

Production information for The East Side Players production of

Mary Poppins

Please read through this guide in its entirety, as it will address most of the questions you may have about the production. If you have additional questions, or would like more detailed information on any subject, please contact the production directors, Michael Ireland and Anne-Marie Ireland at mireland17@gmail.com

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Performance Dates

Performance dates for "Mary Poppins" will be June 4, 5, 6, 7, 10, 11, 12 and 13 at 7:30 PM.

You will find the anticipated rehearsal dates, locations, and times at the end of this document. Rehearsals will be primarily on Sunday, Monday, Wednesday, and Thursday evenings.

Audition Information

Auditions for "Mary Poppins" will take place on Sundays March 8 and 15 from 12:00 - 4:00 PM, at the Blue Ash Recreation Center, 4433 Cooper Road Blue Ash, OH 45242. You may sign up for an audition slot at our website [Community Theatre | East Side Players](#) or through the signup genius [East Side Players: Mary Poppins Auditions](#) . Walk-ins on the day of the auditions may be scheduled on a first come, first serve basis, into any remaining audition time slots, if time permits.

Audition Reservations

To complete an audition reservation, you will need to complete the following:

1. If you have never filled out (or are sure if you have filled out) a registration form with East Side Players before, please or, not in the past several years, please complete the form found here: [East Side Players Registration Form](#)
2. Once you have completed the registration, pick an audition slot on the SignUpGenius: [East Side Players: Mary Poppins Auditions](#)
3. Fill out the audition form here: [ESP Audition Form](#)

Parents of those age 12 and under MUST accompany their child to the audition.

What will take place at the auditions?

Several things will happen at your audition:

1. We will double check your registration information. (we will print it for you at your audition.)
 - a. **MOST IMPORTANTLY**, please double check that all of your rehearsal conflicts are listed and reflected on your registration information!
2. We will take your picture and attach it to your registration form. (This will help the directors better remember your audition during casting)
3. We may run scales with you to determine vocal range.
4. The choreographer may choose to teach a short combination. Please wear clothes that you can move in.
5. Next, you will be taken to the audition area. Each person in your small group will be introduced to the production team. While here, you will each be asked to sing about one minute of a song that you have prepared that shows off your vocal abilities and range, preferably from "Mary Poppins." Note your audition will be video recorded for reference.
 - a. **NOTE:** An accompanist WILL NOT be at your audition, so we encourage you to bring something to sing along with. If possible we recommend you have it downloaded to a device. We will have small speaker available to connect to, so it is also advised to bring any connecting chords you might have.
6. After everyone in your group has performed a song, you may be asked to read selected excerpts from the show. At the production team's discretion, you may also be asked to sing a specific song from the show.

The cast list will be available to everyone before the end of the day Friday, March 20th. Rehearsals will begin Sunday, March 29th.

Anticipated Costs

All fees will be due at your first rehearsal.

Membership Fee

The East Side Players requires a yearly \$25 per family per fiscal year "membership fee" from all of its "on stage" participants. Payment of the participation fee will entitle you to

acquire points” and “Rick Bucks”, discount ticket purchases and other rewards from the group.

Fee Duration

Fees now run for our fiscal year, so if you pay your membership fee for this show, you are covered for all shows performed through August 31, 2026.

Production Fee

We plan to rent or furnish costumes for the cast for this show, and though final details are not worked out yet, there will be a \$50 production fee per member or \$125 family per fiscal year maximum. This will help offset the cost of costuming as well as props, sets, tech needs and any other unseen costs of doing theater

Script Fee

If you are given a role that requires you to have a script, there will be a fee of \$20, which is refundable upon return of your script, in good condition.

Other Costs

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

Production Policies

Communication

The East Side Players main point of communication is made by email. It is the cast members responsibility to check email regularly. We will also have a production specific group using the BAND app. Once cast you will receive an invite to join this group.

Rehearsal Locations

Rehearsals for this show will be at the Tom Stone Amphitheater, located behind the Blue Ash Recreation Center at 4433 Cooper Rd.

