



The Fox Valley Park District Theatre Department Production Handbook



Table of Contents

From the Theatre Supervisor	3
Theatre Department Mission	3
Theatre Department & Artistic Team	3
Audition Process	4
Audition Requirements	4
Audition & Registration	4
Young Performers Experience	5
What to Expect at Auditions	5
Invited Callbacks	6
Cast List & Role Acceptance	6
Guardian & Participant Informational Meeting	6
Registration Process & Scholarship Opportunities	6
Rehearsal Policies and Procedures	7
Participant Pick-up and Drop-off	7
Rehearsal Dress Code	8
Food & Drink Guidelines	8
Behavior Expectations	8
Attendance Expectations	8
Safety & Health Protocols	8
Daily Rehearsal Schedule	9
Volunteering	9
Medication Procedures	9
Communication	9
Email	9
AND App	10
Paper Handouts	10
Website	10
Facebook	10
Costumes	10
Measuring & Fitting	10
What to Wear on Performance Day	11
Costume Changes & Dressing Rooms	11
General Hair & Make-up & Jewelry Guidelines	11
Performer Accommodations	11
Important Performance Day Reminders	12
Performance Location & Dates and Times	12
Tickets	12
Saturday Luncheon	12
Performance Arrival & Dismissal Procedures	12
Spring 2024 Production Master Calendar	13
Rehearsal Code of Conduct	14
Child Release Form	15
Costume Measuring Sheet	16

From the Theatre Supervisor

Each production is a journey we embark on together. When a performance begins we are transported into a world brilliantly constructed by the dedicated staff, participants, and volunteers. Alongside your park district, we have collectively built the stage on which dreams can be performed. I am grateful to have been part of so many memorable moments. I look forward not only to this production together but to future productions as well. Thank you for joining us on this journey. *Our next adventure will soon begin, see you on stage!* – Mr. Nick Sargis, Theatre Supervisor

Theatre Department Mission

Fox Valley Park District's Theatre Department promotes creativity, imagination, and community engagement by providing extraordinary, accessible, and inclusive performance and fine art opportunities to the diverse community we serve, along with producing high-quality and affordable live theater entertainment to the greater Aurora area and surrounding communities.

Theatre Department & Artistic Team

Superintendent of Recreation
Prisco Facility Manager
Theatre Supervisor

Sandie Gilmer
Lynn Piotrowski
Nick Sargis

sgilmer@fvpd.net
lp Piotrowski@fvpd.net
nsargis@fvpd.net

Director
Vocal Director
Choreographer
Production Assistant

The Aristocats Kids

Jamie Johnson
Veronica Stapleton
Charlotte Jung
TBA

PUFFS!

Director
Assistant Director

Margit McGuinness
Jessica Neu

CLUE!

Director
Assistant Director

Dave Dobes
Ruth Butler

Shared Staff

Production Teams Manager
Costume Coordinator
Set Manager
Light Board Operator
Sound Board Operator
Front of House Manager

Amy Christiansen
Kate Robertson
Matt Greising
Conor Wendel
Graham Butler
Tony Albright

Audition Process

Auditions for FVPD Theatre Department productions are held at Prisco Community Center, located at 150 W. Illinois Ave, Aurora, Illinois 60506. If you have any questions regarding auditions before your arrival, please call one of the Front Desk Associates at (630) 859-8606, or contact the Theatre Supervisor, Nick Sargis, by phone at (630) 859-8606 ext. 1515, or by email at nsargis@fvpd.net.

Audition Requirements

Wear comfortable clothing when auditioning; auditioners cannot wear Crocs, flip-flops, or open-toe shoes at any time during the audition or rehearsal process.

Music: For a musical theatre audition, prepare sixteen (16) bars of a Broadway show tune that comfortably portrays your vocal range and strength. If you do not know a Broadway show tune, singing a commonly known song such as "Happy Birthday" or "Twinkle-Twinkle Little Star" is also acceptable. Auditioners can sing to a prerecorded track on their personal device and/or use sheet music. A piano accompanist will not be provided. If you are young and cannot read music or preparing a song is challenging, no worries.

