

## **Dear INTO THE WOODS performers and grown-ups:**

**WELCOME!** We are so excited that you're participating in this very special performance experience! Treasure Valley Children's Theater, is a 501c3 nonprofit arts organization that provides kids opportunities to learn leadership and gain life experiences. You're going to learn a lot in these two months as we work together to create the Broadway sensation - Into The Woods. Every participant in this program is an important part of the team. Each individual person can make a big difference in what we'll achieve together. Here are some recommendations and guidelines for everyone to work hard and have a great time throughout this experience:

**THE BIG PICTURE** With so much to accomplish, it's helpful to keep these "big picture" ideas in mind:

1. **Have fun!** We're all here to enjoy our time together and build something exciting. You'll make new friends; also commit to take full advantage of the educational opportunities this program offers as well.
2. **Come prepared.** Before you come to rehearsal each day, take time to review your script and schedule so you're ready to go. Be sure to always wear appropriate footwear – this means NO bare, stocking feet or flip flops allowed. Finally, please wear clothing that allow you to move freely and that shows respect to yourself and others around you; gym or dance clothing is just fine for getting the job done.
3. **Be considerate of others.** Since you don't know everyone in the room, their beliefs or background, be sure to use appropriate language, conversation topics, and incorporate ALL of our TVCT values when interacting with others!
4. **Wash up.** We will be working in close proximity and no one wants to be the "stinky kid!" Wear deodorant. If you're concerned that you might get stinky, bring an extra shirt to rehearsal.
5. **Devices off.** Personal calls and texts are not allowed during rehearsals. If you choose to bring your cell phone please turn it off and leave in the cubbies until breaks. If there is a family emergency and you need to keep your phone on or near you, advise the directors and we will hold your phone for you so you're sure to get your call quickly.

**GENERAL INFORMATION** Being a member of the cast is just like having a JOB! Many of the same rules and behaviors that apply to having job apply to being a cast member.

1. **Script.** All cast members receive one. The script is yours use and mark. It is the ONLY script you will receive please bring it to rehearsal every day. If you forget to bring your script, you will need to get creative and solve the problem yourself.
2. **Hair.** Please do not cut, color, or otherwise alter your appearance without discussing the change with the directors first.
3. **Costumes** Your costumes will be provided to you - you will need to provide your own base layers and possibly shoes. We treat all costumes with respect by hanging them up before and after each use. Always observe our "wash up" rule. We will all work together to provide shoes for your costume but please have some kind of lace up or combat style boot or a soft jazz shoe available for ALL rehearsals.

4. **Down to Business.** We have very limited time together to build a complete production. When the director says it's time to work, get to it. Socializing should take place before and after rehearsal.

5. **Be on Time.** We start and end on time. Please make sure your transportation arrangements are made in advance, are reliable, and are on-time. Typically a member of the production team is here 30 minutes before the rehearsal begins. Please make arrangements with the stage manager or director if you need to be dropped off early that that.

6. **Show up.** Any cast member missing more than one (2) scheduled rehearsal that were not previously disclosed may be replaced with an alternate. This sounds harsh, but past experience has proven that a dedicated, hard-working cast can produce a production of the highest quality! We will use the information given to us on the audition form for excused rehearsals. If it was not on the form - it is not excused.

7. **Respect the Space.** The theater and rehearsal space is our brand new home! We do not mistreat, or otherwise abuse our home. Please respect the space; throw away trash in the appropriate receptacle, and keep all drinks and food in the designated areas.

8. **Parents and friends.** We love you and all the support you give your cast members, BUT we respectfully ask that parents and friends do not attend rehearsals. Our experience has shown that cast members work harder and with more focus when not distracted by family members or friends. Thank you so much for respecting this policy!

9. **Bring provisions.** Our rehearsal days are busy, and we want you to stay hydrated and energized. Please bring your own water bottle and snack or lunch (if needed) to each rehearsal. PLEASE AVOID SODA/SUGARY DRINKS/SNACKS.

