

Spring 2025



The Fox Valley Park District Theatre Department Production Handbook



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From your 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. Thank you for joining us on this journey. Our next adventure will soon begin, see you on stage! ***With our common goals in mind, Mr. Nick Sargis***

Theatre Department Mission

The Fox Valley Park District's Theatre Department promotes creativity, imagination, and community engagement by offering exceptional, accessible, and inclusive performance and fine art opportunities to our diverse community. We also produce high-quality and affordable live theatre entertainment for the Aurora area and surrounding communities.

Theatre Department & Managing Producers

Prisco Facility Manager
Theatre Supervisor
Director of Productions

Lynn Piotrowski
Nick Sargis
Amy Miller

nsargis@fvpd.net

Spring Young Performer Stage: *Moana Junior*

Director	Maddy Burke
Assistant Director	Molly Gilskey
Vocal Director	Diego Castillo-Sanchez
Costume Manager	Amy Cutter
Prop Manager	Katie Banik
Logistics Manager	Adam Buckels
Support	Jessica Neu

Spring Teen/Adult Stage: *Descendants*

Director	Tahlia Root
Vocal Director	Matt Erion
Choreographer	Puck Ryden
Costume & Prop Manager	Taylor Dobes
Support	Jason Prekop

Tech Staff

Light Designer & Operator	Graham Butler
Sound Technician	James Johnson (<i>FVPD I.T. Coordinator</i>)

Student Directors

Student Director (<i>Moana Junior</i>)	Theresa Malatt
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Audition Process

Auditions for FVPD Theatre Department productions are held at Prisco Community Center, 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 email at nsargis@fvpd.net.

Audition Requirements

Wear comfortable clothing when auditioning, Auditioners cannot wear Crocs, flip-flops, or open-toe shoes during the audition or rehearsal.

Music

Prepare sixteen (16) bars of a Broadway show tune that showcases your vocal range and strength. If you are unfamiliar with a Broadway show tune, you may also sing a well-known song like "Happy Birthday" or "Twinkle, Twinkle Little Star." Auditioners can sing along to a prerecorded track or use sheet music on their device. Singing a cappella is also acceptable. Please note that a piano accompanist will not be provided. If you are young and cannot read music or find preparing a song challenging, don't worry!

Readings

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

Dancing

A dance audition may happen at the first rehearsal. One will not be taking place the day of 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 use the following registration codes:

Spring Young Performer Stage: *Moana Junior*

Auditions (free of charge): 411110-01

Rehearsals & Performance: 411115-01

Spring Teen/Adult Stage: *Descendants*

Auditions (free of charge): 411111-01

Rehearsals & Performance: 411112-01

Payment

Auditions are free of charge. **THE REGISTRATION FEE FOR THE PRODUCTION MUST BE PAID BY THE FIRST REHEARSAL** to take part 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 6-8 p.m.

Spring Young Performer Stage: *Moana Junior*

Tuesday, March 11 – 6-8 p.m. at the Prisco Community Center

****Timeslots will be happening for these auditions.**

Spring Teen/Adult Stage: *Descendants*

Wednesday, March 12 – 6-8 p.m. at the Prisco Community Center

****Timeslots will not be happening for these 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 sending a pre-recorded video in place of an in-person audition.

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 added forms to fill out. PLEASE HAVE YOUR AVAILABILITY DURING THE RUN OF OUR PROCESS READY TO SHARE. 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 queries you may have. You are also welcome to contact the Theatre Supervisor, Nick Sargis, via email, nsargis@fvcpd.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 upwards of fifteen (15). 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 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.

Invited Callbacks

If the Artistic Team needs to assess your audition further, you will receive an email from the Theatre Supervisor within 24 hours after your audition, inviting you to callbacks. During callbacks, you will work on specific moments of the production with the Artistic Team Leaders. It is important to confirm that the Artistic Team has your correct email address before you leave your initial audition to ensure you receive the invitation if selected for a callback.