Readings: You do not need to prepare a monologue for your audition. Readings will be handed to auditioners in the audition room.

Dancing: The choreography team will demonstrate a short piece, following which the auditioners will be asked to perform the demonstrated number. A video of the piece may be made available on the theatre department website before auditions and will be demonstrated at auditions.

Audition & Registration

Registration: To ensure adequate staffing and safety measures are in place for the audition process, Fox Valley Park District requires all participants to register before attending auditions. Participants can register online at <https://www.foxvalleyparkdistrict.org/>, or with a front desk associate at any of our community buildings, in person, or by phone. When registering, please utilize the following registration codes:

- ***The Aristocats Kids***
 - Auditions (free of charge): 411110-01
 - Rehearsals & Performance: 411115-01

- ***PUFFS***
 - Auditions (free of charge): 411111-01
 - Rehearsals & Performance: 411112-01

- ***CLUE***
 - Auditions (free of charge): 411113-01
 - Rehearsals & Performance: 411114-01

Payment: Auditions are free of charge. THE REGISTRATION FEE FOR THE PRODUCTION MUST BE PAID BY THE FIRST REHEARSAL to participate in rehearsals and the production. Please reach out to the Theatre Supervisor if you have any questions.

Audition Dates & Times: Auditions will be held on the following days from 6:30 pm to 8:30 pm:

- ***The Aristocats Kids***
 - March 5, 2024
- ***PUFFS***
 - March 4, 2024
- ***CLUE***
 - March 6, 2024

Participants may arrive anytime during audition hours. Timeslots are not reserved for auditions.

Audition Conflicts: If you have a scheduling conflict and are unavailable to attend auditions during the scheduled dates and times, contact the Theatre Supervisor for instructions on submitting a pre-recorded video in place of an in-person audition.

Young Performers Experience

There is no Young Performers Experience for the Spring of 2024.

What to Expect at Auditions

Arrival: When entering the Prisco Community Center through the North or South entrance, take a left and venture down to the end of the hallway to Community Room 102, where staff will greet you and help you start your audition process. IF YOU HAVE NOT PREREGISTERED FOR AUDITIONS ALREADY, YOU MUST DO SO BEFORE HEADING TO ROOM 102.

Holding Room: Auditioners will wait in the 'Holding Room' (Room 102) and be given any additional forms to fill out. PLEASE HAVE YOUR AVAILABILITY DURING THE RUN OF OUR PROCESS READY TO SHARE. Then you will be assigned a number. Artistic staff will call groups of numbers to be escorted to the Audition Room. When your number is called, your audition will begin!

Process Questions: Members of the Artistic Staff will be on hand during all points of the audition process to address any questions or concerns you may have. You are also welcome to contact the Theatre Supervisor, Nick Sargis, via email, nsargis@fvpd.net, with questions and concerns as well.

Audition Room: When your number is called, you will be escorted to Room 104 (Stage) for your audition. Commonly, auditioners will audition in groups of ten (10). Only auditioner(s) and select Artistic Team Leaders are allowed in the Audition Room. Guardians will wait in the Holding Room.

Time: The audition process can last between 15-30 minutes, depending on number of participants.

Audition Conclusion: After auditions, all participants who have auditioned for *The Aristocats Kids* and *PUFFS* will receive a certificate to commemorate they have been "Cast in the Show!" More information will be emailed after the completion of the audition process. Fox Valley Park District's Theatre Department employs a "no-cut" audition policy for our Kid and Teen Stage programs. We take great pride in welcoming every young auditioner to our cast.

Due to the cast size limits for *CLUE*, our Adult Stage production will employ a traditional audition process; we will only be able to cast a select amount in this show. You will be notified no later than March 7th if you have been cast.

Invited Callbacks

In the event the Artistic Team needs to evaluate your audition further, you will receive an email from the Theatre Supervisor following the first day of auditions, inviting you to callbacks. At callbacks, you will workshop specific moments of the production with Artistic Team Leaders. It is important to confirm that the Artistic Team has the correct email address for you before you leave your first audition to ensure you receive the email message if selected for a callback.

