**Madrona Children’s Theatre FAQ’s**

**Who can participate?**

Students in 4th – 8th grade may participate as an actor and 6th – 8th grade may be a stage crew participant. Edmonds School District rules apply to extra-curricular activities with grades and attendance. There is a participation fee and scholarships are available for those in need (see below.)

**What is MCT’s Mission Statement?**

Madrona Children’s Theatre provides theatrical experiences for all students who want to participate, enhancing their self-esteem and helping to promote and develop each child’s belief in his/her own unique blend of abilities. Our intention is to provide continuous learning, with the educational process being as important as the finished product.

**How long as MCT been around?**

Madrona Children’s Theatre began in 1983. It began with the goal of producing a professional theatre experience / production with children at Madrona K-8. Since then shows have included: Tom Sawyer, Once Upon a Mattress, Beauty and the Beast, Grease, Cinderella Enchanted, Seussical and Wizard of Oz.

Cast and Stage Crew typically include over 100 students supported by over 100 parent volunteers, a creative team and production team.

**How is the show decided?**

The Director will choose the show and it is approved by the Theatre Advisory Board (TAB).

Our 2016 show is Shrek The Musical.

**What is TAB?**

TAB is the Theatre Advisory Board and it is made up of:

* 1. Producer
  2. 4 MCT parents at large
  3. MIT Treasurer or voting executive board member who can speak on behalf of MIT and finances
  4. MIT parent at large (appointed annually by the MIT chair)
  5. DHH Rep
  6. Faculty and/or administrative staff representative

NOTE: TAB members must have children attending Madrona

Appointment to TAB

1. Producer – appointed to TAB once selected
2. MCT Parents at large – serve two year terms, staggered
   * + TAB will ask for volunteers wishing to be nominated in the spring after the production is wrapped
     + Voted on by current TAB members
     + All MCT parents are eligible after two years with MCT
     + At least two must be in department head roles or will be one for the upcoming season
     + TAB members can serve more than one term
3. MIT Treasurer or Vice-Treasurer – appointed upon election to MIT
4. MIT parent at large – appointed annually (in September) by the MIT chair
5. DHH Rep – Appointed by administrative staff
6. Faculty or administrative staff representative – appointed by Madrona principal and can represent MCT with any school related issues and vice versa

Auditions:

**Will my child get a role?**

Everyone gets a role! The Artistic team will conduct auditions to cast the show, but everyone who auditions will get a role.

**What should my child expect at auditions?**

Auditions will be on 2-3 different days and sign-ups will be posted in advance. If there is specific material to be performed it will communicated and posted in advance. Auditions are made to be fun and as stress free as possible for the kids. Intermediate kids will usually sing in small groups. Middle School kids may be asked to sing by themselves. Specific activities will vary by Director.

**What does it mean to get a call back?**

If the Artistic team would like to see your actor again they will be asked to come to a scheduled call-back. If your child does not get a call-back it does not mean they did not do well, it just means the director has seen what they need to see in order to cast*.*

**Communications/Contacts:**

**MCT 2016 Production Team**

Producer: Kelsey Foster

[madronactproducer@gmail.com](mailto:madronactproducer@gmail.com) - 206-250-4914

Asst. Producer/Treasurer: Julie Nuno

[mcttreasurer@hotmail.com](mailto:mcttreasurer@hotmail.com) - 206-914-8998

Asst. Producer/Volunteers: Jessica Guthrie

[mctvolunteers@gmail.com](mailto:mctvolunteers@gmail.com) - 425-239-0313

**How do I get on the MCT email distribution?**

Once your child is cast in the production the parent/guardian email address on the audition forms will be added to the MCT email distribution. You must first be on the main Madrona email list (you can do this from Madronabearfacts.com). You can also send an email to our communications manager, Sara Pearson at [sarabpearson@hotmail.com](mailto:sarabpearson@hotmail.com).

**How often will I receive MCT emails?**

MCT Communications will send out weekly emails once rehearsals begin with information that is important for the following week. Be sure to read through every email carefully as there will often be a lot of information.

There will be occasions, especially close to the show, that additional emails with vital information will be sent out. We will do our best to consolidate information and communicate dates as far in advance as possible.

**How much will participation cost?**

The participation fee is $100 for each actor and $50 for each sibling. Stage crew is $35. Scholarships are available. See below for additional costs associated with the program.

Rehearsals:

**When will my child need to be at rehearsal?**

On your audition form you will specify your child’s availability and the Creative Team will create the casts based on this. All actors may be called to rehearsal on Friday’s. Rehearsal begins immediately after school gets out, at 4:00pm, and lasts until 6:00pm, with the exception of selected March rehearsals where they may go until 7:00 – 7:30 and “tech weeks” when rehearsals go to 9:00pm.

Your child may not be called to rehearsal every time for their cast so it is important to check the rehearsal calendar very carefully to seen when your child’s role is being called. It is the goal of the Artistic team to keep the kids busy and to not call them to rehearsal if they are not needed. There will be downtime during rehearsal and we ask that the kids stay quiet and follow the instructions of the parent volunteers. It is sometimes a great opportunity to get homework done!

Actors are responsible for getting themselves from their class to rehearsal promptly at 4:00pm and must sign in. If they do not sign in and do not have an excused absence, parents will be called and notified that their child is missing from rehearsal. It is important that we make sure all children are accounted for if we are expecting them at rehearsal.

