



We are very excited to perform "Beauty and the Beast" as we begin our 23rd year. Preparations and plans for this production are in full force. We hope you are ready to work hard, move quickly, learn a lot, experience new things, and most of all have fun! Our performances will be held at the Al Larson Prairie Center for the Arts on **January 21st, 22nd, 23rd & January 28th, 29th, 30th of 2022**

Meet Our Staff!!!

Program Director/Producer: Mary Alice Benoit

Director: Taylor Benoit

Assistant Director: Shea Hopkins

Vocal Directors: Kelly Fitzgerald/Payton Kaye

Choreographer: Amanda Zgonina

Costume Designers: Karen Martin & Sue Knowles

Production/Properties Manager: Chris Gurrieri

Stage Manager: Chase Fahy

Ticket Manager: Mary Miller

The first rehearsal and **Parent/Cast meeting** will be held on **Saturday, October 30th at 11:00 am** at our studio at 1945 Wright Blvd in Schaumburg. It is **REQUIRED** that at least one parent of each cast member under the age of 18 years old **and** each cast member attend this meeting. Parent volunteers are a crucial part of our programming and at this meeting, each parent must volunteer and sign up for one committee (costumes, chaperone, backstage crew, set construction, props, marketing etc.). Committee chair-people will contact the parents on their committee during the course of the production when volunteer services are needed.

Also at this meeting, the staff will be introduced. We will also go over rehearsal information, rules and regulations and answer any questions or concerns you may have. The attached **Code of Conduct Form must be signed by each Parent and Cast member and is due by the parent meeting on October 30th. Note**** Cast members must stay for an all-cast rehearsal immediately following the parent meeting until 4:00pm on this day.

Rehearsals will be held on Saturdays and Sundays between 11:00 am to 4pm at Schaumburg On Stage, 1945 Wright Blvd, Schaumburg. **From time-to-time certain roles may be called early or to stay later depending what scene they are working on.** Tech week is January 17th - January 20th at the Al Larson Prairie Center for the Arts. Parents MUST also chaperone one tech rehearsal or performance. Details on this in December. Cast members are required to attend every rehearsal for which they are scheduled. There will be times and dates that they are not required to attend, so read the schedule carefully. The rehearsal schedule will be available at least 2 weeks in advance, so that families can plan accordingly. Rehearsals are **REQUIRED** and any conflicts **must be noted** on your audition registration.

There will be a **tuition fee of \$400**. Siblings are \$375. Each cast member will receive 100 hours of professional musical theatre training and experience while at rehearsals, along with a focus on vocal, dance, and acting instruction. Each member will also receive a T-shirt. Additional T-shirts are available for purchase for \$15, **This tuition fee will be due on Saturday, Oct. 30th, at the Parent/Cast meeting.** Payment arrangements need to be arranged in advance by contacting our Production Manager, Chris Gurrieri, at info@schaumburgonstage.org. Financial aid is available to qualifying families. Please fill out our Financial Scholarship Assistance Form available on our website at www.schaumburgonstage.org. Please make checks payable to Schaumburg on Stage, or visit our website, www.schaumburgonstage.org, to make an online payment prior to the parent meeting on October 30th.

Attendance: If you will be absent or late, please ONLY email info@schaumburgonstage.org. We want to keep track of all the absences in a single spot. Please remember only 2 unexpected absences are allowed. **Excessive absences may result in the reassignment of your role.** Attendance is very important for a successful production.

Emergency: In any emergencies, please call or text Chris Gurrieri @ 847-894-1986.

Covid Procedures: Masks will be worn throughout the rehearsal process regardless of vaccination status. Quick temperature checks will be conducted upon arrival. Please monitor your child for Covid systems or exposure. If your child has persistent Covid systems or has been exposed to Covid, they should not return to rehearsal until they have had a negative Covid test or have followed recommend quarantine procedures. Decisions regarding wearing masks during our performance will be made at a later date as the pandemic evolves. If you have any questions, please call us at 847-278-7185.

Arrival and Pick-up: All drop offs and pick-ups will take place at 1945 Wright Blvd unless otherwise noted. Parents should park in front and must come into the lobby to pick up their child. Children will not be released into the parking lot. Students who are driving should park in the back of the building and enter and leave through the back door. This will help to control traffic and prevent students from walking in front of moving traffic. **Please Note: If parking at the 1925 Wright location, do not park in the parking spaces marked 1921.**

Snack/Lunch Break: We will break for 30 minutes for a lunch or a snack. No one will be allowed to leave during the break. Please bring your own lunch or snacks from home when you arrive to rehearsal. Please be responsible for picking up and throwing away your own garbage. **SOS will sell cheese pizza on Sundays ONLY starting November 7th for \$2.00 for a large slice.** Assorted snacks will be available for \$.50 and bottled water for \$1.00 will be available for sale each day.

