

December 2023

Dear Apex Friendship MS Parents and Guardians,

Congratulations! Your AFMS student is in the musical, MATILDA JR., rehearsals January 3-February 28, 2024. Performances are February 29, March 1, and March 2, 2024 at 7pm.

We need all Charger families to help us, in order for the show to be successful. Please pick which role that you would like to help volunteer with for the show. [The completed google volunteer form, participation fee of \\$60, and signed Actor/Tech contract is due Wednesday, December 20, 2023 in order to participate with the production.](#)

Our preferred method of payment for participation fees is through PayPal @afmstheatrebooster. Be sure to include your child's name in the message field. If writing a check or sending cash, it is imperative you include your child's name on the check or on the envelope. Thank you!

Additionally, we need all families to help with snack donations for our students. Please send a 24 pack of bottled water, a variety family size box of chips, and a variety family box of cookies/snack bars for after school rehearsals. You are welcome to drop off items the week of January 3-5 at the front office.

Please take a few minutes and fill out the [Volunteer Google form](#).

You will get an email confirming your volunteer role. Please see detailed information regarding each of the volunteer roles on the signup form.

We encourage your family & friends to come to the show. We want full audiences for all three performances! Thanks for promoting the fall play.

Thank you for your support and cooperation.

Respectfully yours,

Nina Winter
Director

Jamie Arnold
Choreographer

Sam Wanamaker
Music Director

Jim Martz
Tech Director

ACTOR & TECH CREW Contract 2023-2024

Student Name _____

Parents, please fill out the Parent Volunteer google form, thank you.

Represent

- **Respect the theatre and drama classroom, respect your cast, crew, directors, and respect yourself.**
- **AFMS has a reputation for excellence and it is your duty to uphold our standards.**
- **Attendance required for rehearsals and the strike. Theatre is collaborative and everyone contributes.**

Student Behavior Expectations

- **Students are subject to the authority of teachers and designated volunteers at all times and will be supervised at all times.**
- **Students must be on time for scheduled rehearsals. Students are expected to participate in all planned rehearsals and performances. Illness and family emergencies are the only excuses for an absence.**
- **Students are expected to be respectful and considerate of teachers, volunteers, and fellow students at all times.**
- **Students may not leave the auditorium. Breaks for a snack and to use the restroom will be granted and supervised from the staff in charge and approved volunteers. The staff in charge will designate when the cast and crew will have a break during rehearsals.**
- **Staff in charge and approved volunteers will be monitoring their specific groups of students closely. No students may leave the auditorium without permission from staff and approved volunteers in charge.**
- **Students are responsible for any damage to school property. Removing school property of any kind is considered theft.**
- **Loud noises and unruly activity in the theatre or anywhere in our building as we prepare our production is strictly forbidden.**

Cell phones off and away during our rehearsals and shows.

Be prepared – script and pencil at every practice. Students will pay a fee (donation to the Theatre Boosters) to have another script printed for them.

- **All Wake County Public School policies will be in effect such as dress code, weapons, drugs, and alcohol, etc. Any participant who flagrantly disregards the foregoing terms or otherwise commits a serious breach of discipline may be dismissed from the show at any time.**

Attitude

- **Energy is essential; negativity can spoil a show and rehearsal for everyone. Don't let limited stage time or tech responsibilities affect the amount of energy you are bringing. On or off stage, you are responsible for the atmosphere.**
- **Keep an open mind. Every exercise and technical training has a purpose.**

Absences

- **Accumulating more than 2 unexcused practice absences could result in removal from the show.**
- **Excused absences are reserved for special circumstances such as sickness, a death in the family, religious observances. Use your judgment and make your commitment to the show a priority.**
- **Missing a show is unacceptable unless you can provide one of the excuses listed above. You are an important part of this company and your absence does make a difference.**
- **As soon as you know that you are going to be absent (sickness included) notify Ms. Winter immediately.**

Tardies

- **If tardies become an ongoing problem for you, you may be dismissed from the show.**
- **2 tardies = 1 excused absence**
- **Parents or guardians picking up students after rehearsal are requested to respect the announced scheduled time for pick up. Supervising staff stay with all students until the last one has safely departed.**

Commitment

- **Being a member of this cast & crew is NEVER an excuse for not doing your school work.**
- **You must keep all your grades up. Failing a class or getting suspended is grounds for being dismissed from the show.**

Shows

- **Know what portions of the show you are responsible for and be prepared. If you are unsure about an aspect of the performance, you are responsible for re-familiarizing yourself with it before the performances. Rehearse and ask questions. Always be prepared and professional!**

- When you are not performing, you are still a very important part of the show. Your focus should be on those who are performing and your attitude should be positive.
- When others are performing, refrain from any activity, sound or movement that could be distracting to the audience or your cast & crew.

Dress Code

- Rehearsals & Tech Crew: wear comfortable and appropriate clothes that are easy to move in and closed toed shoes only.
- On dress rehearsals & show days, come prepared with your make-up and costume items.

Photo/Video Release

- I grant permission for use of my child’s image in print, video and/or digital media.

Participation Fee for Cast & Crew - \$60

- Our preferred method of payment for participation fees is through PayPal. Be sure to include your child’s name in the message field. If writing a check or sending cash, it is imperative you include your child’s name on the check or on the envelope.

After having read the contract, please fill out the bottom information and sign. Turn it in to Ms. Winter with the participation fee by Wednesday, December 20, 2023.

Signing this contract indicates that you understand and accept the terms of the Actor & Tech Crew Theatre Contract. You will be held responsible for yourself and your actions.

Please print contact info clearly

Signature: _____ **Date:** _____

Name: _____ **Email** _____

Parent Signature: _____ **Date:** _____

Parent Name: _____

Parent Email: _____ **Parent Phone:** _____