



## ZEPHYRS COMMUNITY THEATER

### INFORMATION HANDBOOK



Community Auditions: May 2, 11:00 – 3:00

Performances: July 23 – 26, 2020

- Section 1: Audition Information
- Section 2: Student Edition Cast Information
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## 1. AUDITION INFORMATION

Date: May 2, 2020

Time: 11:00 a.m. - 3:00 p.m.

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

- Auditions are open to all ages; no experience needed.
- Please prepare a one-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 will perform it twice during the same weekend as the full community production.

- Students must be between the age of 8 and 16.
- SE cast members will meet Tuesday, Wednesday and Thursday mornings from 9:00 to 11:00 a.m.
- **SE cast members are only allowed two 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 storytelling. Young to old and inexperienced to seasoned 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 of June and July.
- Cast members are expected to attend all rehearsals that they are scheduled to be at.
- **Cast members are allowed only three 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 be respectful toward any personnel associated with 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 an actor is unable to provide an item that is requested, he/she should contact the production 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 permitted only 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 17-26**. 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. VENUE AND TICKETS

Reserved seating to all performance will be available at SMCSFineArts.org. Tickets are 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

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