

2024 Spring Musical Parent Packet

FHC Theatre Spring Musical Parent/Guardian Checklist

Student name: _____

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For students to participate, participation forms and payment must be received no later than February 2, 2024.

Additional due dates are provided in the attached documents. Thank you for helping the theatre program stay on track by adhering to the stated due dates.

No student will be denied the opportunity to participate in FHC Theatre productions regardless of finances. Please contact Jessi Dykstra at jdijkstra@fhps.net for information about available assistance.

2024 Spring Musical Instructions for Parents

To ensure your student can participate in show rehearsals and productions, **please complete STEPS ONE and TWO by the due dates**. No student will be denied the opportunity to participate in FHC Theatre productions regardless of finances. Please contact Jessi Dykstra at jdijkstra@fhps.net for information about available assistance.

STEP #1 (by February 2, 2024):

- ☐ Complete and submit the [Parent/Student Information Form](#)
- ☐ Submit participation fees - See [Participation Fees - Questions & Answers](#)

| | |
|---|---|
| Cast and Ensemble: <ul style="list-style-type: none">• \$75 district Pay-to-Play fee• \$100 FHC TAC fee• \$20 yard sign (<i>suggested for named cast, optional for ensemble</i>)• \$10 script deposit (<i>required</i>) | Crew: <ul style="list-style-type: none">• \$100 FHC TAC fee• \$20 yard sign (<i>optional</i>) |
|---|---|

- ☐ Review rehearsal and performance schedule online at fhctheatre.org

STEP #2 (by February 26, 2024):

- ☐ Complete and submit [Family & Friends Sponsorship Form](#)
- ☐ Complete and submit [Business Sponsorship Form](#)

Season sponsorships help TAC keep fees for families as low as possible. Cast, ensemble, and crew families are asked to secure one business sponsorship per show and to consider a family sponsorship once per school year. See sponsorship handouts for more info.

- ☐ Complete and submit merchandise pre-orders via [Google Form](#) (optional)
- ☐ [Sign up](#) for one or more volunteering opportunities (very much appreciated!)

Additional Info

- The new [FHC Theatre website](#) provides information about the shows and a [family portal](#) with access to documents and links. You'll need a password to access the portal. **The spring musical password is magicfoot.**
- The FHC Theatre Spirit Wear Online Store will be open through February 5 for online orders. Items will be delivered in March. Place your orders before it closes!
See page 12 of this packet for info!

2023-24 FHC Spring Musical Parent/Student Information

Parent Name: _____

Student Name: _____

Parent Email Address: _____

Parent Phone Number: _____

Student's Grade

- ☐ 9th Grade
- ☐ 10th Grade
- ☐ 11th Grade
- ☐ 12th Grade

Student's Role (see Participation Fees - Questions & Answers for fee details)

- ☐ Cast/Ensemble
- ☐ Crew

Student Dietary Restrictions/Preferences

- ☐ Gluten-Free
- ☐ Allergy (please describe): _____
- ☐ Vegetarian
- ☐ Vegan
- ☐ Other _____

Student T-shirt Size

- ☐ Adult Small
- ☐ Adult Medium
- ☐ Adult Large
- ☐ Adult XL
- ☐ Adult XXL
- ☐ Adult 1X
- ☐ Adult 2x
- ☐ Adult 3X

Please turn this form into Jessi Dykstra by February 2, 2024, at the parent meeting, via email to jdykstra@fhps.net, or deliver it to room 103 at the high school.

2024 FHC THEATRE SPRING MUSICAL PARTICIPATION FEES - Q & A

What is the Pay-to-Play fee?

Similar to athletes at FHPS, a Pay-to-Play fee applies to cast and ensemble members of FHC Theatre productions. Crew members do not pay this fee. The Pay-to-Play fee helps cover the cost of show production and includes expenses such as show scripts, costumes, makeup, show sets, props, technical equipment and services, show posters, and playbills.

How do I pay?

Parents of cast and ensemble members should submit a \$75 check made out to "FHC Theatre" to Jessi Dykstra at the parent meeting or to room 103 by February 2, 2024.*

What is FHC TAC?

The FHC Theater Advisory Council (TAC) is the volunteer booster organization for the FHC theatre program. TAC helps the theatre director ensure a positive experience for students involved in school productions.

What is a TAC fee?

A separate booster's account covers expenses the district Pay-to-Play account does not cover. The TAC Fee applies to members of the cast, ensemble, and crew and covers items such as show-week meals, show t-shirts and stickers, show recordings (flash drive), cast/crew after-party, and supplemental show materials.

How do I pay?

Parents of cast, ensemble, and crew members should submit a \$100 check made out to "FHC TAC" to Mike Barnes at the parent meeting or mail to his home address - 6728 Gleneagles Dr SE, Grand Rapids, MI 49546 - by February 2, 2024.*

What about yard signs?

Yard signs need only be purchased one time during high school. Signs are suggested for the named cast and optional for the ensemble and crew. The \$20 sign fee can be added to the \$100 "FHC TAC" check.

What about sponsorships?

