



Parkway Central High Theatre

***PRODUCTION
SHOW
PACKET***

for

Students and Parents

CONGRATULATIONS!!

You made the mainstage show at PCH!!! As a member of the company or production team, we know you will put forth your best effort to make the show a success! Remember, theatre is a tradition at PCH and we want to live up to that strong reputation that has been built and will continue to get stronger. Below is a list of items that you and your parent will need to accomplish before continuing with rehearsals or production meetings. Please read, complete and sign the appropriate forms and turn in to Mrs. Voss immediately.

Once again, congratulations and we look forward to working with you.

Only **company members** (cast) should also read, sign and return the following:

- ❖ Production Contract
- ❖ Rehearsal Guidelines
- ❖ Student Pledge
- ❖ Stage and Shop Safety Rules
- ❖ Makeup Kit Order Form
- ❖ T-Shirt Order Form
- ❖ Advertising Form
- ❖ Parent Committee Form
- ❖ PCH Theatre Parents Information
- ❖ Season Ticket Order Form
- ❖ Have a Seat Order Form

production fee for COMPANY MEMBERS :

(straight plays - \$50)

or

(musicals - \$100)

\$ 15.00 t-shirt

\$ 15.00 t-shirt

\$ 15.00 make-up kit

\$ 15.00 make-up kit

\$ 20.00 fee

\$ 70.00 fee

\$ 50.00 total

\$ 100.00 total

(payable to: PCH Theatre Dept.)

(payable to: PCH Musical)

All **production team members** (tech crew/managers) should read, sign and return the following:

- ❖ Production Contract
- ❖ Student Pledge
- ❖ Shop and Stage Safety Rules
- ❖ Technical Theater Safety Permit
- ❖ T-Shirt Order Form (**\$15.00 payable to: PCH Theatre Dept**)
- ❖ Advertising Form
- ❖ Parent Committee Form
- ❖ PCH Theatre Parents Information
- ❖ Season Ticket Order Form
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Parkway Central High School Theatre Department

REHEARSAL GUIDELINES

1. Arrive 15 minutes before you are scheduled for call. Pick up your rehearsal clothes and check about your props. If you must wait, use the time for study, analysis, and work with a scene partner.
2. Leave personal problems outside the stage door so your problems do not distract from the creative work being done on stage and backstage.
3. Do not tell other members of the production what to do. That is the job of the director.
4. Respect the stage manager and assistant stage manager!!!
5. Bring two sharp pencils to rehearsal daily. Take your notes accurately.
6. Always have your own script at rehearsals even after you are off book. Check your dialog and blocking for accuracy even after it is memorized.
7. While backstage or in the house during rehearsals, always whisper so you do not distract actors on stage.
8. Take responsibility for getting yourself ready for your entrance. Stand ready for your entrance several speeches ahead of your entrance.
9. You have a responsibility to the playwright. Speak the words of the playwright as they were written.
10. Adhere to the blocking as designed by the director. Do not add extra movement unless it is accepted by the director and the rest of the cast is informed.
11. Be willing to alter your hair and costume to portray your character on stage. Do NOT cut or color your hair until you consult with your director.
12. Analyze your character. Do historical research. Read books from the same time period. Talk with people who can give you insight into your character. Know your character thoroughly, externally and internally.
13. Learn to accept criticism gracefully and with gratitude. Learn to be your own best critic.
14. **NEVER USE ALCOHOL OR DRUGS BEFORE A REHEARSAL OR PERFORMANCE. KEEP YOUR MIND AND BODY AT PEAK PERFORMANCE. REMEMBER, YOU HAVE SIGNED A PLEDGE WITH THE DISTRICT. A CLEAR BRAIN IS ESSENTIAL FOR THE CREATIVE PROCESS.**

