



Dear Parent/Guardian & Participant,

Thank you for your interest in our upcoming production of **ALICE IN WONDERLAND**. We certainly look forward to working with you in learning about theater while building a quality production and having fun along the way.

Please review the registration documents carefully. To complete your registration please print, complete and mail in the following five pages: Registration Form 1 (pages 1 & 2), Registration Form Part 2, Audition Conflict Sheet and Emergency Card to **249 Linden Avenue, San Bruno, CA 94066** as soon as possible.

The schedule for the first week of the program is as follows:

Audition Workshop ~ Saturday, August 21, 2010 School (Location to be determined)

Ages 10 & Under: 1:00pm-2:30pm

Ages 11 & up: 2:45-4:15pm

If you are not able to attend during your age group you may attend the alternate group time.

Auditions: Saturday, August 28 & Sunday, August 29 location to be determined. Date and time block will be assigned during the workshop and online by Thursday, August 26. Participants only need to come to the audition day and time slot assigned. If you are not available for the workshop, you can email your audition request.

Callbacks: Monday, August 30 (6 – 9 pm location to be determined). Participants will be notified by phone of callback time, *if requested*, for a callback. Many roles may not require a callback.

Specific Ensemble Groups and rehearsal timeslot will be assigned after auditions. Workshop/ rehearsal times will be by group and may vary. Times will increase as the production progresses.

Ensemble Rehearsals Begin: Saturday, September 4

Sunday Rehearsals Begin: Groups and Times will be announced after casting

Tentative schedule is as follows – Times are subject to change

- **Saturdays:** Groups A, B, C : 11:00am - 1:00pm & Groups D, E, F 1:30– 3:30pm
- **Sundays:** Groups and Times TBD but usually 1-6pm
- **Mondays:** Specialty and Speaking Roles Times TBD but usually 6-9pm
- ***OFF (No Rehearsal):** TBA

Mandatory Parent Meetings – At least one parent from each family MUST attend either the New Parent Orientation or one of the Parent Meetings set for the weekend of Auditions.

New Parent Orientation – August 21 during each workshop

Parents will receive information regarding auditions, and hear an overview of the e.T.c. program. Parents of returning participants are more than welcome to attend this meeting and learn more about the audition process and share information from your previous production experiences. Additionally, participants will have the opportunity to get acquainted with the staff. While the workshop is not mandatory, attendance is strongly encouraged to help participants prepare for auditions and ease audition anxiety.

Mandatory Parent Meeting

Every parent is required to attend either the new parent meeting or one of the two parent meetings prior to the child participating in Alice In Wonderland. The parent meetings will be held:

Saturday, August 28 – 12:00noon location to be determined

Sunday, August 29 – 2:00pm location to be determined

If you are unable to attend one of the two scheduled parent meeting options or the New Parent Meeting, please let us know when you turn in your registration materials.

Please note that **ALL PARTICIPANTS** will be cast in an ensemble role regardless of whether or not a speaking role is offered. Ensemble groups and regular workshop/rehearsal time slots will be assigned after auditions. We look forward to a great experience with you as we begin our 28th main stage production, ALICE IN WONDERLAND. Please email aliceinwonderland@bayareaetc.org if you have any questions.

Bay Area e.T.c. is a non-profit organization and admits participants of any race, color and national or ethnic origin.

850 East San Carlos Ave. Suite D San Carlos, CA 94070 www.bayareaetc.org



Bay Area Educational Theater Company Guidelines

Registration fees:

\$350.00 6 - 18 years

\$200.00 additional sibling

\$150.00 adult participant

\$100.00 adult with participant

Full, Partial and Work Scholarships are available and are awarded based on financial need. Participants on scholarships may be required to contribute twenty hours of assigned duties.

Current Schedule: PLEASE CHECK THE WEB SITE: www.bayareaetc.org REGULARLY FOR ANY CHANGES TO THE SCHEDULE.

Workshop/Rehearsal Locations: Workshop, Audition and Rehearsal space is yet to be determined. Location will be announced via email once it is confirmed. During Tech Week and performances, all cast will have rehearsals and all performances will be at Cañada College Theater.

IMPORTANT DATES: Any non-emergency conflicts during **tech week and all show dates** will compromise the quality of the show and cannot be accepted without consequences. Some rehearsals may be added to this schedule.

