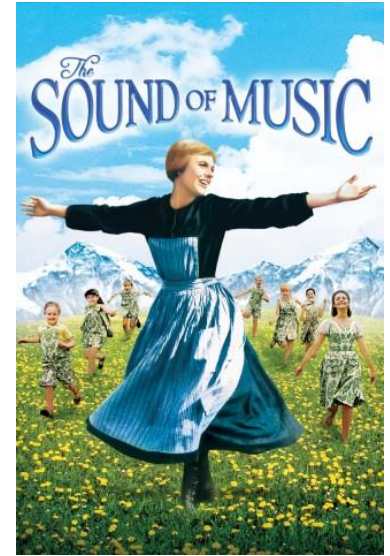


## Cast Memo #1

Hello Cast Families!

Fun and exciting days are ahead!

This is the first of many cast memos you will receive over the next few months. They will be distributed to cast members at rehearsals or during study hall. It is their responsibility to get them home to parents. Just in case any get lost in transport, each memo will be emailed to parents and posted on a shared google drive.



## Contact Information

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### The Sound of Music Directing Team

Mrs. Jill Tweeten, Drama Director - [jilltweeten@gmail.com](mailto:jilltweeten@gmail.com)

Mrs. Delena Ollila, Vocal Director - [dollila@wheatonchristian.org](mailto:dollila@wheatonchristian.org)

Mrs. Shannon Thompson, Choreographer - [sthompson0811@yahoo.com](mailto:sthompson0811@yahoo.com)

Mrs. Beth Wright, Production Coordinator - [bwright@wheatonchristian.org](mailto:bwright@wheatonchristian.org)

Mrs. Bess Paull, Production Assistant - [bess.paull@gmail.com](mailto:bess.paull@gmail.com)

All questions should go through Beth Wright initially. If she is unable to answer them, they will be sent on to the appropriate person.

Any questions related to parent volunteer opportunities/conflicts can be sent to Bess Paull.

## Practice Schedule

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Sent earlier this week and attached is the rehearsal schedule. This schedule is subject to change. Students will be told as soon as possible if one of the rehearsals changes. A note and/or email will be sent home with the change(s). **Please note:** All students should bring a pencil to rehearsal along with their scripts.

### Cast Absences

If a cast member will miss rehearsal for ANY reason a parent must let Mrs. Wright know via email **24 hours in advanced in order to be excused.** If a child misses school due to illness on the day of rehearsal, please let Mrs. Wright know this too.

## Make-Up Kits

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Each cast member will be tested at the read-through for the right shade of make-up for their skin color for the show. All cast members wear make-up for the show. After the show is over, these kits can be saved and used for future shows. If you already own a theater make-up kit and do not need to purchase a kit for this show, please email [Mrs. Wright](mailto:Mrs.Wright) to let her know. The kits cost \$25.00 each and will be billed to your school account.

**There's more important information on the next page...**

## Parent Commitments

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In the next cast memo, there will be a list of parent volunteer committees as well as other information on congratulations ads, business ads, meals during rehearsals, etc. Please note, EVERY FAMILY WILL BE ASSIGNED ONE BACKSTAGE SUPERVISION ASSIGNMENT AFTER SPRING BREAK. Most are after school, with some evening slots during tech and performance weeks. If you have outside commitments that dictate when you can supervise, please make Bess Paull aware of this by **March 1**.

## Important Dates

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Here are some dates you will want to have on your family calendar:

- March 12** Everyone must be off script... have your lines and songs memorized!
- April 4** Deadline for program advertising and congratulations ads. More info to come later.
- April 11-30** Black-out dates... this means no one misses any rehearsal for any reason besides illness or death in the family.
- April 27** School matinee in the afternoon followed by Cast Photo Shoot.
- April 28, 29, 30** Performances on 28/29 begin at 7pm with a call time beginning in late afternoon. April 30 showtime is 3:00 pm with call times beginning in the late morning.
- May 2** Striking the set with a cast party immediately following from 3:40-6:30 pm.

**One final note... it is never too early to begin praying for the cast and directing team.** Much needs to be accomplished in the next few months! Pray for good health, good attention at rehearsals, and good attitudes.

May all of us involved have 1 Corinthians 10:31 as our goal  
**Whatever you do, do it all for the GLORY OF GOD!**

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## Memo #1 To Do Checklist

- Put pencil in child's script binder/folder
- Email Bess with any parent commitment conflicts
- Put important dates on the calendar