**Beauty and The Beast**

**{Cast/Crew Packet}**

Congratulations! You have joined the amazing Beauty and The Beast production and we are so excited to have you. This is a Cinco Ranch Fine Arts Department Musical. What does that mean? It means all of the fine art departments join together to create one beautiful piece of work. We do this every other school year so students have an opportunity to participate in 2 fine arts musicals during their high school career.

Please make sure that you read ALL of the information below, and fill out the info on the back of this packet.

**Included in this packet**

☑**Cast/Crew Contract**

☑**Contact Sheet**

☑ **Parent Volunteer Form**

☑ **Student Biography (link)**

**☑ Student Fee**

**Contact Information:**

**Director:** Jay Gracia - Juangracia@katyisd.org

**Technical Director:** Donald Wile - donaldfwile@katyisd.org

**Choir Directors:** Dorothy Wilson - DorothyJWilson@Katyisd.org

Andres Davila – Andresddavila@katyisd.org

**Dance Directors:** Holly Trotchie - [Hollyetrotchie@katyisd.org](mailto:Hollyetrotchie@katyisd.org)

Samantha Shilk-Cockerham

Shelby Dupont

**Orchestra director**: Brett Nelson- [brettnelsen@katyisd.org](mailto:brettnelsen@katyisd.org)

**Important Information:**

|  |
| --- |
| **Show Dates**: February 1st, 2nd, 3rd of 2024 |
| **Mandatory All Call:** January 2nd 2024  **Saturday Rehearsals**: January 6th,13th, 20th, 27th 2024  **Monday (all day) Rehearsal:** January 15th 2024 |
| **Remind 101:**  **https://www.remind.com/join/crfambeast** or text “**@crfambeast**” to 81010 |

**☑\*Saturday REHEARSAL ‘S ARE MANDATORY! ALL CAST AND CREW MEMBERS MUST ATTEND THIS REHEARSAL OR THEY WILL BE REMOVED FROM THE PRODUCTION. \*Only emergency situations that have been APPROVED by the directors will be excused. Any questions about these dates need to be addressed with the directors immediately.**

☑Check the Rehearsal Calendar-if you miss more than three rehearsals (unexcused), we will remove you from the show. We need all actors and crew members on their appropriate call dates in order to run a successful show.

**☑Absences are EXCUSED with a WRITTEN note to the Directors from the parent/coach, or an absence from school. Verbally telling a Director is not enough-we will forget! ☺**

**☑ January: We need all cast to be present at every rehearsal during the month of January. If you are unable to be at rehearsal you will forfeit your position.**

☑If you need to take tutorials or retests, schedule them before school or during 3.5. If teachers are unavailable, your directors can email them to work something out, but you must tell us in advance!

☑Parent volunteers are needed to help run the Box Office, and lobby on the nights of the show as well as help in other aspects of the production. See the volunteer form to see how they can help.

☑Concession donations are needed for the night of the show. Concession donations go towards paying off the cost of the production. Donating individual bags of chips, fundraiser boxes of candy bars, and bottles of water are a great help to the department.

☑As we get closer to the show, rehearsal times may change-refer to the Rehearsal Calendar for specific dates and call times!

**Beauty and the Beast**

**Audition And Rehearsal Conflict Declaration Form**

**(Must Be Submitted At the Time of Audition)**

Please compare your personal calendar and expectations to the Beauty and the Beast Rehearsal and performance calendar. Fill this form out thoroughly. Each company member will be accountable to the attendance guidelines and this form

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cast / Crew (circle one)

I have Read and Understood the Production Packet and Contract

Yes/ No

School Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Absence Reasons: **Family,**  **Educational,**  **Professional,**  **Other**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disney’s Beauty and the Beast**

**Contract |Mandatory- Due November 17th**

1. I am aware of the production dates for this show. **If I cannot attend all production nights, I will be removed from the show.**
2. I realize that if I have more than three unexcused absences, **I may be removed from the show.**
3. I realize that if I miss rehearsal anytime in January, **I may be removed from the show.**
4. I will pay attention and follow my rehearsal calendar and be responsible for knowing what dates I am called to rehearsal.
5. I will be respectful to the directors and the cast and crew members. If my behavior is not respectful I could be cut from the show.
6. I will treat the show’s set, props, and costumes with respect.
7. I realize my attendance on both Saturday rehearsals is mandatory.
8. I understand if I am serving on a crew that does not guarantee a space on run crew, I must earn it.
9. I will come to rehearsal prepared with all the necessary materials and appropriate clothing, and jazz shoes. (If you have tap shoes, please bring those as well)
10. I understand my attendance at strike is mandatory
11. I understand I do not get to keep my script and must erase all notes when the show is done or will pay the $20 fee.

**By signing the contract I am agreeing to all the information above.**

**Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disney’s Beauty and The Beast**

**Emergency Contact Sheet**

**MANDATORY –Due November 17th**

***Please Print!***

Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check one:**

\_\_\_I am in the cast

\_\_\_I am in the crew

Parent Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have allergies or any other condition that would affect their performance in this production? If yes, how should it be treated?