Tech week: October 24, November 1-3 (**Tentative Times: 10/24: 11am-6pm; 11/1-3: 6-9:30 pm**)

Field Trip Performances: November 4 & November 11 – 9:00am Call & 10:00am Curtain

*Conflicts due to scholastic hardships will be handled on an individual basis and MUST be discussed well in advance of the performance.

Main Stage Performance : November 5, 6, 7 12, 13, 14, 2010

Ensemble Workshops/Rehearsals: Ensemble workshops are held on Saturdays and Sundays. Participants are divided into smaller groups to work on their singing, dancing and acting. Ensemble rehearsals are generally on Sundays where groups are recombined to complete scenes and musical numbers. **Please note: All workshops/rehearsals are closed to parents.**

Ensemble Numbers: All participants will perform in a minimum of three ensemble numbers.

Auditions: Auditions will be a combined effort by the artistic staff, and a board appointed representative. All will be present during auditions and will participate in audition feedback to participants. The director will make final casting decisions. Every participant participates in the audition learning process and will be notified regarding any role offered.

Casting: All roles will be double cast from participants if possible. **As an ensemble-based theater group, ALL participants will perform in ALL performances in the appropriate/assigned ensemble numbers - whether or not he/she has a speaking character/specialty part.**

Speaking Character/Specialty Role Rehearsal: Performers cast in speaking/specialty roles will have additional rehearsal times which are limited to Sundays and no more

than one weeknight, in addition to the required weekend ensemble rehearsals. Weeknight rehearsals will be held on Monday evenings. If a speaking/specialty role is offered, the participant must be available to attend the additional rehearsals when called.

Costumes: Guidelines for costumes, and deadlines for them will be provided by the Costume Committee Chair as directed by the Costume Designer. make-up, costumes, and shoes, are the financial responsibility of each cast member based on the creative team's concept. Costuming requirements will be forthcoming early in the production process. If specifically asked to purchase, rent, or create a special costume, each cast member is only responsible for the first \$125.00, this does not include, shoes or make-up. Bay Area e.T.c. covers any additional cost, however, additional contributions are appreciated. Costume bills will be distributed prior to the closing show. The bill must be paid by the closing performance. The costume charge is based on the complexity of the costume. **Participants must agree to wear the full costume as directed by the costume designer and director.** Failure to do so will result in the participant's removal from the role.

Dress Code: Participants will be required to wear loose clothes and appropriate shoes for dance, to be approved by the Choreographer and Director.

PARENT/GUARDIAN RESPONSIBILITIES:

A distribution folder will be created for each participant (or family). These folders will be available at each rehearsal and serve as a means of distributing critical information to parents and participants. ***Please be sure to check the folder at the end of each workshop or rehearsal. It is each parent's responsibility to stay informed as to schedule changes, committee and production related information. Information can be found posted at each rehearsal, on the web and in the weekly e-news letter, which will be emailed each Thursday evening.***

In addition to checking the distribution folders, parents/guardians are responsible for dropping off and picking up their children on time. **Five minutes early is on time.** If there is an emergency and you cannot pick your child up on time, you must call the e.T.c. cell phone at **650-802-0493.**

Adhering to the e.T.c. Behavioral Guidelines for participants is the responsibility of each parent as well as each participant. These guidelines are included in your audition packet and **must be signed** by the participant and parents prior to auditions in order to participate in the production. Consistent lateness (pick up or arrival) may result in reduced participation as well as clean up duty.

e.T.c. relies on our volunteers to ensure a quality production. Parents are required to volunteer at least 25 hours and serve on at least one production

committee during the course of the production! Participation is mandatory. Be sure to sign up early to join your choice of committees.

NITTY GRITTY DAYS – Sunday, September 19 & Sunday, October 17

There will be two mandatory Nitty Gritty Days at the e.T.c. warehouse. Nitty Gritty is the day where all families assist in building and painting sets, making costumes, bundling flyers and delivering posters to help advertise the show. All cast will be called on these days from 1pm to 5pm. Nitty Gritty volunteer hours counts as part of your 25 mandatory volunteer hours. More information will follow regarding Nitty Gritty Days.

PARTICIPANT RESPONSIBILITIES:

Participants are expected to be on time and come to each workshop/rehearsal prepared to work. **Five minutes early is on time. *It is each participant's responsibility to stay informed as to schedule changes and production related information.***

Information can be found posted at each rehearsal, on the web and in the weekly newsletter, which is emailed out each Thursday evening.

