



3555 LOMITA BLVD, SUITE E
TORRANCE, CA 90505
310-896-6459

Welcome to ENCORE! We're glad you're here and look forward to working with your family. ENCORE is a non-profit educational Theatre Company that strives, through arts education and mentorship programs, to instruct performers of all ages in all aspects of the performing arts and to teach life-skills and instill values that translate to the world beyond the stage. No prior musical theatre experience is necessary. All who register will be cast in this production. The audition process will be used to select which registered cast members will play specific roles.



Rehearsal and Performance Information

Age Requirements:	All ages 6 through adult are welcome
Orientation/Auditions:	Saturday, September 21 12-5pm (Some may be asked to stay later)
Audition/Callback Location:	ENCORE Studios 3555 Lomita Blvd. Suite E, Torrance CA 90505
Callbacks:	September 21, 22, 23, 25 (Selected times, by invitation only.)
Rehearsal Times:	Saturdays 2-9pm (Most of cast only called for 2-3 hrs.) Selected <u>occasional</u> Tues, 6:00-9:00pm (Lead/Featured as called)
Rehearsal Location:	ENCORE Studios 3555 Lomita Blvd. Suite E, Torrance CA 90505
Tech Week:	Load in: Jan. 5, 10am-4pm, Tech: Jan. 5 – 10 th 4pm-10pm Redondo Beach Performing Arts Center 1935 Manhattan Beach Blvd. Redondo Beach CA 90278
Performance Dates:	Jan 11-12, Jan 16-17 (10am Field Trip shows), Jan 17-18
Performance Location:	Redondo Beach Performing Arts Center, 1935 Manhattan Beach Blvd. Redondo Beach CA 90278
Additional Important Dates:	CAST/PARENT MEETING: Nov. 2 nd at TBD, Jan 5 th @ 4pm CO-OP FEES due 10/19 TICKET FEES due 12/7
Important Note:	Every cast member may declare up to 3 conflict dates on their audition form, and may add up to ONE additional conflict due to family obligations. Any additional conflicts added after rehearsal have begun may result in the cast member being removed from his or her lead/featured part, taken out of the scene learned on the day of the absence or put on understudy status.

Registration and Fee Information

We will place all fees on your ENCORE account the week after registration. The registration fee must be paid in full prior to auditions unless a payment plan has been requested. Other fees may be paid at any time prior to the due date. Late Fees of \$15 per week will be added to any fees not paid on time.

* Registration Fee: \$550	Parent Participants: \$325 (For concurrently enrolled student cast members)
2 nd Cast member \$450	Co-op Fee ** \$100/participant; \$200 max per family (due 10/19)
3 rd Cast member \$350	Tickets: 20 tickets per family (due 12/7)
4 th Cast member \$250	
5 th Cast member FREE	

Registration Guidelines

All Cast members **MUST** be enrolled in the production prior to auditions. There are no exceptions. All who register will be cast in the show. Auditions are for placement only.

You MUST create a family account at our website first. After that you may register online using a credit card. Registration must be paid in full unless you are paying with Charter School funds or have requested a Payment Plan. Everyone **MUST** pay a minimum of \$125 deposit prior to auditions. All fees must be paid before tech week.

Please fill out the following and bring them with you to Orientation:

- **Audition form** - (one **per cast member**) Attach a recent photo to the back of the form and the
- **Conflict & Attendance Policy (one per family)** This meeting will be about an hour and every cast member and one parent or suitable stand-in (for students under age 18) is required to attend.

Audition Process

Following the Orientation meeting, group auditions will be held for everyone according to the schedule below.

Group 1 is ages 6-11

Group 2 is ages 12-19

Group 3 is ages 20+

1. Dance Auditions – All cast members will be taught a dance combination and will then be asked to perform it in their groups before the audition panel. Come with dance shoes or tennis shoes. **NO JEANS.**
2. Group 1 Vocal & Acting Auditions
 - a. Group 1 will stand in a circle and learn together a portion of the song “When I Grow Up” then take turns singing lines around the circle.
 - b. Group 1 will learn lines from the show and will work with the Director on preparing them.
 - c. Group 1 will deliver the lines individually or in small groups within the circle.

