

Welcome! We are thrilled you are joining the Kennedy Middle School 's production of **Shrek Jr.!** This year our staff and coordinating team is as follows:

- Debbie Moore and Marie Carter – Parent Producers & Coordinators
- Stacey Ardelean – Director
- Mandy Bell – Choreographer
- Julia Federico-Youngs- Music Director
- Brady Boyd- Technical Director

Our Mission

The mission of the KMS play production is to nurture the development of responsible, thoughtful citizens for life in an increasingly interdependent global society by creating environments in which students are challenged to explore, to create, to make decisions and to actively participate in and be accountable for their learning.

This year, we are inviting McKinley Institute of Technology students to participate and audition for Shrek Jr. If some sign on, this will be the first ever “All Middle School Play” in Redwood City! Stacey Ardelean, who directed last year’s break-out production, is bringing back the concept to “Cast from Within” which means all students register for the production WITHOUT auditions. Auditions will only be for cast members who want to try for featured solos. These auditions are held about two weeks into the rehearsals. During those weeks students will be learning the music and choreography of large group numbers, developing ensemble skills, reading the entire script and creating characterizations.

Students will be given information about auditions during these rehearsals. Only students in the cast may audition at this point. It is our hope that this relieves “audition stress” and creates a more inviting and supportive educational environment for all students. Students are not required to audition and may choose to be in the ensemble.

We invite parents to attend one of the meetings on Tuesday, January 22, either at 8am or 6pm to hear about this approach, ask questions and meet Stacey and the other Producers/Directors in person. We will have volunteer signups available at both of these meetings as well.

To register your child:

1. Complete the enclosed Registration Form and payment
 - Participation fee: \$75 – *scholarships are available*
 - Fees cover all production related costs
 - Carpooling after rehearsal is available.
2. Send completed applications to your school office in care of Shrek Jr Production.
3. Attend one of the parent meetings on January 22.
4. Sign up for a Volunteer Position or Committee (at the meeting or online).

Rehearsal Calendar/Scheduling Considerations:

The following Potential Schedule of rehearsal times/dates is provided for conflict considerations. Unless indicated as an “ALL CAST” rehearsal, students will only be required when called for rehearsal – usually 2-3 times per week, not every day. Detailed rehearsal schedules will be available at the Parent Meeting and the first rehearsal. **Please note that ALL CAST is required at the first rehearsals, scheduled Saturdays and tech week.**

Scheduling Considerations: Please look closely at the schedule for the production to determine if your child is able to make the time commitment necessary to participate.

Guidelines:

- **All Cast** rehearsals mean everyone is expected to attend.
- Most Rehearsals from January 21 - March 22 will be held at Kennedy Middle School. With MIT’s involvement, we may change this to MIT campus for some of the rehearsals.
- Tech week rehearsals and Performances are held at MIT.
- **Auditions** will only be for featured and solo roles – more information will be given during the Ensemble Building rehearsals and are completely optional.
- Rehearsals will be more detailed and most students will only need to attend a few times a week until Tech Week.
- **Tech Week** is the rehearsals from March 25-29. This is the time for all the technical elements – lighting, sound, sets, and costumes – to be added to rehearsals. These rehearsals will be held at MIT Theatre. It is necessary to rehearse close to the performance times so that actors can acclimate to the correct time of evening.
- Students should consider all their outside commitments before joining the production.
- Students must attend all tech week rehearsals and performances.
- Some allowances can be made with prior notification of conflicts. Please list them carefully. If conflicts are revealed after casting considerations, the role may be reassigned.
- Adult volunteers are needed for technical assistance – please see the possible technical workdays (sets, costumes, props). Many independent projects are available and other support is needed as well. Please see the Parent Volunteer section for needs.
- The following schedule is a potential schedule and **DOES NOT** indicate all the specific rehearsals for each group – yet. It does indicate regular rehearsal times, all cast rehearsals, some tech workdays, Tech Week and Performances. This is for your conflict considerations. A full rehearsal schedule with specifics will be given to parents at the parent meetings and students at the first rehearsal.
- **Parent Meetings:** On **Tuesday, January 22**, we will have two meetings – one in the morning and one in the evening. Please plan to attend one of those meetings to meet with Stacey, sign up for volunteer positions and have your questions answered.

Potential Rehearsal Times ONLY!

(A detailed rehearsal schedule will be available on the first day of rehearsals - *not all students will be required at all rehearsals.*)

January

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 First day of rehearsals 3:15-5pm	22 8am & 6pm Parent Meetings 3:15-5pm Rehearsal	23 3:15-5pm Rehearsal	24 2-5pm Rehearsals	25 3:15-5pm Rehearsal	26
27	28 3:15-5pm	29 3:15-5pm	30 3:15-5pm Auditions	31 2-5pm Auditions		

February

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2 Set work Day TBD
3	4 3:15-5pm	5 3:15-5pm	6 3:15-5pm	7 2-5pm	8 3:15-5pm Rehearsal	9 12-5pm All Cast * Tech work day TBD
10	11 3:15-5pm	12 3:15-5pm	13 3:15-5pm	14 2-5pm	15 3:15-5pm Rehearsal	16
17	18 No school	19 3:15-5pm	20 3:15-5pm	21 2-5pm	22 3:15-5pm Rehearsal	23 * Tech work day TBD
24	25 3:15-5pm	26 3:15-5pm	27 3:15-5pm	28 2-5pm		