Rehearsal Conditions

Rehearsals are outdoors, and weather can fluctuate greatly. Please bring extra clothes appropriate for a variety of settings and work clothes if help with sets may be needed.

Attendance Policy

You are asked to list all known conflicts at the time of auditions. We must also ask that you disclose participation in other theatrical productions that conflict with our rehearsal process. Overlapping production schedules are highly discouraged. We have a limited time to rehearse this very large production and it is imperative that you be as available as possible. Performers are solely responsible for learning material taught in their absence. Please note, even reported absences may result in reassignment of a role or removal from a scene. Extensive absences may result in removal from the show, at the staff's discretion, without reimbursements.

Excused Absences

Excused absences (from rehearsals or performances) are those which the director is made aware of either at audition time or preferably before the occurrence, though, in the case of sudden illness, broken down cars, etc., we realize this may not always be possible, however, you are required to notify the director as soon as possible Anne-Marie Ireland 513-284-6226

Unexcused Absences

Unexcused absences are those which the director is not made aware of (you just don't show up). Failure to notify the director may result in removal from the show, at the staff's discretion.

Teens and Children

For all participants age 10 and under, 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 10 hours of either on-stage or off-stage active participation during that production. 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. If not auditioning, you must sign up for your preferred area on the audition sheet before an audition will be scheduled, you will then be assigned to an area as needed.

Areas of help needed include:

- Backstage Parent – Keeping younger kids quiet backstage, collecting food orders from actors, and generally pitching in to make sure things are running smoothly.

- Concessions – Working in the concession stand before the show and during intermission – must be 16 or older and wear closed-toe shoes (i.e., no sandals).
- Flower Stand – Selling flowers and other items before the show and during intermission.
- Marketing – Obtaining Program Ads, Performance Sponsors
- Publicity – Helping to advertise the show, hanging posters, flyers, etc.
- Social events / Functions – Planning and organizing functions such as potlucks, ice cream social, cast parties, etc.
- Tech/Crew – setting up and taking down light and sound equipment before and after rehearsals and performances.
- Tickets – Staffing the ticket tables before the performances.

While we can not guarantee you will be placed in your selected area of help, we will make every effort to accommodate requests. We reserve the right to require that any child have a parent backstage during performances. If a parent is participating in an onstage role, another parent or other adult may be required backstage to provide proper supervision. Our staff are busy with the show and cannot adequately supervise your children, even for short periods of time.

All children as identified on the child sign in/out sheet on the bulletin board are required to sign in at each rehearsal, listing who is there keeping an eye on them. They are also required to sign out at the end of each rehearsal as well as list what time they left and who they left with.

All teens (under age 16) as identified on the teen sign out sheet on the bulletin board, are required to sign out at the end of each rehearsal as well as list what time they left and who they left with.

Special Needs Members

The East Side Players strive to include performers and crew members of all ages and abilities. If you or your child has a disability or medical concern that might require special

accommodation, please let us know at or prior to auditions and we would be happy to try to work with you.

Accommodations we have used in the past include:

An actor let us know at auditions that he/she has a falling risk so the director blocked the actor on the stage floor and not the scaffolding.

- A family member saved space for an actor's wheelchair in the backstage village area so it could be parked on the asphalt instead of on the gravel, which is harder to navigate.
- The production team cast an actor with severe limitations in a cameo/walk-on role so he/she is still able to participate.
- One actor volunteered to help another manage the stairs up to the scaffolding.
- We have banned peanut and tree nut products on and back stage due to multiple participants with life-threatening allergies.
- An actor was able to do simplified stage make-up because his/her sensory issues made it difficult to tolerate the make-up application.
- A crew member added glow tape to the stairs to make it easier for actors to step down in the dark.
- A dancer who needs more time to memorize dances took videos of choreography so he/she could practice at home.

Here are a few accommodations we are unable to make at this time:

- Providing CPR/First Aid certified volunteers. There are sometimes other actors or crew members present who are trained but this is never guaranteed.
- Providing one-on-one supervision or personal care to those who require it. If an individual needs to have an aide, parent, or personal care assistant with him/her in order to be successful, they are welcome at rehearsals, backstage, etc.
- Provide transportation to/from East Side rehearsals, shows, or events.

