

# Production Information for The East Side Players Production of

## "Mary Poppins" 2015

Please read through this guide, as it hopefully will answer most of your questions. If you have any additional questions, or would like more detailed information on any subject, please contact Rick by email, [rick@xoter.com](mailto:rick@xoter.com).

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### **PERFORMANCE DATES:**

Performance dates for "Mary Poppins " are August 6, 7, 8, 9, 12, 13, 14, and 15, 2015 at 7:30 PM.

**AUDITIONS** for " Mary Poppins " will take place on Sunday May 10 (1-5), and Sunday May 17 (1 -5:15), at the Blue Ash Amphitheater, 4433 Cooper Road.

Auditions will be scheduled and reservations are requested. "Walk ins" the days of the auditions may or may not be scheduled on a first come, first serve basis, into any remaining unscheduled audition time slots if time permits. With a reservation, the whole audition process should take about an hour, without a reservation, plan on several hours.

### **Audition Reservations**

To complete an audition reservation, you will need to have 3 things..... an up to date "registration form", an "audition form" and a scheduled audition time. Pick either one of the following ways to register:

1) If you have **never registered** with East Side Players before, or, not in the past several years, please go on line to [www.espthheater.org](http://www.espthheater.org) and fill out both a "registration" and "audition" form. Then contact Rick Reinhardt at [rick@xoter.com](mailto:rick@xoter.com) beginning Wednesday April 30. Let him know you have filled out the forms and **please include** your known rehearsal conflicts (the rehearsal dates are on the last page of this "book"), and which audition date and approximately what time works best for you.

2) If you have registered with East Side Players in the past few years, contact Rick Reinhardt at [rick@xoter.com](mailto:rick@xoter.com) beginning Wednesday April 30. Let him know you would like to audition. **Please include** your known rehearsal conflicts (the rehearsal dates are on the last page of this "book"), and which audition date and approximately what time works best for you. A copy of your last registration form will be emailed to you and all you will need to do is to go on line to [www.espthheater.org](http://www.espthheater.org), go to the registration form, type in your first and last name and then **only** type in any information boxes which need to be changed. You should then fill out an audition form.

After doing one or the other of the above processes, your up to date, completed registration form will be emailed to you for signing, along with a confirmed audition date and time. If this does not arrive within 48 hours, something has gone

wrong, please contact Rick. This info and all future info will be in either a regular email or PDF format. If you can't open the attachments, please download (free) Adobe Reader to your computer at [www.adobe.com](http://www.adobe.com).

If any changes in audition time or date are necessary, or if you decide for whatever reason not to audition, please contact Rick and let him know, so he can free up the time slot.

### ***What will take place at the auditions?***

Several things! First, we will run scales with you to determine the top and bottom of your voice range, and you will be measured for costumes. Then we will double check your registration information which you will have already printed out, signed and remembered to bring with you. **Most importantly, we will ask you to double check your rehearsal conflicts.** The anticipated rehearsal dates, locations and times are at the end of this letter; rehearsals will be primarily on Sunday, Monday, Wednesday and Thursday evenings, (7 – 10 PM). Although most parts are not scheduled to attend all rehearsals, especially early on, please give conflicts some thought before you come and don't even think about remembering additional conflicts after the auditions! Next we will take your picture, this will help the directors remember your audition better during casting. Be sure to wear something you can dance in, because next you will be put into a small group and taught a few dance moves, then taken to the audition area in that same small group and each person will be introduced to the director, the music director, choreographer and everyone's favorite, the video camera. While in the audition area, you will each be asked to sing a song. Please prepare a one minute excerpt from Mary Poppins, another Disney show / movie or Broadway song in the same theme as the show. We encourage you to bring a tape, CD, Ipod, or MP3 etc. to sing along with (it is OK to have vocals on the tape or CD). We will have a tape and CD player and amp for more modern music players. Our experience over the years is that it is **NOT** a good idea to try to sing without musical accompaniment! After everyone has performed a song, we will ask you to read an excerpt from this show. After the audition you will be given another letter letting you know what happens next. The cast list will be emailed to everyone by Wednesday May 27 at 7 P.M. Rehearsals will begin Sunday June 7.