Parents are responsible to have children picked up promptly at the published end time of rehearsal and sign them out each time. Kids will not be released without an adult signing them out so they cannot meet their ride in the parking lot. Parent volunteers must stay on-site until all kids are picked up so please respect their family time to get home as well!

**Extra Rehearsals**

There will typically be rehearsals on the first 2 Saturdays of March for the following – (specific dates and time TBD)

* Costume Parade Day: Our actors get to try on all of their costumes and show them to the artistic team. We need lots of help with the kids getting changed, organizing costumes, mending and on the spot alterations. It is a lot of fun and you do not need to know how to sew!
* Orchestra Day: This is the first time the children to sign with the full orchestra. It is fun to watch and great to time to take pictures and videos.

There will also likely be rehearsal on the weekend before the show at Mountlake Terrace.

There will be no rehearsal on days that there is no school for the Edmonds School district, including snow days.

**Performance Dates will be as follows:**

**Each cast will perform 3 shows (Thurs/Sat OR Fri/Sun)**

Thursday 3/17/16 – 7pm

Friday 3/18/16 – 7pm

Saturday 3/19/16 – 2pm and 7pm

Sunday 3/20/16 – 12:30pm and 5pm

Volunteering:

**How do I volunteer?**

You will be asked on the audition form to let us know your interests and what areas you would like to volunteer. We cannot produce this show without our families! There are a variety of volunteer opportunities throughout all stages of the production, so there is something to fit everyone’s interest and availability. Please note that a performance of this caliber cannot succeed without the help of many, many parents and volunteers. However you choose to participate will be much appreciated!

Your information will be passed on to the Department Head for the area of your interest. Volunteer sign-ups will be done through Sign-Up Genius. We will have sign-ups ready as early as possible in the process so you can plan your time well in advance. If you have any questions or want to talk about where you can help email [mctvolunteers@gmail.com](mailto:mctvolunteers@gmail.com).

**How do I become a Department Head?**

Open Department Head positions will be posted in the fall and you can reach out to [mctvolunteers@gmail.com](mailto:mctvolunteers@gmail.com) if you are interested or want to learn more. If openings come up later in the season a communication will go out and the production team will work to fill the positions. We have wonderful department heads to run each main area, for example; costumes, set building, set design, hair/make-up, back stage, stage crew, microphones, etc.

Tech Weeks:

**When does Tech Week begin?**

Tech week begins 2 weeks before the show (March 7th for 2016). From this point on all rehearsals are held at Mountlake Terrace High School. Rehearsals during this time typically last until 9:00pm.

**How will my child get to MLT High School?**

On full school days the actors will take a school bus from Madrona to MLT High School. If the rehearsal day falls on a half day or no school day parents are responsible for transportation to rehearsal at the scheduled start time.

Parents are responsible to pick up children at the designated rehearsal end time and sign them out. Please be on-time. Entrance to the rehearsal area is from the loading dock, which is left of the main school entrance.

**What are tech week meals?**

On full school days kids will be provided a dinner to eat as soon as the bus arrives at the school, usually pizza or sub sandwiches (this may vary.) These are long days so kids get hungry again so please send snacks and extra water. The cost of these meals is included in the participation fee.

We will have rehearsal at Mountlake Terrace High School on the days Madrona has ½ days. Parents will be responsible for transporting kids to rehearsal and there will not be meals provided.

**Will there be concessions for sale?**

Yes, we will have light snacks and water for purchase at the high school.

Showtime!

**When does my child need to need to be at MLT HS on the days of the shows?**

If the show falls on a full day of school your child will take a bus from Madrona. If it is a half day or weekend you are responsible to get your child to the high school at the designated call time that will be posted in advance.

**Meals on Saturday and Sunday shows**

Actors may NOT leave Mountlake Terrace High School between shows since there is not a lot of time to get ready for the next show. Please provide a meal for your child to eat between shows. Many families bring food in to their kids and eat with them. You can also send them with food to eat.

**Hair and Make-up**

You will be notified during the Tech Weeks if your child needs to come with a specific hair style. Most times hair styles can be done on-site by parent volunteers. It is important that the actors come with clean, combed through hair and their own hair brush/comb. We will not allow kids to share as to avoid a lice outbreak.

Theatre make-up will be provided for each actor and applied by parent volunteers. This is a really fun place to volunteer and get to know the kids! If the actor wants to wear mascara or eye liner they will need to bring their own, we will not be supplying.

**What expenses should I expect to incur besides the participation fee?**

Shoes Approximately $18, we offer low cost rentals when available MCT will order

Undershirt/Camisole $5 - $10 Actor purchase

Socks/Tights $5 - $10 Actor Purchase

Bake Sale contribution 3 dozen baked goods or a case of water

**Optional Costs – none of these items are required to participate**

T-shirt/Sweatshirt $16 - $35

Flowers $16 - $36

Program Ad $35+

Donation to Auction variable

Auction purchase variable

Bake Sale purchase $1 +

**When and where is the Cast Party?**

The cast party will be at Mountlake Terrace following the last show on Sunday 3/20 after the set and theatre are cleared (see below.)

**What happens after the last show on Sunday?**

After the last show we need to completely strike the set and clear everything from the High School. Much help is needed! We will have a rental truck to fill the sets and costumes. This needs to be loaded up. All areas that we use in the High School need to be left neat and clear of MCT.

**What happens to all the stuff loaded on the truck?**

Volunteers (yes, we need more help!) will meet at Madrona on Monday evening to unload the truck (costumes, set pieces, etc.)