

Production Information for The East Side Players Production of

"A Christmas To Remember" 2026

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 Bailey Harrell by email, bharrell23@hotmail.com.

What is the Christmas Show?

Our Christmas show is a "traveling" show, which is mostly performed at various retirement homes on weekday evenings in December. Most performances start at 7 PM (6:30 call) and last about 50 minutes, and we're usually "out the door" shortly after 8:15 PM. The shows consist of singing, dancing, and a heartwarming story of elves, wanna be zookeepers, and more! There are many lines, solos, duets, and group numbers, and we normally have a few people assigned to each part (which allows the cast to be extremely flexible on any given night). Fact is, it's December, and cast members will be sick, have school functions, Christmas parties at work, etc., and it's actually rare that we have a full cast on any given night...which is fine, the show is designed and set up to easily function like that. The show does require "all ages" to be successful. Much of the practice time is on your own at your leisure, at home. You will have the music in hand as well as the accompaniment music to learn the basics (words / timing) on your own, the actual rehearsals will be to work on solos, harmonies, putting together group songs, acting etc. We do use costuming and the cast will include Frosty, Rudolph, Suzy Snowflake, and several elves! For most performers, the highlight of the show is the few minutes afterwards, where we get to chat with the residents who are just so appreciative that we came out to visit with them.

PERFORMANCE DATES:

Performance dates for "A Christmas to Remember" will vary and will be announced as venues are scheduled. Please note we perform throughout the Christmas season, mostly on weekday evenings, at locations throughout the Greater Cincinnati area. Not all performers need to attend every performance, but we do need to know your availability in advance.

Production Team

Producer: Bailey Harrell

Co-Director: Bianca Page

Co-Director: Marissa Gregar

AUDITIONS for "A Christmas to Remember" will take place on Sunday September 6th (1:00-5 PM) at the Tom Stone amphitheater. Please let Bailey know if you can't make that time, and other arrangements can be made. Video auditions are accepted. Please contact Bailey for information on submitting a video audition.

There will be a first rehearsal/informational meeting September 20 from 1-5pm. All cast members are expected to attend. Parents of children under 11 or any others requiring assistance are asked to attend as well.

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, if time permits. With a reservation, the whole audition process should take about 20 minutes.

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 (done a show) with East Side Players before, or, not in the past several years, please go online to www.esptheater.org and under the tab "become a member", fill out both a "registration" and "audition" form.

2) If you have registered (done a show) with East Side Players in the past few years, please go online to www.esptheater.org and under the tab "become a member", fill out an "audition" form. We will check and update your registration form during the audition.

If any changes in audition time or date are necessary, or if you decide for whatever reason not to audition, please contact Bailey and let her know, so

she can free up the time slot.

What Will Happen at the Audition?

When you arrive, you (or your parent) will be asked to verify the information on your registration sheet. The most important information is your list of schedule conflicts. WE DO REQUEST A COMPLETE LIST OF YOUR REHEARSAL CONFLICTS BEFORE YOU AUDITION. (See the end of this book for rehearsal dates and times.) We will take your picture so the director can remember you during casting.

Please come prepared to sing any Christmas song that showcases your range. You will be asked to sing your solo in front of the directors in the back room. You will also be asked to do a short reading. We'll take a video so we remember your audition. This is also your chance to make sure to speak up if you would like to be considered for additional dance, singing or acting opportunities within the show. Headshots and resumes are welcome, but not required.

- Please bring accompaniment to sing along with as an MP3 or other music file on your own device. Please cut your selection down to just one minute or so. Please make sure your device is able to project properly. Please do not bring a YouTube or other internet track, as we cannot provide a Wifi connection. If you find a track on YouTube and want to use it, we recommend you record it to your device using a voice memo app so that it plays back directly without needing an internet connection. You are responsible for ensuring your music is cued up and ready to go.

The cast list will be posted by Sunday September 13th. The first rehearsal will be Sunday September 20th.

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. Since our fiscal year starts Sept. 1, everyone is subject to this fee which will cover you for any future shows through August 31, 2027 and will entitle you to acquire “points” and “Rick Bucks”, discount ticket purchases and other rewards from the group.

Fee Duration

Fees run for our fiscal year, so if you pay your participation fee this show, you are covered for all future shows performed through August 2027. You may use your “rick bucks” for this fee.

Costume Fee

There is no costume fee for this show.

Script Deposit

We will require an additional \$10 deposit (which will be refunded to you when the book(s) comes back before the final performance, in perfect condition!).

PRODUCTION POLICIES

Communication

East Side Players official communications are all made by email. It is the cast members responsibility to check email regularly.

Rehearsal Locations

Rehearsals for this show will be at:

- 1) The Blue Ash Amphitheater, 4433 Cooper Road
- 2) TBA after October 25

Rehearsal Conditions

Early rehearsals are outdoors, and weather can fluctuate greatly. Please bring extra clothes appropriate for a variety of settings.

Attendance Policy:

You are requested to list all known conflicts (with the Sunday rehearsals and as much as possible the month of December at the time of auditions,

If you will have an unlisted absence (due to illness, work conflicts, car trouble, unexpected schedule issues, etc.), you are required to notify Bailey as soon as possible (bharrell23@hotmail.com, 513-435-0984). Failure to notify the producer may result in removal from the show, at the staff's discretion. Bailey will pass notice of your absence to the production team.

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 reimbursement.

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. 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 cannot be expected to supervise your children, even for short periods of time.

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. Arrive a few minutes early so you are ready to go on time for all rehearsals. 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. 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.

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.

Staff Discretions

We reserve the right to remove any member from any rehearsal, performance, or production as 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 production staff'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!

Anticipated Rehearsal Times

Sunday, September 20	1-5 pm	Sunday, November 1	1-5 pm
Sunday, September 27	1-5 pm	Sunday, November 8	1-5 pm
Sunday, October 4	1-5 pm	Sunday, November 15	1-5 pm
Sunday, October 11	1-5 pm	Sunday, November 22	1-5 pm
Sunday, October 18	1-5 pm	Sunday, November 29	1-5 pm
Sunday, October 25	1-5 pm		

A Christmas To Remember Characters

Most characters can be played by any gender. Names/ lines can be edited to match gender identity (The only exclusion is Suzy who needs to present as female)

North Pole Characters

Rick: Rick is the head elf at the North Pole workshop. He's organized, serious, and always keeps the elves on track.

Alfie: Alfie is Rick's assistant. He is a helpful and kind-hearted elf. He believes in teamwork and Christmas magic.

Poppy: Poppy is full of energy and joy! She loves to dance, sing, and spread holiday cheer.

Suzy: Suzy is sparkly, dramatic, and loves the spotlight.

We also have an ensemble of elves with solos & spoken lines

Family Characters

Jeff: A loving and silly dad who tells lots of Christmas jokes.

Tammy: A caring mom who works hard to make Christmas feel magical.

Thane: An imaginative kid who dreams of being a zookeeper.

Grandpa Pete: A kind and wise grandpa who loves snow and shares stories of the past.

Jess: A caring older sister who's stuck in a snowstorm and trying to make it home.

Sam: Jess's friend/partner (has been the one stuck in the storm in past productions)