**Volunteer Form**

**CRHS Fine Arts Parent Group**

**Parent name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Phone Number**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child’s Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check One: My child is a(an):**

\_\_\_ actor in the play \_\_\_ part of the crew

\_\_\_ orchestral member

**What areas are you interested in helping with?:**

\_\_\_ Concessions \_\_\_ Star Grams \_\_\_ Saturday Lunches

\_\_\_Box Office \_\_\_ Lunch Ticket Sales \_\_\_ Other/Anything

Thanks for helping us! Our parent volunteer coordinator will be in touch soon!

--The Directors

**Beauty and the Beast Fee’s**

*Please return this form in an envelope clearly marked with your name and your payment. If money is an issue, please see Donald Wile. We do not want you to miss out on this opportunity because of affordability.*

***Due: November 17th***

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **If you would like to order an extra shirt(s), please write the size(s) below and include an extra $15 per shirt in the cast fee. Your shirt size is recorded on the Bio Page.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mandatory Fee:**

Show Fee (Includes cost of shirt, after party, and more) **$35** **\_\_\_\_\_\_**

**Optional Fees:**

Extra shirt **$15 each** \_\_\_\_\_\_

Makeup Kit ***(Mandatory for cast who do not already have one)*$20** **\_\_\_\_\_\_**

Saturday Lunches:

*(Run-Crew will be called on all Saturday’s, but other crew workers will not)*

* January 18th **$8** **\_\_\_\_\_\_**
* January 25th **$8** **\_\_\_\_\_\_**
* February 1st **$8** **\_\_\_\_\_\_**

**Total:\_\_\_\_\_\_**

**We accept cash or checks. Please make checks payable to CRTC Booster.**

**Student Information | Student Bio**

A biography or bio for the program should be written in the third person and contain information about the performance or production team member theatre background. In the event this is your first or second show, you can also mention clubs or organizations you belong to (especially if they’re arts related.) Bios will vary from person to person. Be professional in the creation of your bio, please no inside jokes or things that those reading it may not understand. Below are two different bio examples. The first is a bio of someone who has done multiple shows, the second is a bio for someone who may be appearing in their first show. You don’t need to mimic either of these but please take a look at them and then follow the link to complete your own.

**Bio #1** Aaron Weston (Robby) is a senior at Cinco Ranch High School. Other roles at CRHS include: Seymour in Little Shop of Horrors and George in Our Town. John also served as a followspot operator for Sweeney Todd. For Cinco Community Players, John has been in the ensembles of South Pacific and Oklahoma. Love and thanks to his family and friends. Congrats class of 2016!

**Bio #2** Rashell Johnson (Ensemble) is a freshman at Cinco Ranch High School and is making her debut with the Cinco Ranch H.S. theatre company. Sara is a member of the concert choir and jazz ensemble. Sara has also served as an usher for the Katy Community Players and will be seen later this year in the orchestra for their Spring show. She wishes to thank her Mom and Dad for their love and support.

**Follow the link below, or scan the QR code to fill out the online Bio**

https://www.cognitoforms.com/CincoRanchHSTheatreCompany/ProductionBio 

Join Remind 101 for important updates

https://www.remind.com/join/crfambeast

text “@CRFAMBEAST” to 81010

Rehearsal Etiquette

**Be there, be on time:** A good rule of thumb is to be at rehearsal and ready to go five minutes early. At least 5 minutes early is on time and on time is late. Why? If you arrive just as rehearsal starts it will take you time to prepare yourself and we will not be able to start on time. You should be warmed up and ready to go as soon as rehearsal begins.

**Come dressed for success:** You should always wear clothes that are school appropriate and easy to move in. Jazz shoes are a must unless otherwise specified for your character. If you would like to pack a rehearsal bag and leave it in the dressing room during the school day, you may ask the directors for access to the dressing room.

**Be prepared:** You should come to every rehearsal with your script, a pencil, and a notebook. Your backpack should be placed in the house (audience) along with your phone during rehearsals to remove any distractions.

**Be prepared 2:** During productions, refer to your rehearsal schedule and what you’re going to be working on that day. Know what’s coming up in rehearsal. Don’t fall back on the excuse “I didn’t know.” There’s always a place or a person you can go to to get the information you need. What else can you do to be prepared? Review your lines, review your blocking, read the script or scene.

**Ask questions at appropriate times:** Before rehearsal starts or after rehearsal is over are great times to ask questions you or your parents have regarding show information. During the rehearsal be aware of what is going on on stage and wait for appropriate times to ask questions.

**Be a team player:** Help out your castmates. If you see someone struggling with lines, offer assistance. You can get together outside of rehearsal to review. Be kind and supportive to each other. Cheer each other on. The more you help out your fellow castmates, the more confidence you will gain and the more everyone improve.

Show Etiquette

**Tip #1:** Respect the space. Keep your personal items to a minimum, and help keep the space tidy. Keep cellphones off and away.

**Tip #2:** Respect personal space. Respect each other’s personal space and preparatory processes. Let people have their space to prepare – some need quiet and focus. Stay out of the way of crew members who are trying to get things done.

