



To: Parents of all cast members

From: Melissa Mintzer (Assistant Director)

General Information & FAQ's

Hello, everyone!

We are "off to see the Wizard" and show business is moving along steadily... this is a HUGE production with lots of moving parts. This letter is intended to introduce myself, and hopefully share some information with cast/crew/pit members and their families. Communication is SO important to a successful production!

If you have any questions about music, rehearsal schedules, and "on stage" items – please continue to contact John Matussek, the show director. He is in constant contact with all members of the production staff and if he doesn't know the answer, he knows where to get the information. (john.matussek@pennmanor.net)

For the "business" side of the production – sponsorships, show shirts, ticket sales, booster group connections – please feel free to email me anytime. (Melissa.mintzer@pennmanor.net) I try to manage a lot of the paperwork and logistics to allow the other staff to focus on the performance itself. Here's a whole lot of info... please do not hesitate to ask questions any anything!

SPONSORSHIPS

We are asking everyone to check with families, friends and local business about making a donation to financially support our theatre production. There are various levels of sponsorship, some of which include advertisement space in the program booklet, and some free tickets to the performances potentially. A form is enclosed – please share this with anyone who might be interested. (Take a closer look at the \$25 "Chorus Line" level – it includes 2 tickets (up to a \$16 value.) In addition – students who solicit sponsorships **earn 25%** of the dollar amount as "credit" that can be used to offset out-of-pocket expenses for show shirts, cast party or end-of-year banquet costs. And with a HUGE show, we appreciate every dollar of support we can get! The deadline for publication printing is February 1st – we'll need to start typing the program booklet over those next few days.

TICKET SALES

We hope that every student involved in the production promotes our show to everyone to fill those seats! Not only for the financial support those sales provide, but it also increases the size of the audience to appreciate all of the hard work that we've all put into the production. A ticket order form is enclosed – **all seats are reserved on a first-come basis**. Anyone who wants to sit together should order their tickets as a group. We also use an online ticketing system – Seat Yourself – a small fee applies to that process, but you can select your exact seats and pay with a credit card. Ticket order forms can be submitted with a cash/check payment to me to process, and we'll also have the box office open for walk-in sales on specified dates (to be published very soon).

The district rule for "senior citizen" pricing is 60 years old – and a "student/child ticket" is required for anyone who requires their own seat, whether they are in school or not – but taking into consideration that we also cannot have children sitting on laps that would block the view of others behind them.

COMMUNICATION

Google Classroom - "The Wizard of Oz" and all students will be invited to join. (We were thrilled to learn that Munchkins can also access this!) We ask that ALL students click on the "invite guardians" link to add their parent email addresses so that everyone can be kept informed. We ask that you respect that all keep any videos posted PRIVATE – they are only to be used for learning and reviewing choreography, etc... it is a violation of our licensing agreement to post any sort of video publicly.

REMIND app – please join our class for The Wizard of Oz – it is an app for your phone, and you will receive updates just like text messages on your phone. This will be especially important if winter weather affects our schedule

To join: Send a text to 81010. Text the message: @cdk94bf

PM Theatre Blog – blogs.pennmanor.net/mmintzer

There is a lot of general information posted here for reference - and can be accessed by anyone publicly.

PARENT VOLUNTEERS

We could REALLY use your help! If you are willing to lend a hand – you are welcome to help build sets, costume searching and sewing, painting, run errands, marketing the show, painting! This show includes 27 scenes, 11 different sets, 105 costumes, and hundreds of props! *In order to attend any rehearsals or do work on school property interacting and being around students, you MUST have completed the district volunteer clearance process. Please do that ASAP if at all possible!

We would also appreciate if you could save the dates to attend two parent meetings to talk about logistics with lobby sales, providing meals for everyone during crunch time, and many other projects. **Please plan to join us on Monday, January 27th and Tuesday, February 18th – at 6:30 pm in the CHORUS ROOM.** We are very good about keeping our meetings to ONE hour maximum!

SHOW SHIRTS

We are in the final stages of our show poster design, and we'll create a design to have show shirts printed. Options usually a choice of color (green, yellow, and grey – perhaps?) – as well as style. Short or long sleeves, Sweatshirts with a crew neck or hoodie. EVERYONE – including parents and loved ones – are welcome to order a shirt to support our production and promote the show. Items are offered at cost, we don't make any profit on these sales – but we appreciate all of the free publicity that we'll get as you all wear them out in public. These will be ordered in advance - that order form will be coming soon! Keep an eye on the classroom and the blog!

EMERALD CITY EVENT – Meet the Characters

To help raise funds and awareness for our production, we are organizing a special event on Saturday, Feb 22nd. We'll have a dress rehearsal that morning and then provide lunch for our cast/crew/pit... but then from 1:30-4:00, we'll have stations and activities to welcome the public to peek “behind the curtain” and meet our characters. Activities will include photo opportunities, singing, dancing, crafts, snacks and lots of fun! Cost is \$5/person – for adults or children. Advance registration is required - we'll only be able to accommodate walk-ins if space permits...

Miscellaneous Thoughts:

- Look for our social media posts and “like, share, retweet” regularly! @PMTheatre on Twitter, Instagram. (Facebook page: Penn Manor Theatre)
- PLEASE BRING A REFILLABLE WATER BOTTLE WITH YOU TO EVERY REHEARSAL AND WORK SESSIONS.
- Students will have a “mailbox” folder in the hallway just outside the auditorium – this is how we will distribute paperwork to individual students - please check it regularly! (But please don't leave anything with money in those folders – or tickets – we cannot keep them secure during the HS school day.)
- No photos or videography can be made during our performances – we need you to respect this rule. (We'll take a lot of photos during rehearsal and share these photos with you.) Cell phones must be kept off and away during a show to comply with our licensing contract and we face significant fines for any offenses.
- District staff members and any district residents who are senior citizen “Comet Classic Cardholders” are invited to a special performance on Thursday, Feb 27th. No tickets may be sold that evening, and only those folks are permitted to attend. Please direct everyone else to attend one of our FIVE public performances after that!
- There will be an after-show party for all student participants – and will be one of the projects for the parents to organize. Previous years events have been held following the last show, and has often been held at the Lampeter YMCA – nothing has been determined yet for this year's event, though... stay tuned!

THANK YOU for supporting your student's involvement in our theatre program!