Cast List & Role Acceptance

Cast List Posting

After callbacks, the Artistic Team will cast the show(s). The Cast List will be posted on the Park District's Website, Performing Arts Facebook page, and the *Moana Junior* and *Descendants*, BAND app respectively, at noon on Friday, March 14, 2025.

Accepting & Refusal of your Role

Acceptance

You must formally accept your role(s) by emailing the Theatre Supervisor at nsargis@fvdpd.net by Monday, March 17, 2025.

Refusal / No Response

If you DO NOT accept your role(s), you must email the Theatre Supervisor no later than Monday, March 17, 2025. 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 must attend the Guardian & Participant Meeting on Tuesday, March 18, 2025, at 6 p.m. 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.

Spring Young Performer Stage: *Moana Junior*

Resident: \$95

Non-resident: \$115

Spring Teen/Adult Stage: *Descendants*

Resident: \$95

Non-resident: \$115

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 18, 2025, or you/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. ****PLEASE APPLY FOR SCHOLARSHIPS WHEN YOU ARE HERE FOR AUDITIONS!!**

Rehearsal Policies & 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 a fair atmosphere, protocols are in place.

Participant Pick-up and Drop-off

Ages 6-9

All participants ages 6-9 will have 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 choice 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.

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 pick up your child on time. If you will be late, please call the front desk at (630) 859-8606. A Late Pick-Up Fee applies if you are 10 minutes or more late: \$1 per minute, up to \$5 for 15 minutes or more. This fee is per family, not per child, and can be added to your account or paid at pick-up. Late fees apply regardless of weather or circumstances. If you are more than 15 minutes late without calling, staff will attempt to reach emergency contacts and may notify the police if necessary. Staff will ensure a

safe and caring atmosphere for your child while waiting. Discussions regarding late pick-up will only be held with guardians or emergency contacts.

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. We will follow FVPD Dress Code mandates- if you have any questions, please contact the Theatre Supervisor directly.

Food & Drink Guidelines

Participants are allowed to arrive as early as 5:30 p.m. for rehearsal. Participants may bring a light dinner to enjoy with castmates before rehearsal. Dinner hours in the Rehearsal Room are between 5:30-6 p.m. Beginning at 6 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 send a message through the Band App or an email to the Theatre Supervisor to inform them if a participant is going to be late or early for rehearsals or productions. It is important to provide as much advance notice as possible. If a participant needs to be dismissed from rehearsal early, please notify the Director of Productions or the Theatre Supervisor in advance. Alternatively, you can inform an Artistic staff member upon check-in. Be sure to include details such as the time the participant will be leaving and who will be picking them up.

Safety & Health Protocols **Registration Policy**

When participating in Fox Valley Park District Theatre productions, please follow CDC and IDPH health guidelines. The district adheres to current local and state regulations regarding mask-wearing and social distancing. Currently, there are no specific protocols; any updates will be communicated promptly. Your safety and comfort are prioritized, and you are welcome to wear a mask for personal reasons without any repercussions.

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 more information.

- 5:30-6:00 p.m. Dinner Hours
- 6:00-6:15 p.m. Check-in / Announcements / Group Warm-ups
- 6:15-7:00 p.m. Rehearsal
- 7:00-7:10 p.m. Break
- 7:10-7:55 p.m. Rehearsal
- 7:55-8:00 p.m. Final Thoughts
- 8:00 p.m. Dismissal

Volunteering

The Fox Valley Park District Theater Department depends on dedicated staff and volunteers to maintain high production standards. There are various volunteer opportunities available. Anyone aged eighteen or older must be fingerprinted by the H.R. Department, and then approved, before volunteering. This will occur during an early rehearsal, but you can also schedule an appointment at the Cole Administration Building if needed. For questions, please consult the Artistic Team.