Season sponsorships help TAC keep fees for families as low as possible. Cast, ensemble, and crew families are asked to secure one business sponsorship per show and to consider a family sponsorship once per school year. See sponsorship handouts for more info.

What is the \$10 cash script deposit?

FHC Theatre rents show scripts from the production company. Each cast and ensemble member should submit a \$10 refundable cash deposit to Jessi Dykstra in order to receive a printed script. The \$10 cash deposit will be refunded if the student returns an undamaged script after the closing show performance. Students have the option to write in and highlight their scripts but will not receive the \$10 refund.

Cost Overview

| | |
|---|---|
| Cast and Ensemble: <ul style="list-style-type: none">• \$75 district Pay-to-Play fee• \$100 FHC TAC fee• \$20 yard sign (<i>suggested for the named cast, optional for ensemble</i>)• \$10 script deposit (<i>required</i>) | Crew: <ul style="list-style-type: none">• \$100 FHC TAC fee• \$20 yard sign (<i>optional</i>) |
|---|---|

*No student will be denied the opportunity to participate in FHC Theatre productions regardless of finances. Please contact Jessi Dykstra at jdikstra@fhps.net for information about available assistance.

FHC Theatre 2023-24 Family & Friends Season Sponsorship Packages

The show must go on, but that is only possible with the support of our theatre families! We thank you for all of your support of our program. If you would like to help even more, please consider sponsoring the FHC Theatre for the 2023-24 season. Your donations help us to enhance the theatre experience for all students who participate in the shows, including cast and crew, by providing show-week meals, cast/crew party, and covering other show expenses that are not covered by the district.

For the 2023-24 Theatre Season, the following sponsorship levels are available:

| | |
|---------------------------|--|
| Director's Circle | \$1,000+ donation <ul style="list-style-type: none"> Includes a full-page ad for all shows (if desired) 4 complimentary tickets to one performance of each show (Improv, Play, Talent Show, and Musical) Shout out to your student in playbills Recognition in all playbills and on website |
| Platinum Sponsor | \$500+ donation <ul style="list-style-type: none"> Includes a full-page ad in one show (if desired) 4 complimentary tickets to one show Shout out to your student in playbills Recognition in all playbills and on website |
| Gold Sponsor | \$300+ donation <ul style="list-style-type: none"> Includes a ½ page ad in one show (if desired) 2 complimentary tickets to one show Shout out to your student in playbills Recognition in all playbills and on website |
| Silver Sponsor | \$200+ donation <ul style="list-style-type: none"> Includes a ¼ page ad in one show (if desired) Shout out to your student in playbills Recognition in all playbills and on website |
| Bronze Sponsor | \$100+ donation <ul style="list-style-type: none"> Includes an ⅛ page ad in one show (if desired) Shout out to your student in playbills Recognition in all playbills and on website |
| Marquee Sponsor | \$50+ donation <ul style="list-style-type: none"> Shout out to your student in playbills Recognition in all playbills and on website |
| Theatrical Sponsor | \$10+ donation <ul style="list-style-type: none"> Recognition in all playbills and on website |

FHC Theatre 2023-24 Family and Friends Season Sponsorship

| | |
|--------------------------|--|
| Name | |
| Family Name (as printed) | |
| Address | |
| Contact Phone Number | |
| Email Address | |

Sponsorship Level:

- ☐ Director's Circle
- ☐ Platinum
- ☐ Gold

- ☐ Silver
- ☐ Bronze
- ☐ Marquee
- ☐ Theatrical

Donation Amount: _____

Payment Method:

- ☐ Check (made out to FHC TAC)
- ☐ Venmo to @FHCTAC

*****To be included in the show materials for the Spring Musical, please return this form with payment by Monday, February 26.*****

Checks can be mailed with the completed form to:

Mike Barnes
6728 Gleneagles Dr SE
Grand Rapids, MI 49546

A member of the Theatre Advisory Council will reach out to you closer to show time to collect information about tickets, ads, and shout outs. For questions or assistance, please contact Mike Barnes (TAC Treasurer) at mikebarnes514@gmail.com.

Thank you for your continued support!

Theatre 2023-24 Business Season Sponsorship Packages

Dear Parents/Guardians of FHC Theater students,

We are excited to have you as part of our theater program, and we are constantly striving to provide enriching experiences for all participants. To help us achieve this, we are seeking your assistance in finding local businesses that can sponsor our theater program. Sponsorships are a vital source of funding that enables us to enhance the quality of our productions, offer educational opportunities, and maintain our commitment to artistic excellence.

Why Sponsorships Matter:

- **Financial Support:** Sponsorships provide essential funds that help cover production costs, purchase costumes and props, rent performance venues, and more.
- **Community Involvement:** Engaging local businesses in our theater program fosters a sense of community and demonstrates the value of the arts in our area.

How You Can Help:

We encourage each student to actively participate in our sponsorship efforts. Here's what you can do:

Identify Potential Sponsors: Think about local businesses that may be interested in supporting our theater program. This could include restaurants, shops, service providers, and more.

Contact Local Businesses: Approach these businesses professionally and explain our sponsorship opportunities. Use the provided script (if needed) or create your own personalized pitch.

