

**HOW TO BE A
THEATRE BOOSTER PARENT
AT
CHERRY HILL EAST HIGH SCHOOL.**

Cherry Hill East Theatre Boosters is a 501(c)3 non-profit corporation and donations are tax-deductible for federal tax purposes. Memberships are valid for one year from September through August. Parents are encouraged to become involved in their student's theatre education by joining the Theatre Boosters and through volunteer opportunities.

To join Theatre Boosters, please complete the information form that is attached to your handbook and mail it with your membership dues to the address on the form, OR you may join online through our website at www.chetheatreboosters.weebly.com.

WELCOME MESSAGE - FROM THE DIRECTOR

Welcome to where painted trees and flowers grow!

Your scholar has chosen to participate in the Cherry Hill High School East Theatre program.

To begin with, we are an educational high school theatre program designed to teach the basics of theatre both in the classroom and on stage in our after school program. Unlike professional theatre programs where actors and staff are paid and often work within a union, students in an educational theatre setting are in the learning stages of the theatre world. As your son or daughter travels through the program over the next few years, they will learn how to act, direct, stage-manage, build, paint, sew, light, and so much more. They will also learn why work ethic, commitment, and leadership are so important. Best of all, they will learn to be confident in so many ways. These are character traits they will all use in life no matter what career they choose.

Here at East, we have very high expectations and expect our theatre students to "reach for the stars". We are an award winning program year in and year out. Our very rich tradition goes back to 1970. We have won "Best Play, Best Director, Best Actor and Actress , and Technical Theatre awards" at many local, state and even tri-state levels. This all comes from hard work and a love of theatre.

Common question: *How can I support my child?* Help them manage their conflicts. Get them to and from rehearsals. Help them manage their time so they can do their school work and theatre without stress. Be there for them at the shows. Join the boosters to help out. Most of all, love and support their love for the theatre even when they don't get the part they wanted. Your child may be very talented in many ways but simply isn't right for a part because they are still developing their theatre skills. This is a very competitive program, so it may take some time before your child gets "that special part

or position”. Also, you may be asked to find a costume or two as well as a prop.

Remember, the value of a theatre program pays off in the real world. Towson University reports that 75% of the Fortune 500 companies love to hire people with theatre backgrounds simply because they understand teamwork, work ethic, leadership, communication skills, and are confident. In short, they have “people skills”.

Please remember: Rehearsals are closed to all guests unless invited by the staff. That also goes for green rooms and other backstage areas. We need to minimize distractions.

Let’s have a GREAT year and remember, if you have a concern or question, please call me at [856-424-2222](tel:856-424-2222) ex 2025 or email me at tweaver@chclc.org

Sincerely,
Tom Weaver

THE CALENDAR

We have a very full calendar. Actual performance dates are set at the beginning of the school year and are announced at the September Booster Meeting. Below is a “rough sketch” of the typical course of events.

Early October: **Lab Theatre** – (may cut)

Early December: **Fall Show** – *MainStage* (may cut)

Early March: **Spring Musical** – *MainStage* (no cuts, everyone who auditions is cast)

January: **Studio Two** – (only for students registered in the course – juniors/seniors)

April: **Mime Ice Cream Social** – (Mime Company members perform)

May: **One Acts** – (cuts)

June: **Thespian Inductions** (must meet requirements)

GETTING INVOLVED

The Cherry Hill East Theatre Booster organization exists to provide support for the theatre education program at Cherry Hill East. Support areas include: financial, operational, scholarships, students, productions, and program.

There are many areas in which Booster members are encouraged to become involved.

VOLUNTEER OPPORTUNITIES

Box Office

Mementos

Apparel

Snack Bar

Pasta Lunch

Sewing

Ushers

Publicity

Fundraising

Ad Sales

Theatre Boosters support the theatre education program financially. In the past Boosters has provided meals to cast and crew during Tech Week rehearsals. Boosters has also helped to purchase equipment (eg. sound board, microphones) and provided funding to scholarships.

FUNDRAISING

Boosters raise funds for their missions through a variety of activities.

- Membership Dues
- Mementos
- Restaurant Dining Nights
- Snack Bar
- Apparel
- Mime Ice Cream Social

BOX OFFICE

Booster volunteers staff the Box Office for shows. However, the Box Office receipts are NOT Booster funds. Where does the money go?

“There are three “Student Fund” accounts: Fall Show, Spring Show, and Thespian Society. These accounts are managed by Ms. Johanna Scott, Secretary, Cherry Hill High School East. All checks written on these accounts are signed by two administrators.

Expenses for **Lab Theatre**, **Studio 2**, and **One Acts** are paid from the Thespian account. All ticket sales revenue from those three shows is deposited into the Thespian account. I receive statements from Ms. Scott on a regular basis to manage the account.