Group 1 is dismissed at 3:30pm. Some will be asked to come to callbacks at 6:00pm
3. Groups 2 & 3 Vocal & Acting Auditions
 - a. Group 2 will begin learning and prepping “When I Grow Up” for an individual vocal audition
 - b. Group 3 will be given sides to prepare and will work with a coach to prepare for an individual
 - c. Everyone will audition both vocals and acting in groups of 5 and will be dismissed as soon as they have both sung and read the scene.
4. Callbacks – Some may be asked to return at 6pm for callbacks, some may be asked to come another day for callbacks, and some will not be called back at all. If you are not called back, it does **NOT** mean you have not been given a part. It just means we already know where we want to place you.
 - a. Those called back will be given a callback packet and instructed how to prepare for callback auditions. They may be required to sing additional songs from the show, so we encourage everyone to become familiar with all songs before auditions.
 - b. We may ask you to more callbacks on another day, so please keep Sun, Mon and Wed open.

For this show, cast members **MAY** be called at any time during the Saturday, 2-6pm ensemble rehearsal time, and those cast in specific lead or featured parts may also be called to stay from 6-9pm. Leads and Featured performers may also be called on selected Tuesdays from 6-9pm. We will make every attempt to keep to a regular schedule each Saturday, but due to the nature of this show, there will not be set “groups” that always come at the same time each week.

Once the final casting decisions have been made the cast list will be sent via email & posted on our website at www.EncoreSouthBay.org. Casting is a very time-consuming process. We know it is difficult, but please be patient! We will notify you as soon as we possibly can.



Volunteer Policy

We are not able to provide the quality production experience we do without the very significant efforts of every family involved. Therefore, we require every family **INCLUDING ALL CAST MEMBERS OVER 18** to volunteer for ALL FOUR of the following:

1. **At least One Pre-Tech job** (See definitions below)
2. **At least TWO jobs during Tech Week. (If you have a child 12 or under, one shift must be a Kid Wrangler)**
3. **Strike (2 hours after the closing show)**
4. **EITHER all of Load in or all of Load Out**

Buyouts: We recognize that some families have life situations that preclude them from volunteering at all, therefore we offer the option to buyout of volunteering for a fee of **\$200**.

How to Volunteer: Sign-ups will be sent out via newsletter and will be included as a link that will take you to our online sign-up page. You will then be able to select your job(s) and we will be notified automatically.

Definitions:

1. **Pre-Tech Jobs** are things that need to get done during months leading up to the shows and may include the following (or others as needed):

- Sewing
- Hanging /removing banners
- Painting/construction
- Office help
- Headshot photographer
- Laundry help
- Delivering fliers to schools
- Coordinating field trips
- Gala event committee
- Creating/sourcing props

2. **Tech Week Jobs** are things that must be done during the week we are in the theatre, including Tech, Dress and Performances. May include the following:

- Tech Meal Coordinators
- Concessions Coordinators
- Backstage Coordinators
- Kid Wrangler (every family with a child age 12 or under must do at least one shift here)
- Pick up and return Backdrops (Hollywood)
- Costume Assistant (dressers)
- Props master
- Stage crew (moving sets)
- Working concessions
- Ushering
- Box Office help

3. **Strike** is the period of 2 hours immediately following the final performance where we hang up costumes, put away props, clean out the dressing rooms and take apart the sets. **EVERY CAST MEMBER MUST STAY FOR THIS!!**

4. **Load in:** Unloading the sets, costumes and props from the truck and assembling/setting them up in the theatre. Takes at least 5-6 hours on the first day of Tech Week.

Load Out: Loading everything back into the truck, taking it to the ENCORE Shop and unloading it back into the shop. Starts 1-2 hours after the final performance and ends when the truck is empty at ENCORE.



Pre-Tech and Coordinator Volunteer Opportunities

These are descriptions of some of the volunteer jobs available. Some are more involved than others. If you are a parent who really loves to be involved and present with your children, a Coordinator job is perfect for you.

Tech Week Meal Coordinator - Plans meals, takes orders, places orders, and arranges for food to be picked up and served to cast members during dinner break the whole of Tech Week.

Backstage Coordinator – During Tech Week, work with the director and the stage manager to coordinate all cast entrances and exits and direct parent volunteers to ensure that all ensemble cast members are ready to go onstage, including costume changes. Should attend some weekly rehearsals in December to get to know the show before Tech Week.

Development Committee—Help with preparations for our annual Fundraising plans. May include planning the themes, selling tables, soliciting donations, organizing Silent Auction materials, Registration, and more!