Collect Information: If a business expresses interest, please gather their contact information, including the name of the person you spoke with, their email address, and phone number.

Follow-Up: Share the gathered information with our sponsorship coordinator or designated teacher. They will follow up with potential sponsors to discuss details and finalize agreements.

Script for Approaching Local Businesses:

Hello, my name is [Your Name], and I'm a student in Forest Hills Central's theater program. We are currently seeking local businesses to sponsor our upcoming productions. Sponsoring our theater program is a fantastic opportunity to support the arts in our community and gain exposure for your business. Would you be interested in learning more about our sponsorship opportunities?

Important Notes:

1. Please approach businesses with respect and professionalism.
2. If a business declines or isn't interested, thank them for their time and move on.
3. Ensure you mention that you're a student from the theater program at FHC.

Thank you for your participation and dedication to our theater program. Your efforts in finding sponsors will contribute to the success of our productions and the growth of our theater community.

2023-24 FHC Theatre Season Sponsorship Packages

The show must go on, but that is only possible with the support of our community! We thank you for all of your support of our program. If you would like to help even more, please consider sponsoring the FHC Theatre for the 2023-24 season. Your donations help us to enhance the theatre experience for all students who participate in the shows, including cast and crew, by providing show-week meals, a cast/crew party, and other show expenses that are not covered by the school district.

For the 2023-24 Theatre Season, the following sponsorship levels are available:

| | |
|-------------------------|---|
| Title Sponsor | \$1,000+ donation <ul style="list-style-type: none">• Title sponsor on playbill, tickets, and posters• Full-page ad for all shows• Recognition in all playbills and on website |
| Platinum Sponsor | \$500+ donation <ul style="list-style-type: none">• Full-page ad in all shows• Recognition in all playbills, posters and website |
| Gold Sponsor | \$300+ donation <ul style="list-style-type: none">• ½ page ad in all shows• Recognition in all playbills and on website |
| Silver Sponsor | \$200+ donation <ul style="list-style-type: none">• ¼ page ad in all shows• Recognition in all playbills and on website |
| Bronze Sponsor | \$100+ donation <ul style="list-style-type: none">• Includes an ⅛ page ad in all shows (if desired)• Shout out to your student in playbills• Recognition in all playbills and on website |

Thank you for your continued support!

2023-24 FHC Theatre Season Sponsorship Contract

Business Name: _____

Contact Person: _____

Business Address: _____

Contact Phone Number: _____

Contact Email Address: _____

FHC Student Contact: _____

Sponsorship Package:

- ☐ Title Sponsor
- ☐ Platinum Sponsor
- ☐ Gold Sponsor
- ☐ Silver Sponsor
- ☐ Bronze Sponsor

Donation Amount: _____

Business Representative

Signature: _____

- All ad media needs to be digital and should be emailed to mikebarnes514@gmail.com.
- Please return this form with payment to your FHC student contact.
- Checks should be made out to "FHC Theatre Advisory Council".
- To be included in our show playbills, please follow these deadlines:
 - Fall Play - Monday, October 30, 2023
 - Spring Musical - Monday, February 26, 2024

2024 Spring Musical Merchandise Pre-Orders

Would you like to pre-order merchandise to be delivered to your cast, ensemble or crew member backstage before the shows? Let TAC help you!

Available items include flower bouquets, large decorated cookies (Cookies by Design), candy bags, and a FH Theatre logo item. Items are \$10 each and will be delivered backstage to your student! You will have the option to include a special message to be included with each item.

Click [HERE](#) or scan the QR code to preorder your merchandise no later than February 26!



Two ways to pay:

- Venmo to "FHC Theatre Advisory Council" (@fhctac)



- Check made out to "FHC TAC" and mailed to Mike Barnes at 6728 Gleneagles Dr SE, Grand Rapids, MI 49546.

A limited supply of items will be available for purchase at the shows.

Thank you for supporting FHC Theatre by purchasing items through this offering!

2024 FHC Theatre Spring Musical

VOLUNTEERS NEEDED

The success of the FHC Theatre program depends largely on its volunteers. There are a variety of ways you can support your child's theatre experience.

Show Week is March 16 - 23, 2024

NOTE: Each family is asked to fill at least one volunteer spot during show week.

Click [HERE](#) or scan the QR code to sign up!



Examples of volunteer roles include:

- Selling tickets during lunch hours during show week
- Selling tickets at the shows
- Taking tickets at the doors during shows
- Serving as usher and clean-up at the shows
- Assisting with prep of merchandise and concessions ahead of shows
- Selling merchandise and concessions before shows and during intermission
- Serving/cleaning up meals for cast/crew during show week
- Striking (disassemble) set after closing performance
- Hosting the cast, ensemble, and crew after-party
- Serving on FHC Theatre Advisor Committee (TAC)!

Thank you!

Theatre Advisory Committee

<https://fhctheatre.org/>

FHC Theatre Spirit Wear



The online store is open for a limited time!

Place your orders by

February 5, 2024

for delivery in time for show week!

<https://fhc-theatre.itemorder.com/>

