



**Canal Winchester Middle School  
Spring 2018**

# **Parent/Guardian & Student Handbook**

**BREAK A LEG!**

# A Letter from the Director

Dear Parents/Guardians and Students:

Congratulations on a great audition and welcome to the production! In this packet you should find all the information you need regarding rehearsals, and performances for *Annie Jr.* If not, feel free to contact me for further information. Remember, putting on a musical is a team sport! When everyone is cast in a good role for them, performing their best and working together it not only becomes a piece of art but... IT'S A LOT OF FUN!

Rehearsal are where we create the magic. This year the schedule has been condensed, most likely meaning fewer rehearsals. With being off for Spring break we will have 10 weeks of rehearsal time to put together the show. That being said, we are expecting your help and hard work to make *Annie Jr.* the roaring success that we know it can be.

We have put together the daily rehearsal schedule which includes a breakdown of which scene(s) we will rehearse each day. If your student is on stage during any of the called scenes for a rehearsal day, they are expected to be in attendance for rehearsal. Friday choreography rehearsals should also be seen as mandatory by all cast members. We hope this schedule will provide flexibility for your family to make rehearsals work around sports, lessons, and other family activities. If you have questions please contact me and I will be happy to answer or find the answer you are looking for.

I am excited to begin rehearsals next week!

Sincerely,  
Brady Brennan  
[bbrennan@cwls.us](mailto:bbrennan@cwls.us)

## **ROLES and CASTING**

There are many unique and special roles in *Annie Jr.* Some focus on singing, some on acting, some on dancing, and others are a nice mixture of the two. The audition committee took the following into consideration with casting: actor's audition, rehearsal availability, and outside interests. The auditions focused less on age/grade. *Annie Jr.* centers on younger aged actors with the inclusion of adult portrayals which allowed us to cast more freely for this production.

## **TIME COMMITMENT**

CWMS is dedicated to provide a quality educational and artistic experience to as many students as possible. Since we all have many time obligations and family commitments we are striving to give you detailed information on rehearsal schedules so you can make an informed decision for your student and family. We will do our best to honor the schedule we present by making as few or no changes to the schedule and by always starting and stopping on time.

## **PARENT MEETING**

We will be holding a parent meeting on **Monday, February 26, at 6:00pm**. We strongly encourage your attendance and participation. We will be discussing opportunities to be involved in the show process with set building/design, costuming, makeup/hair, snacks, lunches, tickets, etc.

## **COMMUNICATION**

Remind 101 will be our primary means of group communication. E-mail will be used for individual communication. We will be using Google Classroom to send out documents, sign-ups, etc. We will also be posting schedules and pertinent show information to the Canal Winchester Performing Arts website: <http://cwperformingarts.info/cwpa-middle-school.html>

## **CONFLICTS**

Please make note and list all of your conflicts -- standing conflicts (each week), long-term conflicts (vacations, etc.) Please make every effort to report absences before the rehearsal time. That way the teaching team can adjust the schedule to accommodate. Long term illnesses or injuries may require some modifications but can be worked out.

## **ALL FOR ONE AND ONE FOR ALL**

### **MEMORIZATION**

Memorizing your lines is one of the major responsibilities for all actors. We're in this together! Actors who struggle with lines make it difficult for the entire cast to rehearse. The due date for memorizing is **April 10**. Actors need to be working on actively memorizing prior to that date.

## ABSENCES

Rehearsal conflicts are difficult on everyone. Actors who have three or more *unexcused or unreported* absences may be asked to meet with the production team to discuss their role in the show.

## BEHAVIOR/DISCIPLINE POLICY

*Annie Jr.* follows the same rules of conducts as students are expected to follow during the school day, as outlined in the CWMS student handbook.

## CLOSED REHEARSALS

Rehearsals are considered “closed” rehearsals. Family and friends are asked to wait outside of the rehearsal area for your students. This keeps our noise level and distractions to a minimum.

## VOLUNTEERING and CARPOOLING

It takes a small army to make these productions! That’s where our parents come in. We encourage as much for as many of you to be involved as possible throughout the process. We will need help fitting students for costumes, after school snacks, lunches on Saturday rehearsals, set build/design. There also might be some families that would benefit from carpooling. If that is the case let’s create some options to help our students have an easier time getting to and from rehearsals. Ask how to become more involved with the needs of your students beyond the above listed.

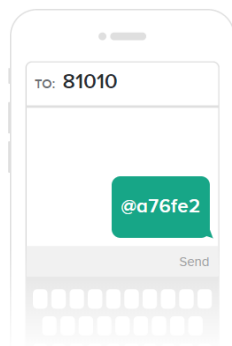
## REMIND 101 and GOOGLE CLASSROOM

Text **@a76fe2** to the number **81010** to be registered with *Annie Jr.*

Tell people to text @a76fe2 to the number 81010

They'll receive a welcome text from Remind.

If anyone has trouble with 81010, they can try texting @a76fe2 to (408) 412-5558.



Google Classroom Code: **7jr4q3**

**\*ALL GUARDIANS ARE INCLUDED TO RECEIVE EMAIL SUMMARIES OF PAGE ACTIVITY\***