Parkway Central High School Theatre Department

STAGE SAFETY RULES

1. **SHOES ARE TO BE WORN ON THE STAGE and IN THE HOUSE AT ALL TIMES;** Actors should wear character shoes as soon as possible or when designated by the director.
2. Walk cautiously, do not run, and no "horseplay."
3. In case of accident, **DO NOT MOVE THE PERSON.** Call 911.
4. Keep house aisles, the stage floor and exits clear of materials: all book bags and personal items should be in a seat or in a row of seats only.
5. Never use or take another actor's prop or costume piece without their knowledge.
6. Do not tamper with any electrical equipment or set piece. If something is wrong, report it to the Stage Manager immediately.
7. **NEVER**, eat or drink in the theater, **ESPECIALLY** on the stage floor. Eat only in designated areas: the lobby or the scene shop. Actors should also never eat or drink in costume, unless it's water.
8. Maintain a **CLEAN** working environment. Pick up all trash and materials after every rehearsal or meeting.
9. Be aware of your surroundings: open the curtains when moving scenery or props through, don't paint near the curtains or on the carpet, do not mark on the eye (white wall), don't stand on the theater seats. This is all we get, so don't abuse our facility.
10. **SMOKING AND DRUG USE ARE NEVER PERMITTED IN THE THEATRE OR BACKSTAGE!**

SHOP SAFETY RULES

1. **AT NO TIME SHOULD A PERSON WORK ALONE IN AN AREA.** If you are injured, someone needs to call or get help.
2. In case of accident, **DO NOT MOVE THE PERSON.** Call 911.
3. Approved eye protection must be worn while activities are in progress.
4. All machine safety guards must be kept in place.
5. Avoid talking to or bothering machine operators.
6. All loose clothing and/or long hair must be secured for your own safety.
7. Walk cautiously, do not run, and no "horseplay."
8. Tools should be in good condition, used correctly, and stored properly.
9. All cutting and shearing tools should be kept sharp.
10. Hands and fingers **MUST NEVER** be in front of cutting tools.
11. Keep aisles and floors clear of materials: tools, lumber, furniture, paint cans, etc.
12. You must receive proper instruction before operating any power tool in the shop. If you forget, don't guess, ask someone or consult the attached manual.
13. **SHOES ARE TO BE WORN IN THE SHOP:AREA AT ALL TIMES.**
14. **SMOKING AND DRUG USE ARE NEVER PERMITTED IN THE THEATRE OR BACKSTAGE!**
15. Do not tamper with any electrical equipment. If something is wrong, report it to the master carpenter, shop foreman, or technical director.
16. Any tools taken to the catwalk **MUST BE ATTACHED** to the person by a belt or cord.
17. Broken or lost tools should be reported to the master carpenter, shop foreman, or technical director.
18. **SAFETY SHOULD BE EVERYONE'S CONCERN. TOOLS CAN BE REPLACED -PEOPLE CAN NEVER BE REPLACED.**

**Parkway Central High School
Theatre Department**

PRODUCTION CONTRACT

I am happy and excited for this opportunity to be involved with a valuable theatre experience. I realize I am an important person in a complicated maze of actors and technicians working on stage and backstage. In order for all of us to have a successful experience and happy memory I know I must be willing to do my part. Therefore, I agree to the following:

1. I promise to keep a good attitude and to be encouraging, positive, and appreciative of fellow actors, crew heads, crew members, adult directors, and parents.
2. I have carefully read the list of stage and shop safety rules and I agree to follow them. I will remind others to do the same. If I am on any medication (for colds, allergies, etc.) I will not use power tools.
3. I agree to memorize my script and choreography by the specified date and/or complete all the items on my crew list. I realize my failure to complete my job is a serious lack of commitment to everyone involved with the production.
4. I realize that time is of the essence. I promise not to waister the directors', managers', fellow actors, crew members or even my own time. I will come to all rehearsals or crew meetings on time and prepared. I also agree to come to every rehearsal or meeting I am scheduled for will contact the necessary people if unable to do so. I realize that missing more than two rehearsals or meetings unexcused will cause me to be removed from the production.
5. I realize by being part of this production I am sacrificing several hours of my day. I promise to reduce stress by employing time management skills and organizing my life.
6. My education is of prime importance to me and to my parents. While I am part of this company and production team, I will not let my grades suffer. If my grades begin to slip, I Will do something about it. If I do nothing, I realize I will be removed from the production.
7. I understand the eligibility requirements set forth by MSHSAA. I understand that failure to follow these rules may result in my removal from the production. These rules include:
 - ❖ Be currently enrolled in a minimum of SIX courses.
 - ❖ Have passed SIX classes the preceding semester. (no more than 2 F's)
 - ❖ Not had any unexcused class absences on the day of a performance or competition.
 - ❖
8. If I am feeling pressure or stress, I understand I do not have to keep it to myself. I know I can talk with the directors of the show about my concerns. I promise not to take out my frustrations on my parents, friends, teachers, directors, cast or crew members.
9. I realize my parents are being supportive of my creative efforts and have rearranged their schedules to accommodate mine. I will be understanding of my parents and not get crabby when they cannot drop everything to cater to me.
10. I know I may not smoke, use alcohol and other illegal drugs on OR OFF the school campus. I accept and pledge to abide by the Code of Conduct specified by the district. Violating this district rule will result in my removal from the show.
10. I know I may not smoke, use alcohol and other illegal drugs on OR OFF the school campus. I accept and pledge to abide by the Code of Conduct specified by the district. Violating this district rule will result in my removal from the show.

I understand my failure to live up to any of my responsibilities will result in my being replaced as an actor, crew head or crew member.

Parent Signature **Date** **Student Signature** **Date**

**Parkway Central High School
Theatre Department**

ELIGIBILITY REQUIREMENTS

set forth by

THE MISSOURI STATE HIGH SCHOOL ATHLETIC ASSOCIATION (MSHSAA)

To be eligible to participate in any competition or public performance representing Parkway Central High School a student must:

- ❖ Be currently enrolled in a minimum of SIX courses.
- ❖ Have passed SIX classes the preceding semester. (no more than 2 F's)
- ❖ Not had any unexcused class absences on the day of a performance or competition.

I have read the above information and agree to follow the rules set forth by MSHSAA.

Parent Signature

Date

Student Signature

Date

**PARKWAY ATHLETICS AND ACTIVITIES HONOR
CODE**

STUDENT PLEDGE

As a participant in designated sports/activities, I agree to abide by all laws and rules regarding the use of alcohol and other illegal drugs. Chemical dependency is a progressive, but treatable, disease characterized by continued drinking or other drug use in spite of recurring problems resulting from that use. Knowing that athletics and activities are a privilege, I accept and pledge to abide by the CODE OF CONDUCT attached hereto, and other rules established by my coach or sponsor.

To demonstrate my commitment, I pledge:

1. to abstain from the use of possession of alcohol and other illegal drugs;
2. to seek information and assistance in dealing with any chemical dependency problems;
3. to approach my parents, coach, or sponsor about my needs and problems;
4. to follow training rules established by my coach or sponsor to promote my health and well-being.

Parent Signature

Date

Student Signature

Date

**Parkway Central High School
Theatre Department**

MAKEUP ORDER FORM

NAME _____ PRODUCTION _____

COMPLEXION

PK-0 White: Fairest

PK-1 White: Fair-Medium

PK-2 White: Tan

PK-45 Black: Light

PK-5 Black: Medium

PK-6 Black: Dark

PK-3 Olive: Fair-Medium

PK-4 Olive: Deep

STUDENT MAKEUP KIT INCLUDES:

1 sponge

1 brush

1 powder puff

1 stipple sponge

1 base

1 powder

1 lip color

1 highlight/shadow

Remember, the makeup kit is included in the Production Fee for company members.

T-SHIRT ORDER FORM

NAME _____ PRODUCTION _____

SIZE: (all t-shirts are made of 100% cotton)

S

M

L

XL

XXL

PRICE: \$15.00 sizes S-XL \$17.00 size XXL

(tech crew pays separately; actors – its included with your production fee)

Remember, one t-shirt is included in the Production Fee for company members.

Additional t-shirts may also be purchased for the above price.