Expenses for **Fall Show** and **Spring Show** are paid from the Fall Show and Spring Show accounts respectively. All ticket sales revenue and Playbill ad sales revenue for each show are deposited in the respective account and used to manage the production of each show.

The show expenses covered by these accounts may include royalties and licensing fees, scripts, costumes, sets, paint, materials, and, in some cases, stipends for paid staff. Monies from the previous year’s shows may be used to start up next year’s show as well as invest in special improvements in our theatre program such as lighting instruments, sound equipment, costume equipment scripts, tools and so much more. A good example of how we use this revenue; We would normally have to rent as much as \$15,000 to \$20,000 in costumes as in years past but because we have the equipment to make costumes, we keep costs down to \$3,000 to \$5,000. It is the same with lights, sound, and sets.

By the way, a strict audit is done every year on every penny spent in our program.”

Tom Weaver

BOARD MEMBERS

President
VP Operations and VP Fundraising
Parliamentarian
Corresponding Secretary
Recording Secretary
Treasurer

ABOUT THE THEATER DEPARTMENT

THESPIAN SOCIETY TROUPE 213

Thespian Society is a student organization that contributes to the direction of the theatre education department. Thespians help decide which shows will be produced and what field trips will be scheduled. The Thespians organize and host the school's annual Halloween Dance which is also their fundraiser. A Thespian Society representative attends the monthly Booster meetings. Students who have met the requirements for membership in the Society may apply for membership in the spring of their sophomore year. An induction ceremony is held in the spring.

WHO RUNS THE SHOWS?

Director
Assistant Director
Choreographer
Vocal Director
Musical Director
Technical Assistant (2)
Business Manager
Costumer

YOUR STUDENT, CAST? CREW? OR BOTH?

Cast Members: Students must audition for a part in the cast. In some instances, there may be Call Backs for certain roles, usually the day after auditions. The Cast List will then be posted on the Theatre Bulletin Board. Students must initial their part on the Cast List to indicate acceptance. Once cast, your student will attend rehearsals at least once a week. The intensity of the rehearsal schedule will increase as the show gets closer to opening night. Rehearsal schedules are published by the Stage Manager on Sunday night for the coming week. Rehearsals can have a tendency to run later than planned on the schedule but normally they will not go any later than 5-10 min over. Rehearsals are a cell-phone free environment. Costumes are part of the show budget. In most cases the cast will receive their costume from the costume department. The Cast may be required to purchase some miscellaneous pieces to complete their costume eg. "Character Shoes", hosiery, socks.

NOTE: *In addition to the required rehearsals, All cast members are required to acquire at least 12 crew hours.*

Crew Members (aka “techies”): Crew members are required to attend crew calls, most of which occur at night. Crew is mostly student run by the Crew Heads. Each Crew Head is responsible for his/her own field (lighting, carpentry, painting, costumes, etc.). Each section of Crew meets at different times so the best way for your student to become involved is to get in touch with upperclassmen who regularly attend crew calls. Costume Crew is headed by an adult, Costumer, Noel Davis.

Stage Managers: Each show will have a Stage Manager and an Assistant Stage Manager. Students are selected for these positions by the Director and will train/serve as Assistant Stage Manager for a year or two before assuming the responsibility of Stage Manager.

MIME TROUPE

The Mime Company holds auditions at the beginning of each year and they rehearse every Wednesday after school. Mime Company performs throughout the school year at various events in the community. You do **not** have to participate in theatre or in crew to be a member of the Mime Company.

TICKETS

Advance Ticket Sales – parents have the opportunity to purchase tickets in advance on the last Saturday before the show opens. Prices are \$12/Adults and \$10/Students. In order to allow all of our parents the opportunity to obtain seating of their choice, you may purchase up to 12 tickets at one time. If you need more than 12 tickets, you must return to the back of the line.

Tickets – are sold at the Box Office during the week before the show and 1 hour prior to curtain.

T-Shirts

Every MainStage show has a T-shirt available for purchase. Price is typically in the \$10-15 range.

Mugs

Every MainStage show also has a commemorative coffee mug available for purchase for \$10. Mugs are sold at the Mementos table prior to each performance and during intermission.

Playbill

Students in a MainStage show are expected to achieve a minimum \$75 ad sales in the Playbill to help support the theatre program. Sales revenue from Playbill advertising not only serves to cover the cost of printing but also contributes to covering the show budget. A significant portion of the Playbill is devoted to the cast lists and biographies of the cast and crew. Students who do not make the effort to meet the required minimum may not be eligible for a biography. Students are assigned geographic territories within which they are to canvas businesses for support. Booster ads also count – parents, grandparents, friends and family place booster ads.

Opening Night – Cast and crew traditionally go to Ponzios after the show. Students should bring sufficient cash (and some small bills) with them to cover their share of the bill and tip. To Freshman parents especially...please review with your student proper restaurant decorum including how to split a check, tip your server, etc.