Cast List & Role Acceptance

Cast List Posting: After callbacks, the Artistic Team will finalize the cast of the show(s). The Cast List will be posted on the Park District's Website and Performing Arts Facebook page in the early afternoon of Thursday, March 7, 2024.

Accepting & Refusal of your Role:

- **Acceptance:** You must formally accept your role(s) by attending the Guardian & Participant Meeting on Tuesday, March 12, 2024, THIS MEETING WILL TAKE PLACE DURING THE FIRST REHEARSAL and initialing next to your role at check-in. If you cannot attend the meeting, please email the Theatre Supervisor with your official acceptance.
- **Refusal / No Response:** If you DO NOT accept your role(s), you must email the Theatre Supervisor no later than our first rehearsal on Tuesday, March 12, 2024. If there has been no response from you by that date, your role(s) will be given to another participant.

Guardian & Participant Informational Meeting

All participants and guardians of the production are required to attend the Guardian & Participant Meeting on Tuesday, March 12, 2024, at 6:30 pm in Room 104 at the Prisco Community Center (150 W. Illinois Ave., Aurora, Illinois 60506).

This informational meeting will outline important moments of the rehearsal process, introduce the Artistic Team, and discuss other production thoughts.

Registration Process & Scholarship Opportunities

Pricing: Many FVPD programs offer both resident and non-resident pricing.

- ***The Aristocats Kids:*** Activity Code: 411115-01
 - o Resident: \$80
 - o Nonresident: \$100
- ***PUFFS:*** Activity Code: 411112-01
 - o Resident: \$80
 - o Nonresident: \$100
- ***CLUE:*** Activity Code: 411114-01
 - o Resident: \$80
 - o Nonresident: \$100

Fee Payment: Payment of program fees can be done with a front desk associate at any of our community buildings, in person, by phone, or online at <https://www.foxvalleyparkdistrict.org/>.

Payment Deadline: Payments *must* be made by the first rehearsal on Tuesday, March 12, 2024, or your participant(s) cannot attend subsequent rehearsals or performances.

Scholarship Opportunities: Fox Valley Park District recognizes all residents should have equal opportunity to take part in recreation programs. The district offers a scholarship program to resident families who are at or below the federal poverty level. Residents who qualify may apply to receive up to \$160 per year for each member of their family towards scholarship-eligible programs. More information on this benefit and application forms can be found on our website at foxvalleyparkdistrict.org/scholarships.

Rehearsal Policies and Procedures

Fox Valley Park District's Theatre Department strives to continuously establish an educational, enriching, inclusive, supportive, and safe space for all participants. To ensure an equitable atmosphere, protocols are in place.

Participant Pick-up and Drop-off

Ages 5-9: All participants ages 5-9 will be required to be signed into and out of rehearsal by a parent or legal guardian. There will be a check-in/check-out table at the rehearsal room door. No child will be allowed to leave the rehearsal space without being checked out by an adult.

***Ages 10-15:** For participants ages 10-15, parents or legal guardians have the option of signing a waiver that will allow the participant to sign him- or herself in and out of the rehearsal space and be allowed to leave the building to meet their parent or guardian outside for pick-up.

**Please note, that all participants for The Aristocats Kids, regardless of age, will be required to be signed in and out in person by an approved parent or guardian.*

Ages 16 & up: All participants ages 16 and up are allowed to sign themselves into and out of rehearsal. In case of any special circumstance where this will not be allowed for your participant, please notify the Theatre Supervisor, Nick Sargis, via email, at nsargis@fvpd.net.

Late Pick-up: It is important to be on time to pick up your child. If you are going to be late, please call the front desk at (630) 859-8606 as soon as possible. Families are subject to a Late Pick-Up Fee if they are 10 minutes or later to pick up their participant. If the parent is more than 10 minutes late, the fee is \$1 per minute up to \$5 for a pick-up that is 15 minutes late or more. This late fee is per family, not per child. The fee can be added to your account or may be paid upon time of pick up. Please be aware that late fees will be enforced regardless of weather or any unexpected circumstances.