- We cannot assure you 100% that there are no nut products present. While we have a strict rule against bringing nut products, we cannot guarantee that someone won't forget or have something in their pocket/backpack without realizing it. Also, we meet in a public park and we can't control who uses our space at other times of the day and might have left something behind.
- Ban food allergens that would be difficult to control
- Administer medication.

Please note, if you or your child requires assistance during rehearsals or performances for any reason, it is up to you to ensure that an aide, parent, or personal care assistant is with the participant all times. We reserve the right to request that any individual have an aide present in order to participate. In such cases, if assistance for rehearsals and performances is not present at all times, an individual may be requested to withdraw from participation.

If you or your child need any accommodations in order to participate successfully in East Side Players, please speak with the director or producer and we are happy to try to work with you!

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 limited your participation in that scene is, unless you clear it with both the producer and director ahead of time. Arrive a few minutes early so you are ready to go on time for all rehearsals. You must stay until the end of rehearsal, or until you're dismissed, unless other arrangements are made with the director.

The production team is dedicated to making all rehearsal time as productive as possible. During times you aren't active on stage however, we ask that you remain quiet and avoid disruption. It is highly recommended that any time you are not active in the primary rehearsal that you are working with other cast mates on line reads and choreography.

When not at rehearsal, please make an effort to memorize lines, songs, and choreography 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.

Patience and cooperation with all fellow cast members and crew is paramount to any successful production. Especially as we get closer to production, there will be delays and interruptions as we layer in technical elements. Be flexible and ready to perform once things are settled.

Please note that no fee reimbursements will be given once a role is accepted and fees are paid.

Conduct

Our expectation is that rules and regulations really shouldn't have to be overly stated. Be responsible for how you handle yourself first. That being said...

The drama parts of every production are to stay strictly on the stage. While involved in a production, it is extremely important that there be unity. It is expected that each member of the production will work in the best interest of success for the show, the group, and each other. Tolerance of others' differences and respect for their position, abilities and feelings are essential. Treat everyone with the same respect you expect to be treated with.

The most optimal way to handle any issues you have with specific people or the production are done directly and privately and not openly. 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. We are in this together.

We are open to ideas and solutions, but at the same time be mindful of the time that others are putting into the production. Actionable things can be addressed, but opinions and critiques can be hurtful and unhelpful. Be self-aware that your feedback might become burdensome, and trust that the production team is doing what they can.

Before and After Rehearsal / Performance Responsibilities

Because this is a public facility, we are required to house and move all needed elements. We require your assistance to move equipment and prepare the stage 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 full production run throughs.

Banned Substances

Drugs, alcoholic beverages, smoking and weapons of any type 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 homeowner.

Violation of this rule could result in your arrest and will certainly result in dismissal from the cast. Please note that due to the prevalence of participants with serious allergies, nuts and food containing nuts are not permitted at rehearsal or backstage during performances.

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

- Practice! Practice! Practice! Be constantly reviewing your lines, songs and choreo. Show up as prepared as you can be for each rehearsal.
- Always have a pencil on hand to take notes! You are expected to write down blocking, song and character notes from your directors. This will help you to review things after rehearsal. We also encourage writing down any other production specific information shared at each rehearsal.
- Most importantly HAVE FUN! It's why we do this. The more fun we have the more magical experience this will be for all.

Group Policies

The East Side Players are one of the most unique community theater groups in Cincinnati. One thing we are proud of is hearing how people "got their start" at East Side! We are committed to working with everyone who has a sincere desire to be involved in the various areas of theater. This commitment includes necessary evolution, growth, and any changes that are necessary to benefit the future of the group.

Philosophy

What are we doing? The East Side Players are the true community in community theater. East Side gathers actors, singers, dancers, and technicians of all ages and abilities. We do it for the love of theater. Ordinary folks putting together the extraordinary. We do shows that involve as many people as we can, which in some cases brings together entire families across generations.