Pick up/Return Drops—Drive to Hollywood the morning of Load In (or the day before) to pick up the backdrops and return them the Monday after we load out.

Post Banners: REQUEST PERMISSION and put up a minimum of 4 banners at locations throughout the local area. Return to location and remove banners after the show is over.

Post flyers and deliver postcards – Find locations around town to post flyers and posters, and places that to put stacks of postcards advertising our shows.

Headshot Photographer – take photos of cast at rehearsals, edit to a consistent size for publishing in our programs and posting during shows.

Documentary Videographer – Shoot informal video at auditions, rehearsals and performances to provide a footage that we can use for social media, promotional and grant-seeking purposes.

Costumes - Several people needed to help cut, sew, glue, iron, shop, or otherwise help assemble the various looks determined by the Costume Designer. Experienced seamstresses would be especially appreciated, but willing hands are always helpful!

Costume Fitting Assistants - Help pull costumes and get them organized and help with the fitting of cast members on costume fitting days, getting them labeled, organized and packed.

Set Construction/Scenic Painting - Help to build, paint and decorate the sets. Experienced carpenters might work on projects at home prior to workdays where others can do finish work and painting.

Crafting (for props and/or lobby) Assist our Props Master or our Lobby Manager with crafting items either for use during the show or for sale during intermission. May also create items to use during our Gala.

Laundry helpers - At the ENCORE Scene shop, wash, dry and hang costumes back in the costume storage area.

General Labor/Office helpers - We occasionally need help with a variety of jobs not specific to a show, such as running errands, organizing props at the ENCORE shop, cleaning the Studios or Shop, filing, data entry or any number of other things. If you are available during the day and would be willing to do some of these, sign up in this category



Conflict and Absence Policy
Please read and initial each section below

<p>1. Many factors affect casting decisions, including readiness, physical attributes or even chemistry with other actors. ENCORE continually balances educational opportunities with the needs of the show. Please do NOT contact members of the Casting Panel individually regarding casting decisions. Cast members may, request a review appointment with the casting panel by sending an email to Admin@EncoreSouthBay.org. These reviews will not be scheduled until a minimum of 72 hours after the cast list has been published.</p>	Initial here
<p>2. Tech Week is MANDATORY for all cast members. Cast members are not permitted to miss any day of Tech, nor come late to a Tech rehearsal, without permission IN ADVANCE from the Director. Tech week is the following days: January 5 – 10, 2020</p>	
<p>3. ALL cast members are required to have all their lines memorized (off-book) by a date given by the director Any cast member who is not “off book” by that time may be placed on “understudy” status, at the Director’s discretion, and may not be given any performances.</p>	
<p>4. Rehearsals are scheduled for Saturdays from 2 - 9pm. In general, you will be called for only a portion of that time each week, and while we make every attempt to be consistent each week, you MAY be called for any time during this period. Some cast members MAY also be called on occasional Tuesdays from 6:00-9:30pm.</p>	
<p>4. Cast Member/Parent Meetings are MANDATORY. They are scheduled for Saturday, September 21 at 12:00pm, Saturday, November 2 at TBD & Sunday, Jan. 5 at 4pm. If you are not able to attend the meetings, you will need to send someone in your place who can make decisions about your calendar.</p>	
<p>5. Being double-cast in a lead role does not guarantee you a particular number of performances. While every effort will be made to keep family members as leads in the same performances, this is not guaranteed and may not always be possible. Understudies are never guaranteed any performances.</p>	
<p>6. Cast members are permitted UP TO 3 conflicts, which MUST be declared on the conflict sheet at auditions. NO additional conflicts may be added after the cast list is posted unless permission is granted by the Director IN ADVANCE. Unexcused absences will result in the cast member’s removal from scenes they miss, or removed from a part entirely. Arriving more than 15 minutes late or leaving more than 15 minutes early will be considered an absence.</p>	
<p>7. STRIKE is Mandatory. EVERY FAMILY will need to supply 1 person over the age of 13 to participate for two hours following the close of the final performance. STRIKE is scheduled for Saturday January 18.</p> <p>In addition, EVERY family will also need to participate in one of the following: LOAD-IN – Sunday, January 5 from 10am-5pm LOAD-OUT – Saturday January 18 from 6pm – finished unloading at the ENCORE shop.</p>	

I acknowledge and agree to abide by the above casting and conflict policies.

Print Cast member Name	Signature	Date
Print Parent Name (if under 18)	Signature	Date