If a parent is later than 15 minutes picking up a child and has not called, the supervisor will attempt to reach the child's emergency contacts. It is the responsibility of the parents to ensure that the Park District always has current contact information for their emergency contacts. If a parent is late, our staff will diligently call all phone numbers for parents and emergency contacts. If we are unable to reach any contacts, we are required to notify the police department. Our Artistic Team will support a positive, caring atmosphere for the child during this time and ensure that the child is comfortable and safe. Staff will only discuss the issue with a parent or emergency contact, never with the child.

Rehearsal Dress Code

Participants should wear comfortable and proper clothing to all rehearsals. Participants are asked to bring closed-toe shoes. No Crocs, flip-flops, or open-toed shoes are allowed for any rehearsal or performance. Flats, jazz shoes, gym shoes, ballet shoes (no pointe shoes), and character shoes are allowed.

Food & Drink Guidelines

Participants are allowed to arrive as early as 6 p.m. for rehearsal. Participants may bring a light dinner to enjoy with castmates before rehearsal. Dinner hours in the Rehearsal Room are between 6-6:30 p.m. Beginning at 6:30 p.m. and throughout rehearsal, no food or sugary drinks will be allowed in the rehearsal space, only water. Snacks are allowed during scheduled rehearsal breaks.

Behavior Expectations

Bullying, profanity, and diminishing of any person(s) is not allowed or tolerated. After the first occurrence, a verbal warning will be given to the participant and a conversation with the guardian will take place. If actions continue, a withdrawal from production can happen without any financial return. Please see the *Theatre Department: Code of Conduct* document for further information and added explanation.

Attendance Expectations

Participants are allowed two (2) absences during the production process. However, during Tech Rehearsals and Performances attendance is mandatory. Missing Tech Rehearsals and/or Performances can result in a participant's removal from the production in its entirety or removal from select scenes/songs/dances. No refunds will be provided.

Late/Early Arrival/Dismissal: Please contact the Production Team Manager via the Band App and the Theatre Supervisor via email to let them know if the participant(s) are going to be late/early for rehearsals or productions with as much advance notice as possible. If a participant will need to be dismissed from rehearsal early, please notify the Production Team Manager or the Theatre Supervisor in advance, or notify an Artistic staff member at check-in, including details such as what time the participant will be leaving and who will be picking up the participant.

Safety & Health Protocols

Registration Policy: When taking part in the Fox Valley Park District Theatre Department's productions, you agree to follow and adhere to all C.D.C. & I.D.P.H. Health Guidelines.

Covid Protocols: Fox Valley Park District follows all local and state guidelines in effect, including mask wearing & social distancing, as they are enacted. Currently, no protocols are active. You will be notified at once if any guidelines are put into place during our scheduled production run.

Personal Mask Usage: Fox Valley Park District holds the individual comfort and safety of participants in the highest respect. If a participant wishes to personally wear a mask, they are welcome to do so without any penalty or fear of judgment.

Daily Rehearsal Schedule

The Rehearsal Schedule outlined below is a proposed timeline the Artistic Team follows. Please see the 'Rehearsal: Scene & Song Breakdown' later in this document for additional information.

- 6:00-6:30 pm Dinner Hours
- 6:30-6:40 pm Check-in / Announcements / Group Warm-ups
- 6:40-7:30 pm Rehearsal
- 7:30-7:35 pm Break
- 7:35-8:25 pm Rehearsal
- 8:25-8:30 pm Final Thoughts
- 8:30 pm Dismissal

Volunteering

The Fox Valley Park District Theater Department could not continually execute productions at the quality and excellence the community has come to expect without the support of exceptional staff and volunteers. There are several volunteer opportunities within the course of a production that will allow you to be part of this amazing process. To maintain the highest level of safety and security for all the participants, any person aged eighteen or older who would like to volunteer their time and talents to the production process, must be fingerprinted by Fox Valley Park District H.R. Staff before volunteering. FVPD H.R. Staff will make themselves available for fingerprinting during one rehearsal early in the process. If you are unable to attend during that time, you will be able to schedule a time to complete the process at the Cole Administration Building located across the street from the Prisco Community Center. Please speak with a member of the Artistic Team for any questions and assistance with this process.