**HEALTH!** With our short rehearsal schedule, we need you every minute we've got.

There are a number of things you can do to stay healthy in the next few weeks:

1. **Wash your hands!** Use warm water and soap after using the facilities, touching objects that others have touched, eating, blowing your nose, etc. Be sure to wash your hands and avoid touching eyes, mouth or nose if you meet someone who is sick.

2. **Sleep eight hours.** Your body and mind needs sleep to stay healthy and ready to work.

3. **Eat healthy.** Snack down on fruits and veggies - especially the green, leafy kind. Yes, we're asking you to eat your broccoli!

4. **Lots of water** - avoid sodas, "energy" drinks, and high sugar/caffeinated beverages. Help your voice by avoiding milk, coffee or caffeine. Try herbal teas, apple juice (not too much), and water instead.

5. **More good ideas:** Limit junk food and get your exercise. Foods high in fat and sugar don't help you, but physical activity does! It increases your lung capacity as well as the flow of oxygen to your brain. Exercise literally makes you smarter AND strengthens your body!

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**Tickets:** Will be available to families on Jan 20th and open to the public on Jan. 27th Tickets are \$20 and each member of the cast and crew will given TWO complimentary tickets. Comp. tickets may be secured NO LATER THAN FEB. 10TH by contacting Allison. Remember just because you are given tickets they are not guaranteed seats until you make the reservation with Allison - so get yours early to ensure you get your preferred date!

**Sponsorship Challenge:** You will be assessed a \$300 materials fee at the end of the rehearsal period. This covers the cost of t-shirts, scripts, make-up and the rights to produce the show. We also rely on local businesses and organizations to help underwrite our costs and ensure that we can continue to produce the highest quality production programs. Cast members who wish to participate in the Sponsorship Challenge will receive training to prepare them to approach potential sponsors to underwrite their participation in this production. If you successfully secure a sponsor, your materials fee is waived! Sponsorship packages are \$350 and include some excellent benefits.

**Marketing:** All cast members will receive a t-shirt to wear and flyers for distribution. These items help promote the show. We'll also make one or two promotional appearances. These appearances are not mandatory, but will help us promote the show, increase your audience and support to the program!

**Cast and Parent Portal:** This special, online page is just for you and is your first stop for information! Visit <http://www.treasurevalleychildrenstheater.com> and click the drop down menu. Under Perform, you'll see the Cast and Parent Portal link. Click the link to find downloads for flyers, schedules, even this letter! We recommend you bookmark this site and visit it regularly during our process.

**Grown Ups With Special Skills!** If you're a GUWSS, please let us know! We will need assistance during the run of show and front of house ticket sales, concessions and crafts. Please let us know if you're willing to help out.

**Who do I call?** If you will be late or have a scheduling issue your first contact should be is Hannah. If you have a concern of a more serious nature, or the rehearsal process please contact Kinsley or Mary. If you need to know about sponsorships/marketing/group tickets contact Allison. Please note: your production team will do our best to respond to your texts or emails pretty quickly. We may not be able to return a phone call as quickly.

Kinsley Wardle - Director (208) 713-5670 [kinsley@wardlegroup.com](mailto:kinsley@wardlegroup.com)

Mary Jensen - Mentor Director (208) 344-4238  
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Allison Terezio-Moody - CEO/Producer (208) 409-4229  
[allison@treasurevalleychildrenstheater.com](mailto:allison@treasurevalleychildrenstheater.com)

JeNeale Hill - Music Director [gunnell.jeneale@gmail.com](mailto:gunnell.jeneale@gmail.com)

Cait Swindler - Choreographer (208) 954-0700 [cedeely@gmail.com](mailto:cedeely@gmail.com)

Kathryn Wardle - Communications (904) 899-3345 [krw@wardlegroup.com](mailto:krw@wardlegroup.com)

# Parking and Drop Off

**The lane in front of the theater is a FIRE lane and we CANNOT park there for any reason (even drop off and pick up) Please park in a parking spot and watch as your student enters the building or feel free to bring them in too! The same goes for pick-up. Park and we will send your cast member out to you! We know this is inconvenient but it is the best we can do to follow the law and ordinances of the building!**

