

Welcome to *Almost, Maine*!

**Director:** Molly Rumberger

**Assistant Director:** Kylie Hawley

**Stage Manager:** Kyndal Harrison

**Assistant Stage Manager:** Laila Leak

Words cannot express how excited we are to have such a wonderful cast for South County High School’s production of *Almost, Maine.* We had many students who auditioned for our production and are so thrilled with our talented and enthusiastic cast. Before we begin with the rehearsal process, we would like to outline some guidelines and expectations for upcoming months so we are all on the same page for the exciting road that lies ahead of us.

**Cast Fee**

Each cast member is responsible for a $30 cast fee to participate in the play. This fee covers various production materials such as scripts and snacks. If this fee is a problem for any student, please see Mrs. Rumberger and we will find accommodations to make participation possible. Please make all checks payable to *South County High School.* Students may also pay in cash, but should bring exact change. Show fees and this contract are due to Mrs. Rumberger at the next full cast rehearsal on **Tuesday, September 26th.**

**Cast Member Resources: Southcountydrama.org, Remind 101, Weekly Newsletter**

There are several ways for cast members and parents to receive the latest up-to-date information regarding *Almost, Maine.* Your main source of communication will be on our new website, southcountydrama.org. Simply go to the tab labeled “Resources” and click on the “Almost, Maine Cast and Crew” page. This page will consist of the following information:

* Cast documents (such as this Actor’s Contract)
* Rehearsal Calendar
* Additional Resources

Every Sunday, a weekly calendar overview will be posted onto the website. Please check it frequently since the calendar is subject to change for a multitude of reasons. This year, we are also excited to utilize **Remind 101** for cast communication. Now cast members and parents can opt to receive text message alerts on their phones. This app will be used to help remind students of upcoming rehearsals and also alert students to any calendar changes. A text message will be sent every morning to help remind students of that day’s rehearsal schedule.

**To join the Remind 101 text message alerts system, please text 81010 with the message @9d2c37.**

Additionally, beginning October 1st, parents and students will receive a weekly newsletter every Sunday pertaining to the musical such as that week’s schedule, important announcements, etc.

**Attendance**

1. Students must be at all scheduled rehearsals that involve his/her character. The only exceptions to this rule would be the following:
	1. An excused absence due to illness, death in the family, or some other reason approved by the **director.** Any student who is ill should have the parent call the drama office to leave a message—(703) 446-1591 or send Mrs. Rumberger an e-mail at mdrumberger@fcps.edu. Work is not an excused absence unless it was noted and approved on the original conflict sheet. Monthly doctor or dentist appointments should be noted on the conflict sheet. **Any appointments scheduled after auditions should not conflict with the rehearsal schedule unless it is an unforeseen illness or dental emergency.**
	2. Conflicts noted on the original conflict sheet and approved by the director.
	3. Class conflicts due to field trips or extra help after school. If a student needs to stay for extra help after school, they should try to schedule it on a day they do not have rehearsal *or* be able to come for at least half of their rehearsal. They should notify Mrs. Rumberger ahead of time.
2. No one is excused from a dress rehearsal or performance for any reason.
3. Students should not plan to leave rehearsals early unless prior approval from the director is given. Again, the reason for leaving must fall under the excused category.
4. **Students may not have more than 10 hours (or 3 rehearsals total) of excused absence from rehearsals or the part may be reassigned. Any unexcused absences will be seen as grounds for recasting a role, and you may be replaced depending on the circumstances. Follow the schedule carefully. “I forgot,” or “I didn’t know I had rehearsal,” are classic unexcused and inexcusable absences.**

**Etiquette and Attitude**

Students must bring the script and a pencil to every rehearsal. Students should report to rehearsal **on time.** Unexcused tardies will be recorded and each tardy will result in the loss of 10 thespian hours. Anyone who is habitually tardy may be asked to leave the cast. (This does not include students who arrive late with the director’s permission or with a note from a teacher because of class work after school.)Students are to remain in the rehearsal area throughout the rehearsal. They are encouraged to bring homework to do when they are not onstage. Disruptive behavior or disrespect for the director, stage manager, asst. stage manager, technical heads, adult volunteers, or other peers will not be tolerated.Students must arrange for transportation home after rehearsals. They may form carpools or ride with other students as long as arrangements have been made. Try to set up a ride schedule early. Just because a student can drive doesn’t make them your personal chauffeur. ☺

**Costumes**

We will be asking cast members of *Almost, Maine* to draw clothing from their individual wardrobes for many of our costume needs as well as asking students to purchase certain items that they may keep after the production. In upcoming weeks, cast members will be provided with a costume list of items needed by our show costumer and costuming staff. We will need at least 5 costume parents to assist in costume needs.

**Parent Support**

Last but not least…….parent support. As you all know, we are dealing with a large amount of students along with the many other artistic and technical demands that come along with putting on a show of this magnitude. There will be a *Almost, Maine* parent, cast, and crew potluck/informational meeting on **Thursday, October 5th** from 6:30-8:00 pm in the cafeteria. Please come by to receive additional information about the production process, volunteer assignments or simply to ask any questions you might have. And, of course, bring a yummy dish to share! We need support in the following areas; Costuming, Set Building and Painting, Ticket Sales, Administrative Duties, Concessions, Cast Party, etc. If any parent is interested in contributing in these efforts please indicate so on the attached, Actor’s Contract. Again, your time and support is greatly appreciated.

And now……On with the Show!

Molly Rumberger

South County High School Theatre Arts Director

mdrumberger@fcps.edu

703-446-1591

PARENTS AND CAST MEMBERS MUST SIGN THE ATTACHED CONTRACT. Contract and show fee are due on **Tuesday, September 26th.**

**South County High School’s Production of *Almost, Maine***

**Actor’s Contract**

*(Please return to Mrs. Rumberger with $30 show fee at the second rehearsal on*

*Tuesday, September 26th, 2017)*

**I have read the Actor Information Sheet for South County High School’s production of *Almost, Maine.*  I have shown this sheet to my parents and we both understand and agree to all terms and information presented.As an actor in this production, I will do my best to perform at my highest ability in etiquette, attitude, attendance and performance. I also agree to have fun no matter what the cost and will function as an ensemble, or team player, at all times. I understand that consistent absences may result in my removal from the show.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Actor’s Signature Parent’s Signature**

**Parent Phone (please print) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent E-mail (please print) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student E-mail (please write the one you check the most): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Actor T-Shirt Size (adult size): S M L XL XXL** (circle one)

WE NEED PARENT VOLUNTEERS! Please see below regarding how you can become involved:

**There will be an *Almost, Maine* cast, crew, and parent potluck on Thursday, October 5th from 6:30-8:00 in the cafeteria. Please come by to receive additional information about the production process, volunteer assignments or simply to ask any questions you might have.**

 *(Please circle interest areas for volunteering. Also, please note if you would like to take leadership role in any one aspect excluding set construction. Leadership would entail; communication with your team, listing materials needed, etc.)*

* **Administrative Support**
* **Set Construction/ Painting**
* **Costuming**
* **Ticket Sales**
* **Concession Sales**
* **Cast Party**