



Cast and Crew Memo #2

Dear Parents,

Rehearsals are in full swing and this memo is filled with important information and to-dos! To help you stay organized, there's a checklist at the end of this memo that summarizes the tasks to complete in the next few weeks. Also, don't forget that each memo is also posted on the WCGS website for your convenience.

First things first...Please remind your cast member that ALL LINES AND SONGS MUST BE COMPLETELY MEMORIZED BY Monday, March 19!

Parent Volunteer Assignments and Supervision

Attached to this memo is the parent volunteer assignment sheet. Your committee coordinator will contact you about schedules and assignments. If you do not see your name on the list, please contact Melissa Allison at melissa@allisonhouse.com to find out how you can help.

In addition to the committees that work "behind the scenes," we also rely on many volunteers to help with after-school supervision of rehearsals beginning MARCH 19 and running through dress rehearsals and performances. As mentioned on the parent contract, every family will be assigned one or two supervision times—some at after-school rehearsals and some for dress rehearsals and performances. *Remember: Either mom or dad can serve!* If you have any dates that you can absolutely not supervise, please let Melissa Allison know ASAP by emailing her at melissa@allisonhouse.com. We hope to get this supervision schedule out in the next week or two.

Spring Musical Program Advertising

WE ARE DOING THINGS DIFFERENTLY THIS YEAR...PLEASE READ THIS!!! Because we do not have a parent specifically tasked with marketing this year, **we are asking each family to make every effort to secure one advertisement for the musical program.** This is much easier than you think; ask any business that your family frequents (restaurants, car dealerships, stores, landscapers, house cleaners, pet sitters, etc.). You could also place a special ad for your child congratulating them on their hard work. You will find a page attached to this memo with ad rates and information. There is room for full-page ads all the way down to business-card size. We expect three sold-out shows with more than 1,200 people in attendance. Ads range in price from \$35 for business card sized up to \$200 for full-page. If you have any questions you can contact Melissa Allison at melissa@allisonhouse.com. **Melissa is also looking for someone who would be willing to collect the incoming ads and send out invoices.** If you are willing to take on this task, you will be removed from your current committee to work solely on this...bonus, you will be finished with your job before the show starts! Let Melissa know if you are willing to help in this way.

*If you have someone who wants the back cover, please check with Melissa first to make sure it has not been promised to anyone else.

Costumes

All girl cast members will be wearing black dance shoes OR black character shoes with a 1" heel. These can often be purchased at Payless Shoe Store. You can also easily find them online at discountdance.com or allaboutdance.com. If you would like to try them on in person, Dancer's Dream in Geneva carries them, but they will not be the cheapest place to purchase them.

All boy cast members will be wearing black dress shoes.

Makeup

The stage makeup kits required for each cast member will be ordered within the next week. You will see a charge on your WCGS statement for \$20. These kits are professional quality and will last for many, many shows. The following cast members have indicated that they already have stage makeup: Teagan Allison, Will Black, Sumana Danielson, Anna Jones, and Kennedy McClure. **If your child's name is listed please double check that they do indeed have makeup. Also, if your child is not listed and has stage makeup please let Melissa Allison know immediately at melissa@allisonhouse.com, or a makeup kit will be ordered for your child, and you will be charged.**

Props

We are in need of several props for the musical. If you are able to provide any of the following please email Beth Wright at bwright@wheatonchristian.org. We will need the items brought in right after spring break.

Small Wood Table
3 Wood Chairs
Large Fake Pumpkin
Wooden Bucket
Wooden Ladle
2 Heavy Duty Wooden Crates
Teacher's School Bell
Powdering Make-Up Brush for Face
Princess Tiara
Small Wire Bird Cage

Cast and Crew T-Shirts

T-shirt/sweatshirt order forms will be distributed SOON. They are optional for Cast members to purchase, but, you are encouraged to do so and help advertise our show. *ALL Tickets, Tech, and Stage Crew members must purchase and wear shirts for the performances.* Watch for more details.

Snacks and Meals for The Cast and Crew

For the last several years, we provided snacks and meals for the cast and crew the last week of dress rehearsal and for all the performances. It is always a HUGE HIT, and saves countless hours of shuttling kids to and from home or the closest fast-food establishment. There will be one fee for all the meals and snacks (\$40), and ALL CAST, CREW, AND PIT ORCHESTRA MEMBERS ARE WELCOME BUT NOT REQUIRED TO PARTICIPATE. All meal information and sign-up forms will come in Cast Memo #3.

Memo #2 To Do Checklist

- Review parent volunteer committee assignment
- Work on selling ads for musical program
- Find shoes for cast members

As always, if you have questions or concerns, contact Melissa Allison at 630-639-0402 or melissa@allisonhouse.com.

Volunteer Committees

*Indicates committee head

Performance Supervision

Lucy Black
Jani Casto
Jush Danielson
Marcy Vandersteeg
Larissa Gordeuk
Jennifer McClure
Kimberly/Randy Norbeck
Carrie Pavone
Shannon Brooks-Rodgers
Jerry/Linda Seablom
Becky Toly
Rebecca Wolgemuth
Cheri Younce

Costumes

*Kristi Fritz
*Erica Rinde
Carol Brcka
Annemarie Heuser
Laura Jones
Julie Jones
Betsy Love
Lisa Ryken
Allyson Wilson

Hair and Makeup

*Denise Figurski
*Kristen Stone
Debbie Bracy
Karen Cherry
Cristie English
Kimberly Rathbun
Amy Shelton

Set Construction

*Cory Orphan
Tom Cumbey
Marcy Vandersteeg
Ken Farrell
Randy Norbeck
Jeremy Peterson
Jen Rodriguez
Lisa Ryken
Stephanie Whitehead

Director Meals

Louise Bedsworth
Abegail de Castro
Danette Farrell
Davonne Helmer
Julie Litfin
Aileen Miner
Carrie Pavone
Deborah Pomeroy
Becky Toly
Cheri Younce

Cast and Crew Meals

*Jen Ochs
Jill Anderson
Jani Casto
Tina Cumbey
Erin Dieter
Lori Bottoms
Kimberly Norbeck
Caroline Peterson

Program

*Carol Swanson

Concessions

*Marcy Vandersteeg
Nancy Barlow
Lucy Black
Jush Danielson
Erin Dieter
Kristin Gustafson
Jennifer McClure
Rebekah Nichols
Jerry/Linda Seablom
Sarah Smiley

Strike Party

Lucy Black
Tina Cumbey
Shannon Brooks-Rodgers