## **ANTICIPATED COSTS: (all fees will be due at the first rehearsal)**

### **Membership Fee:**

The East Side Players requires a yearly \$25 per family per fiscal year “membership fee” from all of its “active” participants. Payment of the participation fee will entitle you to acquire “points” and “rick bucks”, discount ticket purchases and other rewards from the group. If you have participated in The East Side Christmas Show 2014, Youth Encore or Bye Bye Birdie, this fee has already been paid for this show / year.

### **Fee Duration**

Fees now run for our fiscal year, so if you pay your participation fee this show, you are covered for all shows performed through August 2015.

### **Costume Fee**

We plan to be renting costumes for the cast for this show, and though final details are not worked out yet, there will be a \$40 costume fee per member or \$100 family per fiscal year maximum. This will actually probably save you money in the long run as a typical person usually spends about \$40 to \$75 as well as spending a lot of running and looking for costumes.

### **Script Deposit**

If you are selected as a lead or other person who will need a script or vocal book, we will require an additional \$25 deposit (which will be refunded to you when the book(s) comes back before the final performance, in perfect condition!).

### **Other Costs**

Other costs which may be encountered are things like optional t-shirts, picture CD's, souvenirs, tickets, etc.

## **PRODUCTION POLICIES**

### **Teens and Children**

For all participants under age 10, a parent or guardian **must be present** at rehearsals with the child at all times. **For all participants age 12 and under, a parent must either audition and join the cast, or provide a minimum of 20 hours of either “on stage” or “off stage” active participation during that production. If not auditioning, you must sign up on the audition sheet before an audition will be scheduled, you will then be assigned to an area as needed.**

While we would love to have parents join the cast on stage, we also have needs with rehearsal help, staff help, stage help, and help during the actual performances. You may sign up for off stage help on the audition form. While we can not guarantee you will be placed in your selected area of help, we will make every effort to accommodate requests.

### **Communication**

East Side Players official communications are all made by email. It is the cast members responsibility to check email regularly. Anyone without email is encouraged to “find a friend” in the cast who will keep them posted about any news or changes.

### **Cast Responsibilities**

Cast members are responsible for keeping the rehearsal schedule on hand and referring to it often. Keep in mind that extra rehearsals may be necessary, and be flexible. You are required to be at rehearsal whenever you are in a scene, regardless of how "small" your role may be unless you clear it with both the producer and director ahead of time. **Be on time for all rehearsals** and meetings. You must stay till the end of rehearsal, or until you're dismissed, unless other arrangements are made with the director. Cast members under age 16 must sign out on the bulletin board. If they leave the rehearsal site before the end of rehearsal, or with anyone other than their “expected ride” for any reason, they must also let the producer know. Please maintain quiet and keep distractions to a minimum in rehearsal areas. Avoid bringing or doing anything that may distract you or others when attention is necessary. This includes friends, pets, balls, Frisbees etc. Make an effort to memorize your part as soon as possible. The sooner the basics are mastered, the sooner the details that add quality can be worked on. During all group activities, please avoid using language that could offend others or be inappropriate with younger people. If you must miss a rehearsal, it is your responsibility to learn what you missed. Do not expect the Staff to teach things twice.

### **Absences:**

Excused absences (from rehearsals or performances) are those which the **Producer** is made aware of ([rick@xoter.com](mailto:rick@xoter.com), 513-604-0537) preferably before the occurrence, though, in the case of broken down cars, etc., we realize this may not always be possible, however, we would appreciate a call or email at your earliest convenience.

### **Unexcused Absences**

Unexcused absences are those which the **Producer** is not made aware of (you just don't show up). Participants will be dropped from a production after 2 unexcused absences, no financial or other reimbursement will be made.

### **Non-Productive Times**

"Business" may delay, interrupt, or prolong rehearsals. Please be patient, flexible, and ready to go. There **will** be prolonged periods of waiting in any theatrical production. Please make these times as productive as possible by working in small groups, or getting other business out of the way. Students are encouraged to do homework.

### **Rehearsal Locations**

Rehearsals for this show will be at:

- 1) The Blue Ash Amphitheater, 4433 Cooper Road

### **Rehearsal Conditions**

As we are sometimes unable to control rehearsal conditions, (i.e.: weather.... natural heat or cooling), and all rehearsals will be outdoors... Please bring extra clothes appropriate for a variety of settings and work clothes if help with sets may be needed.