Each week, participants are expected to have practiced what has been taught during the workshops/rehearsals. There may be homework assigned from time to time which may include written character work. Written assignments should be completed and returned to rehearsals when due. Participants must commit to listening carefully to instructors. Further expectations will be established by the instructors. Each participant must adhere to the e.T.c. Behavioral Guidelines which will be included in your audition packet. Failure to do so will result in consequences.

No gum, food or open drinks are allowed *inside* the rehearsal rooms or theater. *Water bottles and healthy snacks are encouraged for break times,* to be eaten in designated areas at the rehearsal site. No electronic games or music listening devices are allowed to be used during workshops/rehearsals.

Drop/Refund Policy:

Any registrant who drops from the program is entitled to a refund as follows:

100% *Prior* to First Audition

Workshop

75% *Prior* to First Audition Day

***NO REFUNDS* will be given following Auditions.**

To have specific questions answered, email us at: aliceinwonderland@bayareaetc.org see the Production Coordinator at the workshop, auditions or rehearsals.

Bay Area e.T.c. is a non-profit organization and admits participants of any race, color and national or ethnic origin.

ALICE IN WONDERLAND

REGISTRATION FORM

Mail completed forms to: Bay Area e.T.c., 249 Linden Avenue, San Bruno, CA 94066 Attn: Alice In Wonderland Registration (This address is for Registration Purposes Only – see attached paperwork for warehouse location)

NAME

(LAST) (FIRST)
(MI)

ADDRESS _____ CITY _____ ZIP _____

HOME PHONE # (____) _____ - _____ WORK PHONE # (____) _____ - _____

E-MAIL ADDRESS _____ CELL PHONE # (____) _____ - _____

PARENT'S E-MAIL ADDRESS _____

DATE OF BIRTH _____ AGE _____ SCHOOL _____

PARENT OR GUARDIAN _____
(Last) (First)

PARENT or GUARDIAN OCCUPATION(S) _____

EMPLOYER _____
(Name) (Address)

DOES YOUR EMPLOYER HAVE A CORPORATE SPONSOR PROGRAM? Yes ___ No ___

DOES ANYONE IN YOUR FAMILY BELONG TO ANY SPECIAL ORGANIZATIONS? (clubs, churches, lodges)

YES ___ NO ___ If YES, which one? _____

HOW DID YOU HEAR ABOUT THIS PRODUCTION?

Returning from previous show ___ Summer program ___ Newsletter ___ Flyer ___ Friend ___
Attended previous show ___ S.M. Park & Rec. ___ Ad (specify) _____ Other (specify) _____

RACE OR ETHNIC ORIGIN (Optional, for Grant Application Info)

___ White

___ African American

___ Asian, Asian American

___ American Indian or Alaskan Native or Pacific Islander

___ Mexican, Latin American, South American, Central American or Other Hispanic or Latino

___ Other

Through acceptance of this registration form, I realize that no medical insurance is provided for Bay Area Educational Theater Company activities and agree to assume the risk for any injury related to my participation or the participation of my dependent. I agree to make no claims against Bay Area Educational Theater Company or any of its officers, employees or volunteers for any injury or incident arising from this activity, however caused, including liability for negligence. I am physically able (or my dependent is physically able) to participate in this activity. I realize that Bay Area Educational Theater Company is also not responsible for lost or stolen articles.

Signature of Release _____ Date

(Parent or Guardian if participant is under the age of 18)

COMMITTEE PREFERENCES

LIST SPECIAL TALENTS OF PARENTS, GUARDIANS OR FAMILY MEMBERS (i.e. plays piano, sings, acts, carpenter, hairdresser, artist, sews, public relations, caterer, printer...)

Parents or guardians of all participants *are required to volunteer on at least one* committee to help meet the MINIMUM 25 volunteer hours. Please indicate below which committee(s) you are interested in and if you are able to be a chair or co-chair (head) of a committee. If no committee is marked, you will be assigned to a committee. Please refer to the committee description pages, if you have committee responsibility questions, prior to selection. Sign ups for committees will take place at the mandatory parent meeting during auditions.

___ Costume ___ Set Construction ___ Props ___ Stage Crew ___ Publicity /
Promo

___ Field Trips* (usher/chaperone) ___ Cast Party* ___ Chaperone

___ Bios* (typing & design)

___ Donation*(1-2 people pre-performance) ___ Outreach* (1-2 people pre-performance)

___ Raffle Prize Solicitation *(1-2 people pre-performance)

___ House Duties* (during performances: Concessions, Raffle, Flowers, and Tickets Sales & Clean Up) **

*These committees *alone* may not fulfill the minimum 25 hour requirement.