Medication Procedures

FVPD Policy: Strict policies are in place for the dispensing of medication to participants. These policies will be followed if a participant must receive medication while in the program. This includes restrictions for any over-the-counter medications (including cough drops and pain relievers) and any prescription medication. Parents must complete a *Permission to Administer Medication Form* for all medication to be administered to participants by Artistic Team Members or the participants themselves. All medication must be in the original container with the prescription label that includes the patient's name, physician's name, pharmacy name, name of the medication, and complete dosage information. Each day, the proper dosage should be sent in the original container. Participants are not allowed to keep medication with them; even inhalers must be kept locked up. If a child is administering the inhaler themselves, he or she will simply ask the staff when needed. The medication form must be signed and given to the Theatre Department before the first day of rehearsal.

Communication

Email

The Theatre Supervisor will send occasional emails to communicate important production updates. Please make sure your email on file is correct when you register so it will be on the eblast list.

AND App

The Theatre Department's primary form of communication with the cast will be through an app called BAND. All announcements and rehearsal calendar updates will be posted by the Production Teams Manager. Additionally, on the app, you will find rehearsal videos, daily updates, the ability to message Artistic Leaders with specific questions, and access to all documents related to your production. Please download this app today. If you have any questions concerning the app, please see the Production Teams Manager.



Paper Handouts

As necessary, handouts will be printed and sent home for production-related items.

Website

This Production Handbook and other parent resources can be found on the park district's website under the theatre tab. Go to <https://www.foxvalleyparkdistrict.org/>

Facebook

Like and follow Fox Valley Park District Performing Arts to receive department updates.

Costumes

Measuring & Fitting

Our Costume Manager will have designated days and times to collect performers' measurements and for performers to try on costumes. Participants will receive a costume for the production. Additional costumes are at the discretion of the Theatre Supervisor & Artistic Team. Guardians cannot go out and buy a costume if they are unhappy with the costume(s) provided. A conversation must happen with the Costume Manager. We will occasionally ask guardians to provide leggings, jeans, or t-shirts.

What to Wear on Performance Day

A list of proper undergarments and other items the participants will need to supply themselves will be handed out two weeks before the performance. The performers will need undergarments that allow them to change in the dressing rooms but also allow for quick changes between scenes, if necessary. It is recommended that performers wear the following: a skin-tone leotard and dance shorts or bike shorts/boxers and a tank top. The goal is to keep performers modestly covered during costume changes.

Costume Changes & Dressing Rooms

Costume Changes During Tech Rehearsals & Performances: Sometimes a participant may need to change costumes multiple times throughout the run of a show and will not have enough time to go to a restroom and change. Wearing proper underclothing will expedite this process and make this more comfortable for everyone.

Dressing Rooms: Participants will be assigned dressing rooms and will be given their assigned location on the first day of tech rehearsal. This room assignment is final.

General Hair & Make-up & Jewelry Guidelines

A breakdown of specific hair & makeup needs will be sent out two weeks before the performance. Most performers will need simple, basic make-up, as demonstrated at this link: <https://www.youtube.com/watch?v=QA04MbwawUg>

What to Wear/Apply: Foundation, eyeliner, mascara, blush/contour, light eyeshadow

Optional Make-up: Fake eyelashes, shades of pink lipstick, natural nail polish

What Not to Wear/Apply: Non-pink lipstick, fake nails, bright and/or dark nail polish, any jewelry, hair ties on the wrist

***Please note that any hair length, style, or color changes need to be approved by the Costume Manager before making any changes.*

***The Fox Valley Park District is not responsible for lost and/or stolen items. Specialty pieces (which may include pieces from home) must be approved by the Theatre Supervisor and the Costume Manager.*

Performer Accommodations

Fox Valley Park District welcomes the opportunity to aid patrons with disabilities to enjoy our facilities, programs, and services. In compliance with the Americans with Disabilities Act (ADA), if you or a family member have special needs and would like to take part in a program, please write down on the registration form any accommodations needed before the start of the program. If registered online, please email inclusion@fvpd.net.