All production members should pay by cash or check, made payable to the **PCH THEATRE** .



Parkway Central High Theatre

PCH Theatre PATRON PACKAGES

“CORPORATE SPONSORSHIP”

\$500.00 + Donation

6 complimentary tickets for each production
Naming rights to the PCH Theatre for the current season
Billing and logo on all publications for the current season
1 full page ad in all programs
5x5 lobby display space during shows
Advertisement on theatre website with company name,
logo and hyperlink to corporate web page

“PRODUCER”

\$100.00 + Donation

4 complimentary tickets for each production
1/2 page size ad in all mainstage programs
Exchange privileges and advanced ticket sales

“DIRECTOR”

\$50.00 + Donation

2 complimentary tickets for each production
1/4 page size ad in all mainstage programs
Exchange privileges and advanced ticket sales

“SPONSOR”

\$25.00 + Donation

1 complimentary ticket for each production
A “one liner” ad in all mainstage programs
Exchange privileges and advanced ticket sales

DIRECTIONS:

Fill out the form to the right and mail with a check.
Tickets will be mailed to you prior to the first production date.

All donations are TAX DEDUCTIBLE.

MATCHING GIFT PROGRAM

**Make your donation go further by having
your employer “match your gift!”**

YES, my company will Match My Gift!

Company's Name: _____

PCH Theatre Department Season Ticket Order Form

Name/s (as you would like it to appear in the program)

Address _____

City _____ Zip _____

(h) _____ (cell) _____

Email: _____

1. CHOOSE YOUR PATRON PACKAGE

___ “Corporate ” ___ “Producer” ___ “Director ” ___ “Sponsor”

2. CHOOSE YOUR NIGHT

Mainstage shows run Thr/Fri/Sat @ 7:30 pm.

** Musicals also run on Sunday @ 2:00 pm

One-Acts run on a Thr/Fri @ 7:00 pm.

___ Opening Night (Thr) ___ Second Night (Fri)

___ Third Night (Sat) ___ Fourth Night (Sun) **

3. INCLUDE YOUR PROGRAM AD

- YES, I have included my ad for the program.
- I didn't included my ad, but will mail it ASAP!!
- NO, I do not want an ad in the program.

4. SEATING

Seats will be assigned from the Center Section out, unless
otherwise noted. Handicap seating needed? Y N

Mail this form and a check, made payable to:

THE PCH THEATRE PARENTS

PCH Theatre Department Attn: Nicole Voss
369 N. Woods Mill Road Chesterfield, MO 63017

For additional information, call 314-415-7940 or
email Nicole Voss at nvoss@parkwayschools.net

<http://www.pkwy.k12.mo.us/chs/> (teacher website/Voss)

RESERVED TICKET ORDER FORM - MUSICALS

NAME: _____ ADDRESS: _____

PRODUCTION: _____ PHONE: _____ ORDER DATE: _____

Tickets are \$8.00/students, \$10/senior citizens (65+) and \$12.00/adults. **UNFORTUNATELY, NO COMPS ARE GIVEN TO ANYONE FOR THE MUSICAL** Tickets will go on sale to the public 2 weeks prior to opening night. Tickets can be purchased during all lunch shifts or may be phoned in to the box office: 415-5944. ALL RESERVED TICKETS MUST BE PAID IN ADVANCE, AT LEAST THREE DAYS PRIOR TO THE DATE OF PERFORMANCE. Phone ticket reservations made on the day of a performance will be held until 15 minutes prior to curtain. Thereafter, all reservations will be released. Make checks payable to the PCH THEATRE. All ticket orders for cast/crew/orchestra must be accompanied with this form and payment.