CAST PARTY

Cast Bonding – Applies to student run shows such as One Acts. At the discretion of the student directors/company managers, a party/gathering may be held shortly after the show has been cast for the purpose of getting acquainted and building rapport.

Closing Night Cast Party – Stage managers will collect \$5 from each cast & crew member to cover the cost of refreshments. The host may ask parents to contribute water, soda (name brand) and sweets/cookies. Pizza Fresca sells Boosters plain pizzas for \$8.50 a pie. You will also need 2-4 gluten-free pies. Other *optional* popular party additions: Krispy Kreme and Hebrew National Cocktail Weiners. Closing night the show runs long because there are speeches and acknowledgements. The kids will need to get out of costume and makeup before they make their way to the party. The party will usually last no more than 2-2 ½ hours. The kids arrive, have some pizza etc. and unwind. Things will wind down and the kids will clean up after themselves and head for home.

AUDIENCE ETIQUETTE

- Nobody moves from his/her seat or up and down the aisles once the performance begins.
- Latecomers must wait until a selection, event or act is finished before taking a seat.
- During the actual performance, remain silent, except in those rare moments of planned audience participation. Avoid excessive movement or extraneous noise.
- Please avoid calling attention to yourself as an audience member by yelling at a performer, cheering him/her on, etc. in turn, be sure that performers on stage do not wave or acknowledge audience members.
- Appropriate response is simply clapping, but if you particularly enjoy a piece of music or act, it can be vigorous applause. Verbal or whistle sounds are never appropriate. If you especially appreciate a particular performer or act, it is fine to offer a standing ovation.
- Please adhere to our licensing agreement for all shows and do not use recording devices during performances.
- Still photography with NO FLASH is permissible.
- The light from both cell phone cameras and digital camera display viewfinders is disruptive and distracting. Please do not use cell phone cameras and restrict use of digital cameras to viewfinder mode.
- An announcement will be made at the beginning of each performance to remind you to keep all electronic devices to a non-audible mode during the production.

GLOSSARY OF TERMS

Auditions: Open to everyone, materials are handed out a few weeks in advance.

Back Stage: On show days, “Back Stage” is defined by a temporary barrier placed in the D-Wing Hallway adjacent to the side door entry to the theatre. Back Stage is “off-limits” to anyone other than the Cast and Crew.

Cast Contract: Cast members and their parents must sign the contract and hand it in before cast members can participate in a show. Cast members should not change hair color, hair length or style prior to obtaining permission from the Directors.

Cast List: The listing of the entire cast and who received what part. The Cast List is posted on the Theater Department bulletin board outside Café 1.

Conflict Sheet: There is a space on the audition form for a potential cast member to write down ALL the possible times they might miss a rehearsal. No conflicts will be accepted two weeks before the show.

Cue to Cue: Normally a whole day rehearsal spent going from light cue to light cue and then running the show.

Cuts/No Cuts: “Cuts” means that there is the possibility that not everyone who auditions will get a part in the show. “No Cuts” means that everyone who auditions will be cast.

Double Cast: The major roles and some of the lesser roles in Fall and Spring Shows are double cast whenever possible. When a role is double cast, two actors play the same part on alternate nights. There is always a Red Cast and a White Cast. Red always opens and White closes. Double casting gives more students the opportunity to perform and provides for a back-up in the event an emergency.

Green Room: Pre-show meeting time with Cast, Crew, Stage Managers & Directors. Warm ups for the performance and last minute instructions or “Notes”

Grips: Tasks given to members of the tech crew during the show; who are responsible for moving pieces of the set to complete scene changes.

Little Theater: Where most theatre classes are held it is also used sometimes for rehearsals and performances such as Studio 2. Also the Theater Homeroom - Upperclassmen may speak to their Guidance counselor about being placed in the Theater Homeroom/

Lombardi Time: A reference to the famed football coach Vince Lombardi, means showing up for rehearsal 10-15 minutes before the call time or be considered late.

MainStage: The Fall show and Spring Musical are considered “mainstage” productions

Memory Mates: Professional photographs of individual actors and the entire cast in costume. Available for purchase.

Notes: Instructions given by the Director to Cast and Crew.

Off Book: Cues and lines memorized. No need for a script.

Playbill: The program for MainStage shows.

Tech Week (aka Hell Week): The week before the show opens. This is the time that is taken to get the actors and the technicians used to working at night and running the show as if an audience is present. These rehearsals tend to start at 5:30 and run until 9:30-10:00 pm.

Theater: To the rest of the school, it's the auditorium, to D-Wingers the Theater!

Set Strike: The day after closing, the cast and the crew work together to dismantle the set so that the stage can be used for the next event. Attendance is MANDATORY.

Showcase: As in a professional theater, the showcase promotes the show and the cast and crew. Headshots are taken by a professional photographer and placed on display. Major roles, some lesser roles and crew heads are featured. Space does not allow for everyone to be featured in the showcase.