Fox Valley Park District is a member of the Fox Valley Special Recreation Association (FVSRA) and works collaboratively to provide reasonable accommodations for patrons with disabilities which can include observations, staff training, added personnel, and adaptive equipment. Requests for inclusion services should be made during the registration process, a minimum of two weeks before the start of any activity.

Important Performance Day Reminders

Performance Location & Dates and Times

Location: Prisco Community Center, 150 W Illinois Ave. Aurora, Illinois 60506. Room 104 (Stage)

Dates and Times:

- ***The Aristocats Kids***
 - o April 18 at 7 p.m.
 - o April 19 at 7 p.m.
 - o April 20 at 11 a.m. & 3 p.m.

- ***PUFFS***
 - o April 25 at 7 p.m.
 - o April 26 at 7 p.m.
 - o April 27 at 11 a.m.

- ***CLUE***
 - o May 2 at 7 p.m.
 - o May 3 at 7 p.m.
 - o May 4 at 7 p.m.
 - o May 5 at 2 p.m.

Tickets

Tickets are sold on a third-party vendor website, <https://foxvalleyparkdistrict.seatyourself.biz/>. Tickets are generally available to purchase three weeks before the performance. Participants will receive an email with the ticket link once the tickets are live. The link can also be found and shared through the Fox Valley Park District Performing Arts Facebook page.

Saturday Luncheon

No luncheon will be happening for our 2024 Spring productions.

Performance Arrival & Dismissal Procedures

The arrival & dismissal procedure for performances will be identical to the rehearsal process. Participants will be called a minimum of one hour before the start time on the day of the performance. A performance day breakdown will be sent out at the beginning of the week of tech rehearsals.

Spring 2024 Production Master Calendar

Year	Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
2024	MARCH	3	4	5	6	7	8	9	
			Spring Teen Auditions 6:30pm-8:30pm	Spring Kid Auditions 6:30pm-8:30pm	Spring Adult Auditions 6:30pm-8:30pm				
		10	11	12	13	14	15	16	
				Kid, Teen, Adult Rehearsal 6:30pm-8:30pm		Kid, Teen, Adult Rehearsal 6:30pm-8:30pm			
		17	18	19	20	21	22	23	
				Kid, Teen, Adult Rehearsal 6:30pm-8:30pm		Kid, Teen, Adult Rehearsal 6:30pm-8:30pm			
		24	25	26	27	28	29	30	
			Kid, Teen, Adult Rehearsal 6:30pm-8:30pm		Kid, Teen, Adult Rehearsal 6:30pm-8:30pm				
	31	1	2	3	4	5	6		
	Easter!		Kid, Teen, Adult Rehearsal 6:30pm-8:30pm		Kid, Teen, Adult Rehearsal 6:30pm-8:30pm				
	7	8	9	10	11	12	13		
			Kid, Teen, Adult Rehearsal 6:30pm-8:30pm		Kid, Teen, Adult Rehearsal 6:30pm-8:30pm				
	14	15	16	17	18	19	20		
		Kid Rehearsal 6:30pm-8:30pm	Kid, Teen, Adult Rehearsal 6:30pm-8:30pm	Kid Rehearsal 6:30pm-8:30pm	Kid Stage 7pm Performance	Kid Stage 7pm Performance	Kid Stage 11am & 3pm Performance		
	21	22	23	24	25	26	27		
		Teen Rehearsal 6:30pm-8:30pm	Teen & Adult Rehearsal 6:30pm-8:30pm	Teen Rehearsal 6:30pm-8:30pm	TeenPerformance 7pm	TeenPerformance 7pm	Teen Performance 11 am		
	28	29	30	1	2	3	4		
		Adult Rehearsal 6:30pm-8:30pm	Adult Rehearsal 6:30pm-8:30pm	Adult Rehearsal 6:30pm-8:30pm	Adult Performance 7pm	Adult Performance 7pm	Adult Performance 7pm		
	MAY	5	See your for Summer Stage: Beauty and the Beast & Beauty and the Beast Junior Auditions!						
		Adult Performance 2pm							