March

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4 3:15-5pm Rehearsal	5 3:15-5pm Rehearsal	6 3:15-5pm Rehearsal	7 2-5pm All Cast	8 3:15-5pm Rehearsal	9 12-5pm All Cast
10	11 3:15-5pm Rehearsal	12 3:15-5pm Rehearsal	13 3:15-5pm Rehearsal	14 2-5pm All Cast	15	16 12-5pm All Cast
17	18 3:15-5pm All Cast	19 3:15-5pm All Cast	20 3:15-5pm All Cast	21 2-5pm All Cast	22	23
24 Load In Set day	25 TECH WEEK 5-8pm All cast	26 TECH WEEK 5-8pm All Cast	27 TECH WEEK 5-8pm All Cast	28 TECH WEEK 5-8pm All Cast	29 Call 6pm Perf @ 7pm	30 Call 12pm Perf @ 1pm Perf @ 7pm
31 9-12pm Strike 12pm Cast Party All CAST						

Shrek Jr. - Enrollment Form

(Please drop this page and conflict page in the Kennedy or MIT office.

Paperwork is due by January 16, 2019.)

Student Name: _____ Grade Level _____

Parent/Guardian Name: _____ Home Phone: _____

Student Cell #: _____ Parent Cell #: _____

Student Email: _____

Parent Email: _____

Address: _____ School: _____

Payment:

- Check enclosed \$75 (payable to: Kennedy PTO)
- Cash enclosed \$ _____
- Or submit online @ <https://mkt.com/kmspto> . **Both KMS and MIT's payments will be to Kennedy Middle school. Scroll down to the bottom of the page for payment information. Please write your child's name on this and attach a printed copy with your child's application.**
- I would like to make a donation of \$ _____ for a scholarship.

Financial Assistance Request:

(This will be kept confidential.)

- I would like to be considered for a 50% scholarship (\$37.50)
 - I would like to be considered for a 75% scholarship (\$18.75).
 - I would like to be considered for a 90% scholarship (\$7.50).
- (Producers will be in contact about the availability of scholarships.)

Carpooling:

- I do not need carpooling for my child.
 - I need carpool rides for my child.
 - I can volunteer for carpooling rides during the weekly rehearsals.
 - I can volunteer for carpooling during tech week (to/from) rehearsals.
- (Carpooling Coordinator will collect specifics from volunteers and those who need transportation as we receive requests.)

Conflict Considerations

Team and group Considerations (check one of the following):

- I am NOT participating in any sports or other groups.
- I AM participating in the following group/team activities:
- Other _____

Conflict Considerations:

- I do not have any commitments that interfere with rehearsal times or dates of performances.
- I have family or personal commitments on the following dates and times and will not be available on the following dates for rehearsal:
- Other _____

Parent Volunteer Opportunities I am interested in doing:

(List on following page)

1st Choice: _____
2nd Choice: _____
3rd Choice: _____

I have read and understood the audition information presented in this packet.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

For more information:

Please Call: (415) 531-1258

Or Email: debbie@m00re.org or [mcarter2700@gmail](mailto:mcarter2700@gmail.com)

Adult Volunteer Opportunities

*The following Coordinator positions will have a volunteer “team” working on specific projects and tasks. If you would like to volunteer for a team, please sign up at the Parent Meeting or online. We ask the families of **each cast member for 10 volunteer hours** during the production.*

- ❑ **House Managing Coordinator (and crew):** House Managing is the coordination of all activity that happens for the audience – tickets, seating, ushers, programs, lobby decor and concessions. Oversees that house committees (program, ticketing, and concessions) are within budget and collect information weekly for producer. Must be available during shows. Good organization and people skills. Position may be co-chaired.
- ❑ **Ticketing Coordinator:** Coordinates ticketing for all shows including Box Office during all performances.
- ❑ **Lobby Decoration Coordinator (and crew):** Create a lobby display using at least cast/crew headshots, rehearsal photos and signage. Can be a bit more elaborate and creative.
- ❑ **Photographer:** Take press and headshots photos as well as run of show photos. ○
Concessions Coordinator (and crew): Organizes concession sales (snacks, drinks, memorabilia) during performances. Organize purchases, nightly volunteers, setup and clean up. Must be available before shows and at intermission.
- ❑ **Program Coordinator:** Work with Director/producers to design program and printing of program for all performances
- ❑ **Program Ad Sales:** Obtain ads for program. Create ad insert for program.
- ❑ **Costume Coordinator (and crew):** Coordinates and organizes costumes and supervises costume team schedule for tech week and shows, assist at costume parade and locate appropriate costumes. Help purchase supplies for the costumes that need to be sewn, and distributing to cast families - if needed. Sewing experience helpful but not necessary.
- ❑ **Props Coordinator (and crew):** In charge of coordinating and care props for the production. Returning all borrowed items as necessary. Setup of prop tables for production during load-in or first tech rehearsal.
- ❑ **Set Crew:** Paints and/or builds the sets and props, working closely with the Technical Director. Construction, painting and rigging experience helpful.
- ❑ **Publicity Coordinator (and crew):** Responsible for design & distribution of posters, school communications and community announcements. Organize previews with school or community groups. Send press releases to local papers, online accounts, and social media through school district. Ordering and distribution of cast/crew t-shirts.
- ❑ **Hospitality Coordinator (and crew):** Responsible for coordinating collection and distribution of snacks during longer rehearsals and set work days for volunteers and coordinating the Cast Party on Sunday, March 31.
- ❑ **Carpool Coordinator (and drivers):** Responsible for coordinating carpools after rehearsals with volunteer drivers as needed for students.