**Tip #3:** Respect your company. Treat your fellow cast and crew members with respect. It truly takes an army to make a show happen. Without both cast and crew, we’re just sitting around in an empty theatre in the dark.

**Tip #4:** Get ready and then get out of the way. Ask your director or stage manager where to go once you have finished getting ready.

**Tip #5:** Pre-show checks are vital! Crew members must do a pre-show check of all their equipment to make sure everything is in good working order and nothing is missing. Actors should also do a pre-show check of everything they need costume-wise and props-wise, and make sure the items are where they need to be.

**Tip #6:** Prepare physically and vocally. Drink water and warm up your body and your voice. Going through a pre-show warmup will help calm your nerves.

**Tip #7:** Be aware of time. Don’t be late to call times (e.g. dance/vocal warm-up). Vocal and physical warm-ups are important for actors to get their bodies and voices properly prepared to perform, and it’s just as important that you’re spending that time with the cast and bonding as a team.

**Tip #8:** After each performance, return your costume to the costume shop before going out to see audience members.

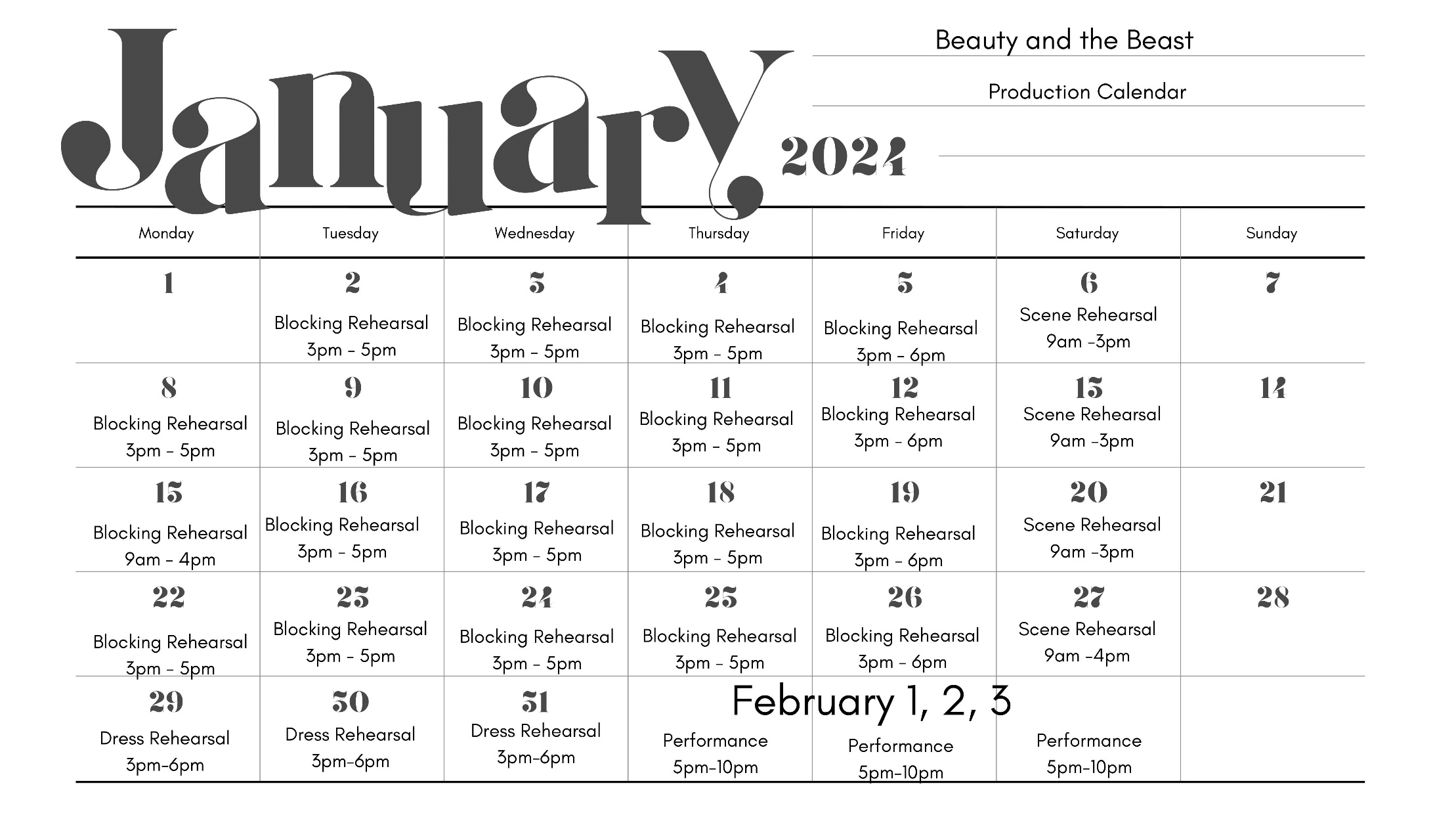
**Tip #9:** Check in with the directors before going home after each performance night. You will not be allowed to leave after the matinee performance on Saturday.

A calendar with a number of days

Description automatically generated with medium confidence

**A calendar with a date and text

Description automatically generated with medium confidence**

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