### **Before and After Rehearsal / Performance Responsibilities**

Everyone is responsible for helping to move equipment and prepare the stage or rooms for rehearsal and for removing equipment, clearing and cleaning up the areas after the rehearsals. Garbage cans are there for a reason! Specific jobs will be assigned to everyone once we start "run throughs".

### **Banned Substances!**

**Drugs, Alcoholic beverages and Smoking will not be permitted at any rehearsal or performance at any time.** Drinks will be permitted at cast parties and at after rehearsal or group functions in accordance with prevailing state and local laws as well as the rules of the facility or wishes of the home owner. Violation of this rule could result in your arrest and will certainly result in dismissal from the cast.

### **Staff Discretions**

We reserve the right to remove any member from any rehearsal, performance, or production as is deemed necessary by the producer of the production. No financial or other reimbursement will be made. Performers will not be permitted on stage in a particular scene, or at all, if, in the Artistic Director's opinion, they are not adequately prepared or capable of performing a particular scene or show at a level equal to the majority of the remaining cast. No financial or other reimbursement will be made. Failure to comply with any of the above information and policies can lead to dismissal from the show, at the producer's discretion.

### **Rehearsal tips**

1.**Review your part between rehearsals.** Shows are always on a very tight rehearsal schedule, with a lot of music, dancing, and lines to learn. After learning a song, we may not review it for over a month. In order to have a great production, we need you to spend some time on your own reviewing what you've learned.

2.**Bring a pencil- take notes!** Please remember to bring a pencil to each rehearsal and either a notepad or your script. Write down blocking, notes on songs etc.! This will help you to review things after rehearsal. In addition, information may be shared at the start of each rehearsal (i.e. dates for costume review). We will send out information by email, but if you write it down at rehearsal you will have all of your Information together! Remember that anything you write in a script will eventually need to be erased!

3.**Have FUN!** We're all involved in Community Theater because it's a way to have fun and enjoy ourselves! What's your character's personality? Will you find a group of friends that takes charge of part of the set? Think about what you can do to make this a high-quality and enjoyable experience and go to it!

## **GROUP POLICIES**

First of all let me say welcome to the East Side Players! Over the years, we have tried many ways of doing things, and have made lots of changes to get the group to work better for everyone involved. Those changes continue today. As always, we are committed to working with everyone who has a sincere desire to be involved in the various areas of theater.

### **Philosophy**

What are we doing? This production is ideally composed of very good singers, dancers, actors and associated support members, of various ages, who enjoy singing, dancing, acting and teching purely for the fun of it. While it would be nice if everyone were excellent actors, dancers and vocalists, we most often work with vocalists who can move and dancers who look wonderful (and can move their mouths quietly)! We typically do shows with large casts of all ages. Since we claim to be a family orientated group, we tend to do shows which appeal to and involve all age groups. We love the fact that this is something the whole family can do together!

### **Social Activities**

As stated before, we do claim to be a “family oriented” group, therefore, it is group policy that everything we do during a production, including all cast parties and after rehearsal activities are appropriate for all participants involved in that particular production, and that everyone involved with a production is welcome at all functions.

While involved in a production, it is extremely important that there be cast unity. That is taken to mean that we will all work together in the best interest of each other, the show and the group. Back talk or other malicious activities will not be tolerated. We are here to work together as a group of “happy campers”.

Our desire is to not have a lot of rules and regulations. Most participants have done shows before, they know what they need to do, and part of the deal is that you have to be responsible for yourself. The group is always open to new ideas, and trying new ways of doing things. However, because all decisions must be made from a business perspective, with the best intentions of the group and show in mind, the producer does retain the right to make the final decision.

Communication is essential to a production. Tolerance of others' differences and respect for their position, abilities and feelings are essential. You expect it,



yourself, please extend it to others. If you have a problem with someone, it is best that you take up the problem with that person privately. If you have a problem with a part of the production, it is best that you attempt to work it out with the staff person in charge of that part of the production....not with the rest of the cast. If you are not satisfied with the result of any of these discussions, the next step is to bring the problem to the producer, who hopefully will be able to help resolve the problem. Remember that a positive approach is always preferable. Dragging others into a problem only makes things worse. Any ongoing conflicts should be worked on with the help and knowledge of the producer and any other relevant staff person.

