile and laugh a lot while having fun enjoying the time spent with the entire CMTSJ family. We are glad you are here. **Welcome to our show!**