Medication Procedures

FVPD Policy

Strict policies govern medication administration for program participants. Parents must complete a "Permission to Administer Medication" form for any medications given by the Artistic Team or self-administered. All medication must be in its original container with a prescription label displaying the participant's name, physician's name, pharmacy name, medication name, and dosage information. Each day, the appropriate dosage should be sent in the original container, and participants cannot keep medications with them, including inhalers. Inhaler use requires staff assistance. The medication form must be signed by a parent or guardian and submitted to the Theatre Department before the first rehearsal day.

Communication

BAND 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 Director of Productions. 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 Asst. Production Director.

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.

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 collect the performers' measurements. Participants will receive a costume for the production. Added costumes are at the discretion of the Theatre Supervisor & Artistic Team. Guardians and/or participants cannot go out and buy a costume if they are unhappy with the costume(s) provided. A conversation must happen with the Costume Manager and Theatre Supervisor. We will occasionally ask participants and/or guardians to provide, leggings, jeans, or t-shirts. Participants and/or guardians do not have a say in the costume(s) they will be wearing.

What to Wear on Performance Day

A list of proper undergarments and other items the participant will need to supply themselves will be posted on the Production app BAND, two weeks before the performance. The participants 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: skin-tone leotard and dance shorts or bike shorts/boxers and a tank top. FVPD requires performers to be modestly covered at all times.

Costume Changes & Dressing Rooms

Costume Changes for 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 speed up 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.

What to Wear/Apply

Foundation, eyeliner, mascara, blush/contour, light eyeshadow

Optional Make-up

Shades of pink lipstick, natural nail polish.

What Not to Wear/Apply

Personal Jewelry & Family Heirlooms. 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 Director or Theatre Supervisor. Please note that any hair length, style, or color changes need to be approved by the Director and Costume Manager together, before making any changes.

Performer Accommodations

Fox Valley Park District is committed to helping patrons with disabilities enjoy our facilities and programs. In line with the Americans with Disabilities Act (ADA), please note any needed accommodations on the registration form or email inclusion@fvpd.net if registering online. As a member of the Fox Valley Special Recreation Association (FVSRA), we work to provide reasonable accommodations, which may include staff training, additional personnel, or adaptive equipment. Requests for inclusion services should be made at least two weeks before the start of any activity.

Other Friendly Reminders

Do not eat or drink in costume! If you accidentally tear/damage your costume, please find a leader, they will help you!

Important Performance Day Reminders

Performance Location, Dates and Times, and Ticket Link & Prices

Location

Prisco Community Center, 150 W. Illinois Ave. Aurora, Illinois 60506

Dates & Times:

Young Performer Stage: *Moana Junior*

April 24 & 25, at 7 p.m.

April 26, 11 a.m. & 4 p.m.

Young Performer Stage: *Moana Junior*, Ticket Prices

Advance: \$12 per person, Assigned Seating

Day-Of: \$14 per person, Assigned Seating

Teen/Adult Stage: *Descendants*

May 1 & 2, at 7 p.m.

May 3, 2 p.m.

Teen/Adult Stage: *Descendants*

Advance: \$12 per person, Assigned Seating

Day-Of: \$14 per person, Assigned Seating

Ticket Link: <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 Between Performance Luncheons

There will be a luncheon for *Moana Junior*. More information to be shared on BAND closer to performance weekend.

Performance Arrival & Dismissal Procedures

The arrival and dismissal procedures for performances will be identical to the rehearsal process. Participants will be called at least 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 2025