### **Points**

We use a “points” system for accountability of all participants. That is to say that it attempts to document and reward everyone who is contributing their fair share to the production, and it provides for public recognition of those who do the most. O.K. How does it work? Every time you generate income for the show (sell a ticket or ad) we give you credit in the amount of 2 points for every dollar of income. So, if you sell a ticket for \$5, you get 10 points, if you sell an ad for \$50, you get 100 points.

On a typical production, even though we will have already spent well over \$4,000 before the first person auditions, we always need offstage help as badly as we need income! Since we can't afford to pay our help, we give people (points) credit for their work. For every hour of work you do, whether it be building sets, or sewing costumes, or distributing flyers, we pay you 10 points. Essentially, you get points credit for every productive show related thing you do.

The points are updated at least weekly and are posted on the bulletin board so you can always see how many you have. If there is cash involved with a transaction, your points will automatically be credited to you. If you earn points doing work, you need to sign up for points on the “points sign up sheet”, also on or near the Bulletin board. If you don't understand all this at this point, don't worry about it, you're not alone! For the most part, it takes care of itself, and you'll become more familiar with it as time goes on.

## **OTHER NOTES**

In the past there have been a few people with concerns with signing the "Registration" form. For the record...the name, address and phone #'s are required, the rest of the top half is optional (it helps us to know this stuff, if we don't know, we guess ((which may be much worse than the truth!)) and we promise not to release any information to anyone who doesn't have a reason to know!).

Please don't be too intimidated by, or attempt to change section 1 of the "Production Policies"...it's simply to protect us, we have never had reason to use it, and we hope we never will! Be assured, if you're fair with us, we will be fair back.

The registration form must be signed!

The reason for all of this is that we are a private group, this show will cost us about \$25,000 to stage, and we have to finish with at least that much income to cover the bills.

## **Mary Poppins**

### **Anticipated Rehearsal Times**

Sunday June 7	1 – 5	Amphitheater	Sunday July 19	7 - 10	Amphitheater
Monday June 8	7 – 10	Amphitheater	Monday July 20	7 – 10	Amphitheater
			Wednesday July 22	7 – 10	Amphitheater
Sunday June 14	1 – 5	Amphitheater	Thursday July 23	7 – 10	Amphitheater
Monday June 15	7 – 10	Amphitheater			
Wednesday June 17	7 – 10	Amphitheater	Sunday July 26	7 - 10	Amphitheater
Thursday June 18	7 – 10	Amphitheater	Monday July 27	7 – 10	Amphitheater
			Wednesday July 29	7 – 10	Amphitheater
Sunday June 21	7 - 10	Amphitheater	Thursday July 30	7 – 10	Amphitheater
Monday June 22	7 – 10	Amphitheater			
Wednesday June 24	7 – 10	Amphitheater	Sunday August 2	7 – 10	Amphitheater
Thursday June 25	7 – 10	Amphitheater	Monday August 3	7 – 10	Amphitheater
			Wednesday August 5	7 - 10	Amphitheater
Sunday June 28	7 – 10	Amphitheater			
Monday June 29	7 – 10	Amphitheater	Thursday August 6	6 – 11	7:30 Performance
Wednesday July 1	7 – 10	Amphitheater	Friday August 7	6 – 11	7:30 Performance
Thursday July 2	7 – 10	Amphitheater	Saturday August 8	6 – 11	7:30 Performance
			Sunday August 9	6 – 11	7:30 Performance
Sunday July 5	7 – 10	Amphitheater			
Monday July 6	7 – 10	Amphitheater	Wednesday August 12	6 – 11	7:30 Performance
Wednesday July 8	7 – 10	Amphitheater	Thursday August 13	6 – 11	7:30 Performance
Thursday July 9	7 – 10	Amphitheater	Friday August 14	6 – 11	7:30 Performance
			Saturday August 15	6 – 11	7:30 Performance
Sunday July 12	7 - 10	Amphitheater	Sunday August 16	6 – 11	7:30 Rain Date
Monday July 13	7 – 10	Amphitheater			
Wednesday July 15	7 – 10	Amphitheater			
Thursday July 16	7 – 10	Amphitheater			