



PRODUCTION INFORMATION & GUIDELINES

Welcome to Class Act Productions!

We are very excited to have you as a cast member of *The Sound of Music*.

Class Act Production's mission is to create exceptional theatre experiences that transform lives. We believe theatre can educate, empower, inspire, and entertain in remarkable ways. We are a successful nonprofit with a 25-year history of providing arts and arts education to students and families in The Woodlands. Our hope is that all children, families, and communities have opportunities to learn and grow through theatre and the arts.

This handout was compiled with information regarding policies and procedures related to this production. Please contact Keith Brumfield for show related details or questions. Contact the stage manager regarding absences or if you will be late to a rehearsal.

LES MISERABLES PRODUCTION CREW:

Director:	Keith Brumfield	(281) 382-9384	keith@classactproductions.org
Assistant Director:	Debra Moses	(281) 935-8880	debramoses@me.com
Choreographer:	Heidi Kloes	(409) 718-1334	heidi.l.kloes@gmail.com
Stage Manager:			
Volunteers:	Jude Sadlier		volunteers@classactproductions.org
Publicity:	Kristi Tabor		publicity@classactproductions.org
Treasurer:	Anne Mackenzie		accounts@classactproductions.org
<i>(payments, tuition, financial assistance)</i>			

Cast Member Information Site: www.classactor.org

Main Class Act Website: www.classactproductions.org

COMMUNICATION

Email is the primary form of communication with the cast and crew. Emails contain important information about rehearsal schedules and other show related information. An email will be sent at the beginning of each week of production (usually on Sunday evening). Weekly emails will contain the most current schedule and information.

An additional form of communication will be by text message.

Text the word "castmember" to this number: 80123 to be included in the text messaging group.

Make sure we have your correct email and/or mobile phone number.

If you are running late or may miss a scheduled rehearsal, please email or text the Stage Manager.

ATTENDANCE AND CONFLICTS

Students are required to check in with the stage manager for each rehearsal.

If you have a conflict during the run of the show and you have not already notified the Stage Manager, please contact her as soon as possible to make sure that we can make alternate plans for rehearsal. It is important to make all scheduled rehearsals.

REHEARSALS

Rehearsals will begin and end at the published time unless changes are made and communicated to everyone. It is expected that cast members arrive at rehearsal about 10-15 minutes before rehearsals begin. Students are not allowed to leave the studio or theatre once they have arrived for rehearsal. Unfortunately, there is not a water fountain at the studio, so students may want to bring a bottle of water and any snacks they may need for rehearsal.

Students should dress in active wear or clothes that allow them to move comfortably while they learn blocking and/or choreography. At some point during rehearsals students should begin to wear the shoes requested by the Costume Committee to help them become more comfortable with their character.

Rehearsals are closed rehearsals. We ask that parents respect the privacy of the actors and directors, especially when we move to the theater. The taking of photos or video of any kind is strictly prohibited.

INCLEMENT WEATHER POLICY

In the event of inclement weather, the Artistic Director of Class Act will decide whether the building will be closed and/or rehearsals canceled. To communicate this information, we will send an email and a text, and the announcement will be posted on the classactor.org home page.

EMERGENCY ACTION PLAN

In the event of an emergency, CLASS ACT Staff will follow school and/or theatre policies to determine an appropriate course of action. If evacuation is necessary, all students will be directed to exit the building in a calm and orderly manner using appropriate evacuation routes (ex: front entrance, side garage doors). Students will be directed to a designated "safety zone."

BIOGRAPHIES

A personal biography will be included in the program for each cast member. Please use the online form to submit your biography by July 31, 2021.

CAST MEMBER "SHOUT OUTS"

You can include a special message to your student in the LES MISERABLES playbill by creating a "Shout Out." Your "Shout Out" is customizable and can feature a fun picture of your student and words of encouragement. Although program advertisements are available with various sponsorship levels, an eighth page program "Shout Out" for cast members only is available for a \$50 donation. All forms must be submitted no later than July 31, 2021.

HOW TO GET INVOLVED

Be a part of Class Act Productions by volunteering for one of the Pre-production and Production Committees. We greatly appreciate our parent support; the shows would not be possible without the hard work and dedication of our parents and volunteers!

Join us in making this show an amazing experience by signing up to volunteer. There are several ways you can get involved:

- Help us spread the word about the performances to publications through emails and social media and by distributing show publicity and help connect our development team to potential corporate and individual sponsors.
- Promote printed sponsorships in the program
- Volunteer in pre-production areas such as costumes, publicity, set construction, program bios, etc.
- Volunteer during tech week and during the performances in these areas: concessions and front of house, backstage cast support, props, costumes, raffle sales, etc.

SUPPORT CLASS ACT PRODUCTIONS

“Get In the Act!”

Our students fill the theatre with energy, talent, and song, but our programs and productions are only possible thanks to the continued support of our patrons.

Class Act Productions is truly unique. For 25 years, we have provided arts and arts education to students and families in The Woodlands. Our hope is that all children, families, and communities have opportunities to learn and grow through theatre and the arts. How can we do it? With help from YOU!

YOU Make a Difference!

Class Act depends on donors to help make a difference in children’s lives through the power of theatre. Over 80% of our annual contributions come from individuals who recognize the importance of Class Acts’ mission of excellence in theatre education.

Donor benefits vary by level. To recognize their generosity, Class Act features the individuals, families, companies, and foundations who make our programs and productions possible by listing them in the playbill for each performance of the season.

Make a difference today when you make your contribution to Class Act Productions or online at www.classactproductions.org/support.html. If you have questions, please contact Meredith Alexander, VP of Finance at donations@classactproductions.org.