



## Cast Memo #3

This memo goes out to the hardworking cast and student crew volunteers! It is very exciting how the list of students involved in this amazing production keeps on growing! Read on for all the information and order forms you need to get show T-shirts, food, and thank you gifts, as well as a few reminders.

### Cast and Crew T-Shirts

**DUE THURSDAY, MARCH 22**

Attached is the *Cinderella* T-shirt order form. The shirts will be gray with the logo and show information printed on the front. Shirt orders are due BEFORE SPRING BREAK, so order yours today! The cost is \$12 for short-sleeved, \$16 for long-sleeved style.

***ALL Ticket/Concessions Crew and Tech Crew members must purchase and wear shirts for the performances.***

The shirts are optional for cast members, but they are an excellent way to promote excitement for the show, and make a wonderful keepsake for years to come. Parents can order for themselves, too!

### Cast and Crew Meals

**DUE THURSDAY, MARCH 22**

During late rehearsals and show time prep, the cast and crew work hard and get very hungry! But we've got them covered with convenient meals prepared and served by our volunteers. If you would like your student to participate, we will feed the cast and crew during evening dress rehearsals and before the school-day matinee and shows. The cost for the meals is \$40.

**Crew Note:** Tech, Props/Stage, and Hair/Makeup student crews will most likely be present at these meal times so are encouraged to participate. Tickets, Concessions, and Set Design crews have varying schedules that typically do not coincide with these meal times, so may not wish to participate (but are welcome to if desired!).

**Please be aware** that these meals are designed to be quick and nutritious, but they are not *gluten free, dairy free, or vegetarian*. If your student must only eat these type of items, it is very important that you provide food for your child that can be eaten during our mealtime together. If you have any questions or concerns, please contact me at [melissa@allisonhouse.com](mailto:melissa@allisonhouse.com).

### Program Ads

**DUE WEDNESDAY, APRIL 4**

Thank you to those of you who have already found advertisers for our spring musical program! **AS NOTED IN THE LAST CAST MEMO, WE ARE ASKING EACH FAMILY TO ATTEMPT TO SECURE ONE AD.** This goes a very long way towards covering the cost of putting on the show and 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](mailto:melissa@allisonhouse.com).

## **Congrats Ads**

**DUE WEDNESDAY, APRIL 4**

You will find a form attached to this memo for purchasing Congratulations Ads in the *Cinderella* program. It would be wonderful if every family did at least one! This is a great way for out-of-town relatives who cannot attend the show to offer support to their favorite actor or actress. Additional Ad sheets are available on the WCGS website, in Mr. Wright's room, or just make copies on your own.

## **Costumes**

Please be working on the costume items your child needs.

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](http://discountdance.com) or [allaboutdance.com](http://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.

## **April Rehearsal Schedule and Parent Supervision**

Attached to this memo you will find the new rehearsal schedule for April. These rehearsals are mandatory and should only be missed for illness or family emergencies.

You will also find the schedule for parent supervision of practices. Please look over this schedule and right your assigned dates on your calendar. If for some reason you cannot make the date or dates assigned to you, please find someone to switch days with and let Melissa Allison know by emailing her at [melissa@allisonhouse.com](mailto:melissa@allisonhouse.com). Thank you!

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### **Memo #3 To Do Checklist**

#### *Before Spring Break*

- Send in T-shirt order
- Send in meal, etc. order

#### *As soon as you can, but not due until after Spring Break*

- Create congrats ad
- Create and submit business ad or tell a local business that might like to advertise!
- Purchase or borrow costume items as required

**As always, if you have questions or concerns about information in this memo, contact Melissa Allison at 630-639-0402 or [melissa@allisonhouse.com](mailto:melissa@allisonhouse.com)**