MARCH	9	10	11	12	13	14	15
			Spring Kid Auditions 6:30-8:30pm	Spring Teen/Adult Auditions 6:30-8:30pm	Spring Callbacks 6:30-8:30pm		
	16	17	18	19	20	21	22
			SK, ST/A Rehearsal 6:30-8:30pm		SK, ST/A Rehearsal 6:30-8:30pm		Spring Dance Recital 2pm & 4:30pm
	23	24	25	26	27	28	29
			SK, ST/A Rehearsal 6:30-8:30pm		SK, ST/A Rehearsal 6:30-8:30pm		
APRIL	30	31	1	2	3	4	5
			SK, ST/A Rehearsal 6:30-8:30pm		SK, ST/A Rehearsal 6:30-8:30pm		
	6	7	8	9	10	11	12
			SK, ST/A Rehearsal 6:30-8:30pm		SK, ST/A Rehearsal 6:30-8:30pm		Optional Rehearsal
	13	14	15	16	17	18	19
			SK, ST/A Rehearsal 6:30-8:30pm		SK, ST/A Rehearsal 6:30-8:30pm		Optional Rehearsal
	20	21	22	23	24	25	26
	<i>Easter</i>	SK Rehearsal 6:30-8:30pm	SK, ST/A Rehearsal 6:30-8:30pm	SK Rehearsal 6:30-8:30pm	Spring Kid Performance 7pm	Spring Kid Performance 7pm	Spring Kid Performance 11am & 3pm
	27	28	29	30	1	2	3
		STA Rehearsal 6:30-8:30pm	STA Rehearsal 6:30-8:30pm	STA Rehearsal 6:30-8:30pm	Spring Adult Performance 7pm	Spring Adult Performance 7pm	Spring Adult Performance 2pm

Rehearsal Code of Conduct

The Fox Valley Park District Theatre Department: Production Code of Conduct

Participant's Name _____

- As part of the audition process, I understand that the theater team will assign me a role. If I accept a role, I am committing to attending all rehearsals and performances. I will work together and respectfully with the theater team, performers, crew members, orchestra members, and volunteers involved in the production. If I break this agreement, I may not be allowed to participate in future productions. The Fox Valley Park District, the Theater Supervisor, and the Artistic Team can make decisions about the characters in our productions. This includes things like costumes, hair and makeup, songs, lines, movement, choreography, props, scenery, and microphones.
- To ensure an effective and productive rehearsal process, each participant will be allowed a maximum of two (2) conflicts. Exceptions to this rule can be made by the Theatre Supervisor, Nick Sargis, on a case-by-case basis. Attendance will be taken at every rehearsal, so please remember to sign in at the table. Not all performers will be required to attend every rehearsal, so please refer to the Scene/Song Breakdown sheet, weekly email updates, and BAND posts for your specific schedule. All technical rehearsals and performances are mandatory, so please plan any other appointments around these dates and times. Missing technical rehearsals or performances may lead to removal from some scenes.
- The Theatre Department emphasizes the importance of personal hygiene. All participants must bring their own closed-toe shoes, undergarments, and basic stage makeup, and apply deodorant before rehearsals and performances. Additionally, everyone is required to adhere to C.D.C. & I.D.P.H. guidelines, including wearing masks, practicing social distancing, and using hand sanitizer. Currently, there are no specific requirements in place.
- This contract is meant to ensure a positive experience for everyone involved in the production. Bullying and the use of profanity will not be tolerated and must be reported to the artistic team leaders immediately. All participants, team leaders, and staff must clean up after the final performance. Additionally, all participants are required to pay their production fee before the first rehearsal. A \$10 late fee will be added for any payments made after the first rehearsal. If this is a concern, please speak with your Theatre Supervisor. For any questions, please contact your Theatre Supervisor, Nick Sargis at nsargis@fvdpd.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

Young Participant Release Form

By signing this form below, the guardian of the performer(s) understands and allows their participant(s) between the ages of ten [10] and sixteen [16] to leave the rehearsal room and the Prisco Community Center and meet them (guardian) outside on the sidewalk after the rehearsal time. This form must be turned in to the Artistic Team for the participant(s) to leave. If this form is not turned in, the guardian must pick up the performer(s) at the end of rehearsal inside the Prisco Community Center.

Guardian Name: _____

Participant Name(s): _____

Emergency Contact Phone Number: _____

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 _____