Social Activities

It bears repeating, we do this for fun, and we do it together. Therefore, it is group policy that everything we sponsor during a production, including all cast parties and group 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.

Points

We use a points system affectionately called “Rick Bucks” that documents and rewards those who contribute to production.

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 \$10, you get 20 points, if you sell an ad for \$50, you get 100 points.

In addition, for every hour of extra curricular work you do, whether it be building sets, or sewing costumes, or distributing flyers, we award you 10 points. So essentially, you get points every extra show related thing that you do! Just use the points sign-in sheet at the bulletin board to log your effort.

The points are updated at least weekly and are posted on the bulletin board so you can always see how many you have.

Anticipated Rehearsal Schedule

Sunday, March, 29	Rehearsal	1:00 PM	5:00 PM
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Monday, March 30	Rehearsal	7:00 PM	9:30 PM
Wednesday, April 1	Rehearsal	7:00 PM	9:30 PM
Thursday, April 2	Rehearsal	7:00 PM	9:30 PM
Monday, April 6	Rehearsal	7:00 PM	9:30 PM
Wednesday, April 8	Rehearsal	7:00 PM	9:30 PM
Thursday, April 9	Rehearsal	7:00 PM	9:30 PM
Sunday, April 12	Rehearsal	1:00 PM	5:00 PM
Monday, April 13	Rehearsal	7:00 PM	9:30 PM
Wednesday, April 15	Rehearsal	7:00 PM	9:30 PM
Thursday, April 16	Rehearsal	7:00 PM	9:30 PM
Sunday, April 19	Rehearsal	1:00 PM	5:00 PM
Monday, April 20	Rehearsal	7:00 PM	9:30 PM
Wednesday, April 22	Rehearsal	7:00 PM	9:30 PM
Thursday, April 23	Rehearsal	7:00 PM	9:30 PM
Sunday, April 26	Rehearsal	1:00 PM	5:00 PM
Monday, April 27	Rehearsal	7:00 PM	9:30 PM
Wednesday, April 29	Rehearsal	7:00 PM	9:30 PM

Thursday, April 30	Rehearsal	7:00 PM	9:30 PM
Sunday, May 3	Rehearsal	7:00 PM	10:00 PM
Monday, May 4	Rehearsal	7:00 PM	10:00 PM
Wednesday, May 6	Rehearsal	7:00 PM	10:00 PM
Thursday, May 7	Rehearsal	7:00 PM	10:00 PM
Sunday, May 10	Rehearsal	7:00 PM	10:00 PM
Monday, May 11	Rehearsal	7:00 PM	10:00 PM
Wednesday, May 13	Rehearsal	7:00 PM	10:00 PM
Thursday, May 14	Rehearsal	7:00 PM	10:00 PM
Sunday, May 17	Rehearsal	7:00 PM	10:00 PM
Monday, May 18	Full Run	7:00 PM	10:00 PM
Wednesday, May 20	Full Run	7:00 PM	10:00 PM
Thursday, May 21	Full Run	7:00 PM	10:00 PM
Sunday, May 24	Full Run	7:00 PM	10:00 PM
Monday, May 25	Parade**	9:00 AM	11:00 AM
Wednesday, May 27	Sitzprobe	7:00 PM	10:00 PM
Thursday, May 28	Dress Rehearsal	7:00 PM	10:00 PM

Sunday, May 31	Dress Rehearsal	7:00 PM	10:00 PM
Monday, June 1	Dress Rehearsal	7:00 PM	10:00 PM
Wednesday, June 3	Dress Rehearsal	7:00 PM	10:00 PM
Thursday, June 4	Performance	6:00 PM	11:00 PM
Friday, June 5	Performance	6:00 PM	11:00 PM
Saturday, June 6	Performance	6:00 PM	11:00 PM
Sunday, June 7	Performance	6:00 PM	11:00 PM
Wednesday, June 10	Performance	6:00 PM	11:00 PM
Thursday, June 11	Performance	6:00 PM	11:00 PM
Friday, June 12	Performance	6:00 PM	11:00 PM
Saturday, June 13	Performance	6:00 PM	11:00 PM