Rehearsal Code of Conduct

THE FOX VALLEY PARK DISTRICT THEATRE DEPARTMENT: PRODUCTION CODE OF CONDUCT



Participant's Name _____

- I understand that this is an audition process, and I will be given a role selected by the Theatre Supervisor and the Artistic Team. By accepting my role, I am committing to attend my scheduled rehearsals and all performances and will work respectfully with the artistic team, performers, crew members, orchestra members, and volunteers within the production. Any breach of this agreement may result in disqualification from future productions.
- The Fox Valley Park District, Theatre Supervisor, alongside the Artistic Team has the right to interpret and adapt the characters in our productions, which include but are not limited to a character's: costume, hair & makeup design, songs sung, lines read/memorized, blocking, choreography, prop, and scenic pieces used, and wireless mic distribution.
- To ensure an effective and productive rehearsal process, each participant will be permitted a total of two (2) conflicts. An exception to this guideline will be made by the Theatre Supervisor (Nick Sargis) on an individual basis.
- Attendance will be taken at every rehearsal. Please go to the sign-in table. Check-in daily and let the artistic team know you are here. Performers may not be called to every rehearsal, so please check the Scene/Song Breakdown sheet for the days you are to attend, as well as the weekly email updates.
- All tech rehearsals and performances are mandatory. Please schedule all other appointments around these dates and times. Absence from tech rehearsals or performances may result in removal from some scenes.
- The Theatre Department recognizes the importance of personal hygiene, so all participants must provide their own (closed-toe) shoes, undergarments, and basic stage makeup, as well as apply deodorant before rehearsals and performances. Please circle back with the Costume Manager if you have any questions.
- All participants are required to pay their production fee before the first rehearsal, or a \$10 late fee will be added. If this is a concern, please speak with your Theatre Supervisor (Nick Sargis).
- Bullying and profanity will not be tolerated. This must be reported to artistic team leaders immediately.
- I understand that I must follow all Fox Valley Park District rules which follow both C.D.C. & I.D.P.H. guidelines regarding COVID-19: Mask-wearing, Social Distancing, and Hand Sanitization. As of now, no requirements are active.
- All participants, team leaders, and staff must help clean up after the final performance.

Please understand that this participation contract exists to provide a positive experience for all those involved and associated with the production. If you ever have any questions, please contact your Theatre Supervisor, Nick Sargis at nsargis@fvpd.net.

This contract must be turned in by your first rehearsal.
I acknowledge the above-mentioned guidelines.

Parent/Guardian Signature

Date

Performer Signature

Date

TURN THIS FORM IN

Child Release Form

Fox Valley Park District, Theatre Department
Child Release Form



By signing this form below, the guardian of the performer(s) understands and allows their performer (if under the age of 13) to leave the rehearsal room and the Prisco Community Center and meet them (guardian) outside on the sidewalk at the conclusion of the rehearsal time. This form must be turned in to the Artistic Team for the performer(s) to leave. If this form is not turned in and signed, the guardian must pick up the performer(s) at the end of rehearsal, inside the Prisco Community Center.

Guardian Name: _____

Performer(s) Name(s): _____

Emergency Phone Contact: _____

If you have any questions, please feel free to reach out to your
Theatre Supervisor & Producer, Nick Sargis at nsargis@fvpd.net

TURN THIS FORM IN

Costume Measuring Sheet



Date of Measurements: _____

Measurements Taken By: _____

Show Title: _____

Character Name: _____

Performer Name: _____

Please designate sizes as: Men's Women's Youth

Height _____

Age _____

Shirt Size _____

Shoe Size _____

Pant Size _____

Dress/Suit Size _____

**PRODUCTION
SHIRT SIZE**

Size options: YS, YM, YL, AS, AM, AL, AXL, AXXL

Comments (please note any information that will make it easier for the Costume Team to select a costume for you, such as "I am allergic to burlap" or "I will not wear a dress.):

Measurements will be taken during auditions or rehearsals, if needed.

Waist _____

Neck/Collar _____

Hips _____

Full Sleeve _____

Chest / Bust _____

Shoulder Width _____

Waist to Knee _____

Hat _____

Waist to Floor _____

Other _____

Waist to Ankle _____

Other _____