Costumes: Each cast member will be financially responsible for providing his or her own costumes as required by the costume committee. Some costumes may be self-provided, some rented, and some purchased. All cast members will be given a detailed list of costumes and their associated costs according to individual or group character role. All self-provided costumes MUST be approved by the costume committee. Families that need assistance with costume fees, should contact Chris Gurrieri at info@schaumburgonstage.org.

Playbill: We would like to keep our keepsake playbill going. Each cast members family will be asked to provide a **one line "shout out"** in our playbill. Details on how to place your shout out will be provided at the bottom of your costume form. Additional opportunities to place or solicit an ad in the playbill will also be available. Each family will receive a souvenir copy of the playbill during tech week. Downloadable electronic copies of the playbill will be available to all patrons via QR code at each performance. A downloadable copy of the playbill will also be available on our website.

Ticket info: Pre-Sale tickets are \$18 plus \$2 service fee for cast with special code only from Monday, November 8th at 12:00pm to Saturday, December 4th, 12:00pm. Starting on December 5th all tickets will be available to the public online for \$20 plus service fee. Tickets are \$20 at the door and are reserved seating. Tickets may be purchased during select studio rehearsals and at the door with **cash** no service fee.

**All Tech Rehearsals and Performances are at the Al Larson Prairie Center
201 Schaumburg Court Schaumburg, IL 60193**

Tech Dates: (mandatory)

Monday, January 17 th from 9 am-4pm	(No School-MLK B-day & only need Dance Shoes)
Tuesday, January 18 th from 4 pm-9 pm	Full Costumes and Shoes only.
Wednesday, January 19 th from 4 pm-9 pm	Full Costumes, Hair, Make up, Shoes, etc.
Thursday, January 20 th from 4 pm-9 pm	Full Costumes, Hair, Make up, Shoes, etc.

Performance Dates: (mandatory)

Friday, January 21 st @ 7:00 pm	Call Time 5:00 pm
Saturday, January 22 nd @ 1:00 pm & 7:00pm	Call Time 11:00 am & 5:00 pm
Sunday, January 23 rd @ 1:00pm	Call Time 11:00 am
Friday, January 28 th @ 7:00 pm	Call Time 5:00pm
Saturday, January 29 th @ 1:00 pm & 7:00 pm	Call Time 11:00 am & 5:00 pm
Sunday, January 30 th @ 1:00 pm	Call Time 11:00 am

List of Committees

1. **Tickets** - This committee helps at the box office before performances.
2. **Costume** – This committee is split into 2 committees: 1) sewing and 2) cutting, shopping or gluing projects for costumes and accessories.
3. **Props** – This committee will obtain or create necessary props. This committee will also work backstage setting and removing props throughout the show as necessary.
4. **Concession** – This committee will sell concession for performances during intermission. They will also help set up/clean up concessions before and after shows.
5. **Set Painting and Construction** To join this committee, you simply need to be able to use a paint roller or brush, to paint sets. We need help priming sets (basic painting). Construction volunteers for this committee should be able to measure, saw, hammer, and construct sets.
6. **Backstage Crew** – This is a fun, hard-working group of people who make sure that all sets are placed and removed at the appropriate times during the show. In order to be on this committee, you must commit to working 1 tech rehearsal and at least 2 performances.
7. **Load in and Strike** - This is a very important committee and requires only two days of fun & hard work. On Sunday, January 16th from 10 am – 5 pm, we load our sets into the Prairie Center and assemble. On Sunday, January 30th after the show, 4 hours of help is needed to break down the sets &

load the truck. **All cast members in high school or older will be needed to help with strike. Pizza Dinner will be served.** Any time that you can give us is greatly appreciated!

- 8. Marketing-** This committee will help design and circulate posters, post cards and flyers in surrounding businesses or public facilities and via social media. ***Basically, every cast member is on this committee.***

These are not committees-just for your information only:

Ushering: Being an usher is not considered a committee. You must be on another committee other than being an usher. Ushers will seat people, monitoring the audience for photo or video taking, passing out playbills, etc. An email will be sent out with a sign up online in December. Sign up will be first come, first serve. Please sign up for only 1 show (a show that you didn't already purchase tickets for).

If you have any questions or concerns regarding rehearsals, costumes, you may also call **847-278-7185** or email info@schaumburgonstage.org. Thanks for your time and commitment. We appreciate all of your efforts!

We look forward to working with you and your children and we are very excited for this performance of Beauty and the Beast.

See you soon!

Thank You,

The Staff of Schaumburg On Stage