



## ZEPHYR PLAYERS COMMUNITY THEATER

# INFORMATION HANDBOOK

# JOSEPH

AND THE AMAZING TECHNICOLOR DREAMCOAT

Community Auditions: May 13, 12:00 – 3:00

Performances: July 20 – 23, 2017

- Section 1: Audition Information
- Section 2: Student Edition Cast Information
- Section 3: Community Cast Information
- Section 4: Actor Expectations
- Section 5: Crew and Volunteer Information
- Section 6: Venue and Tickets
- Section 7: Contact and Questions
- Attached: Calendars (Student Edition and Community Cast)

## 1. AUDITION INFORMATION

Date: May 13, 2017

Time: 12:00 to 3:00pm

Location: Jane Bergstrom Fine Arts Education Center  
1050 Zephyr Drive, Neenah WI 54956

- Auditions are open to all ages. No experience needed.
- Please prepare a 1-minute song.
- Accompaniment will not be provided.
- A piano and CD player will be available – use is not required.
- Monologues and readings will be accepted, but not required.
- You may be asked to read a small cutting from the script, which will be provided.
- An audition form, distributed at the time of auditions, must be completed before entering the audition room.
- Anyone wanting to audition can arrive anytime within the three-hour period. We will take auditions in the order in which forms are submitted.

\*\*Cast lists will be distributed via email to the email provided on your audition form\*\*

## 2. STUDENT EDITION CAST INFORMATION

The Student Edition is a new, FREE program for students to experience theater in an educational environment. Students will produce an abridged version of the community production and perform it twice, during the same weekend as the full community production.

- Students must be between the age of 7 and 15.
- Students who audition for the Student Edition (SE) Cast are required to be involved in the full community production.
- SE Cast members will meet Tuesday, Wednesday and Thursday mornings from 9:00 to 11:00 a.m. (see attached calendar)
- **SE Cast members are only allowed 2 excused absences, which must be approved at least one week prior. Tech dates inexcusable.**
- Failure to follow attendance rules may result in a casting change.
- SE Cast must be checked in to rehearsal no later than the time they are called.
- Some of the Wednesday rehearsals will be optional, professional theater workshops. More info will be released.

### 3. COMMUNITY CAST INFORMATION

St. Mary Catholic Schools is proud to open its doors to the community, inviting anyone interested to be part of theatrical story telling. Young to old and nonexperience to seasonal actors – we welcome you to join us!

- All actors auditioning will be cast in the production.
- A variety of rehearsals will be held during the months on June and July.
- Cast members are expected to attend all rehearsals that they are scheduled to be at.
- **Cast members are only allowed 3 excused absences, which must be approved at least one week prior. Tech dates inexcusable.**
- Failure to follow attendance rules may result in a casting change.
- Cast members must be checked in to rehearsal no later than the time they are called.

### 4. ACTOR EXPECTATIONS

- Actor Etiquette – Actors are responsible for their own actions during the production process. Actors must respect any personnel associated with the St. Mary Catholic School (SMCS) and Community Zephyr Players. Any inappropriate actions will not be tolerated and can result in a casting change.
- Costumes – Most costumes will be provided by the costume department. Some actors may be asked to provide their own character shoes, underclothing and additional general items that an actor may already own (black pants, etc.). No actor should feel pressured into purchasing something specifically for the production. If they are unable to provide an item that is requested, they should contact the stage manager.
- Makeup – Basic makeup should be worn by all actors during final dress rehearsals and performances. We ask that each actor provide his/her own makeup and application tools to ensure cleanliness and sanitation. A foundation, eyeliner, and blush are three basic makeups that are commonly used. More information about makeup use and application will be discussed closer to dress rehearsals. Makeup is not required for student under the age of 16.
- SMCS Property Use – All actors must respect any SMCS property and equipment used during the production. Actors are only permitted in rooms that are reserved for the production and will not be allowed access to additional rooms within the building. Actors must also follow the respective rules for each space. No food or drink is allowed within the Jane Bergstrom Fine Arts Education Center, including the house/audience, main stage, black box, and green room/dressing room areas.

## 5. CREW AND VOLUNTEER INFORMATION

It takes many people to keep our productions functioning. We ask for assistance from anyone interested in the following areas:

Build Crew - We schedule a list of flexible dates for people to help us build scenery, paint, create, costumes, construct props and help us prep the theater for the production.

Run Crew - Run crew is a nine day commitment from **July 15-23**. We seek crew to move scenery, manage props, run lights and spotlights, engineer sound equipment, and manage the production.