**Sign up for specific work times for "during performance" committees will take place during rehearsals.

e.T.c. CONTACT LIST RELEASE

e.T.c. has permission to include my family's name on the e.T.c. contact (home phone & email) list for this production. This list is for distribution among the current participants for the intended use in contacting other cast members for questions regarding workshop/rehearsal, performance or ride-sharing information.

___ Yes, e.T.c. has my permission ___ No, e.T.c. does not have my permission

e.T.c. PUBLICITY RELEASE

I hereby agree to permit e.T.c. the use of any photographs, videotapes or other facsimiles taken of me or my child in connection with this production for e.T.c.'s legitimate business purposes which include promotion, publicity, marketing, web page, or other legitimate use, without further consultation or approval.

___ Yes, I agree ___ No, I do not agree

e.T.c. MAILING LIST

Your name will be automatically added to the e.T.c. mailing list unless otherwise indicated below. The mailing list is used for the mailing of e.T.c. newsletters and picnic flyers.

___ No, I do not want to be included on the e.T.c. mailing list.

T-SHIRT ORDER

Each participant will receive a free t-shirt with enrollment. Please indicate appropriate size for registrant. Additional T-shirts may be ordered for an additional cost, see web site for order forms.

Youth Med ___ Youth Lg ___ Adult Sm ___ Adult Med ___ Adult Lg ___
Adult XL ___

SIGNATURE _____ DATE _____

REGISTRATION FEES*: Participant 6 – 18 years = \$350 Additional sibling =\$200

Adult Participant = \$150 Adult Participant with Child \$100

*fee includes a show shirt and a 1-liner for each paid participant

TOTAL FEES DUE: _____

___ CHECK # _____ CASH _____ Applying for scholarship

CREDIT CARD TRANSACTIONS CANNOT BE PROCESSED WITHOUT THE FOLLOWING INFO:

___ VISA/MC _____ - _____ - _____ - _____ EXP ___/___

VIN # ___ (the 3 digit code on the back of charge card)

Billing Street Address & zip code of the card holder:

Street Address: _____ City _____ Zip Code: _____

IMPORTANT AUDITION INFORMATION:

Auditions will be held **Saturday, August 28** and **Sunday, August 29**

Please indicate conflicts below and return with registration forms.

Audition Workshop (August 21) Conflicts:

- ___ **No conflicts**, I plan to attend the workshops
- ___ Participant is **unable** to attend Audition Workshop
- ___ Email me with the audition time, **I will** print the audition packet from the website.

Audition Conflicts:

- ___ **No conflicts**, I can audition at any time on either day.
- ___ Participant is **unable** to attend an audition on **Saturday, August 28**
- ___ Participant is **unable** to attend an audition on **Sunday, August 29**
- ___ Participant is **unable** to attend either audition dates, please email to make other arrangements.

Name: _____ Phone: _____
Email: _____

EMERGENCY CARD

Last Name _____ First Name _____

Address _____ City _____ Zip _____

Home Phone # (____) _____ Date of Birth _____ Age _____

Parent/Guardian Names:

Name _____ Relationship _____ Phone (____) _____

Name _____ Relationship _____ Phone (____) _____

In case of emergency, name and phone number of persons to contact if no answer at above number:

Emergency Contact _____ Phone (____) _____

Emergency Contact _____ Phone (____) _____

Allergies, medical limitations or special needs: _____

Physician to be called in an emergency:

Name _____ Phone # (____)
_____) _____

Address _____ City _____ Zip _____

If physician cannot be reached, what action should be taken

Administrative procedures vary among medical personnel and medical facilities with regard to provision of medical care for a child in the absence of the parent. It is the responsibility of the parent/guardian to verify the exact procedure required by the physician to be used in emergencies should it be necessary to contact the doctor for treatment.

Medical Insurance Carrier _____ **Group/Member Number**

Permission for medical treatment. In case of an accident or an emergency, I authorize a staff member of e.T.c. to take my child to the above named physician or the nearest emergency hospital for such emergency treatment and measures as are deemed necessary for the safety and protection of the child at my expense.

Signature of Parent/Guardian & Date

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