Lobby Team - An online sign-up will be created to arrange individuals to help with house managing, ushering, box office, baking, concession and flower organization.

Production Team - If you are interested in being involved with any aspect of the production process, please contact the director by sending a brief letter of interest and resume.

## 6. TICKETS AND VENUE

Reserved seating to all performance will be available at [showtix4u.com](http://showtix4u.com). Tickets also available at the ticket counter in the theater lobby, open one hour prior to each performance.

All auditions, rehearsals and performances will take place in the Jane Bergstrom Fine Arts Education Center on the campus of St. Mary Catholic Schools. 1050 Zephyr Drive, Neenah, WI. Please use Door 9 for all normal occasions.

## 7. CONTACT AND QUESTIONS

### Director

Hayden Kraus  
[hkraus@smcatholicschools.org](mailto:hkraus@smcatholicschools.org)  
920-843-1993

### Production Manager

Emily Lowney  
[emily.lowney@icloud.com](mailto:emily.lowney@icloud.com)  
920-858-0078

SMCS ZEPHYR PLAYERS COMMUNITY THEATER

**STUDENT EDITION (SE) REHEARSAL CALENDAR**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Last day of school for SMCS - Friday June 2nd						
JUNE 4	5	6	7	8 6pm-7:30pm Info/Parent Meeting (With Full Cast)	9	10
11	12	13 9am-11am SE Rehearsal	14 9am-11am SE Rehearsal	15 9am-11am SE Rehearsal	16	17
18	19	20 9am-11am SE Rehearsal	21 9am-11am SE Rehearsal	22 9am-11am SE Rehearsal	23	24
25	26	27 9am-11am SE Rehearsal	28 9am-11am SE Rehearsal	29 9am-11am SE Rehearsal	30	JULY 1
2	3	4	5	6 9am-11am SE Rehearsal	7* 9am-11am SE Rehearsal	8
9	10	11* 9am-11am SE Rehearsal	12* 9am-11am SE Rehearsal	13	14* 5:30pm-8:30pm SE Sitzprobe (Rehearsal w/ Orchestra)	15* 1pm-5pm SE Tech
16	17	18* 5:30pm-9:30pm SE Dress Rehearsal	19	20* SE Cast Performance Call: 5:30pm Curtain: 7:00	21* Comm Cast Performance Call: 5:30pm Curtain: 7:00	22* SE Cast Performance Call: 12:30pm Curtain: 2:00
23 Comm Cast Performance Call: 1:30pm Curtain: 3:00 Strike and Cast Party to follow.		<b>Please Note:</b> -Star (*) denotes days that cannot be missed. No cast members will be excused on these dates. -Student cast member is allowed 2 absences on un-starred dates. -Color Code: Community Cast, Student Edition, Both				Comm Cast Performance Call: 5:30pm Curtain: 7:00

SMCS ZEPHYR PLAYERS COMMUNITY THEATER

COMMUNITY CAST REHEARSAL CALENDAR

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Last day of school for SMCS - Friday June 2nd						
JUNE 4	5	6 6-7:30pm Principle Actors Table work	7	8 6pm-7:30pm Info/Parent Meeting (Full Cast)	9	10
11	12 6-8:30pm TBA Blocking	13 6-8:30pm All Called	14 6-8:30pm TBA Blocking	15 6-8:30pm All Called	16	17
18	19 6-8:30pm TBA Blocking	20 6-8:30pm All Called	21 6-8:30pm TBA Blocking	22 6-8:30pm All Called	23	24
25	26 6-8:30pm TBA Blocking	27 6-8:30pm All Called	28 6-8:30pm TBA Blocking	29 6-8:30pm All Called	30	JULY 1
2	3	4 Forth of July	5	6 6-8:30pm All Called	7	8
9	10* 6-8:30pm All Called	11* 6-8:30pm All Called	12* 6pm -TBA Dress Rehearsal	13* 5:30pm - TBA Sitzprobe (Rehearsal w/ Orchestra)	14*	15
16 Comm Tech TBA	17* 5:30 Dress Rehearsal	18 N/A (Student Edition Rehearsal)	19* 5:30 Comm Dress Rehearsal	20 SE Cast Performance Call: 5:30pm Curtain: 7:00	21* Comm Cast Performance Call: 5:30pm Curtain: 7:00	22* SE Cast Performance Call: 12:30pm Curtain: 2:00
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