Thursday @ 7:00

_____	@ \$8.00	=	_____	
_____	@ \$10.00	=	_____	
_____	@ \$12.00	=	_____	\$ _____
				Thr. tix subtotal

Friday @ 7:00

_____	@ \$8.00	=	_____	
_____	@ \$10.00	=	_____	
_____	@ \$12.00	=	_____	\$ _____
				Fri. tix subtotal

Saturday @ 7:00

_____	@ \$8.00	=	_____	
_____	@ \$10.00	=	_____	
_____	@ \$12.00	=	_____	\$ _____
				Sat. tix subtotal

Sunday @ 2:00

_____	@ \$8.00	=	_____	
_____	@ \$10.00	=	_____	
_____	@ \$12.00	=	_____	\$ _____
				Sun. tix subtotal

TOTAL NUMBER OF TICKETS: _____

TOTAL AMOUNT DUE \$ _____

PAID: CASH CHECK # _____

RESERVED TICKET ORDER FORM - PLAYS

NAME: _____ ADDRESS: _____

PRODUCTION: _____ PHONE: _____ ORDER DATE: _____

Tickets are \$6.00/students, \$8/senior citizens (65+) and \$10.00/adults. Tickets will go on sale to the public 2 weeks prior to opening night. Tickets can be purchased during all lunch shifts or may be phoned in to the box office: 415-5944. ALL RESERVED TICKETS MUST BE PAID IN ADVANCE, AT LEAST THREE DAYS PRIOR TO THE DATE OF PERFORMANCE. Phone ticket reservations made on the day of a performance will be held 15 min prior to performance time. Thereafter, all reservations will be released. **Each member of the CAST and PRODUCTION TEAM is allowed 1 comp ticket for the run of the show..... not each night.** Make checks payable to the PCH THEATRE.

Thursday @ 7:00

_____	@ \$0.00	=	_____	
_____	@ \$6.00	=	_____	
_____	@ \$8.00	=	_____	
_____	@ \$10.00	=	_____	\$ _____

Thr. tix subtotal

Friday @ 7:00

_____	@ \$0.00	=	_____	
_____	@ \$6.00	=	_____	
_____	@ \$8.00	=	_____	
_____	@ \$10.00	=	_____	\$ _____

Fri. tix subtotal

Saturday @ 7:00

_____	@ \$0.00	=	_____	
_____	@ \$6.00	=	_____	
_____	@ \$8.00	=	_____	
_____	@ \$10.00	=	_____	\$ _____

Sat. tix subtotal

TOTAL NUMBER OF TICKETS: _____

TOTAL AMOUNT DUE \$ _____

PAID: CASH CHECK # _____



Parkway Central High Theatre

Advertising Contract

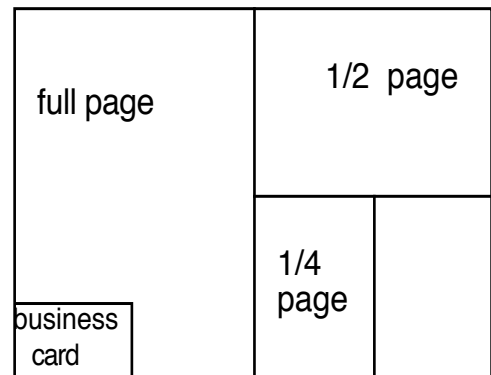
Name			_____
Address		City / State / Zip	
_____	_____	_____	_____
Work Phone	Cell Phone	Email	
_____	_____	_____	
Authorized by	Signature	Date	
_____	_____	_____	

Please read carefully:

- * Be sure the contract is filled out completely.
- * This ad will appear in the mainstage production program.
- * Black on white "Camera Ready" copy is preferred OR email to: nvoss@parkwayschools.net
- * Do not staple, tape, bend or write on ad copy.
- * Make a copy of this contract for your records.
- * A finished copy the program will be sent to in the mail.
- * Please include a check payable to PCH Theatre Department with the contract and the ad copy. Mail to:
Parkway Central High Theatre Dept. 369 N. Woods Mill Rd. Chesterfield, MO 63017

Please check desired ad size:

_____	Full Page	\$50.00	5 1/2" x 8 1/2"
_____	Half Page	\$25.00	5 1/2" x 4 1/4"
_____	Quarter Page	\$15.00	2 3/4" x 4 1/4"
_____	Business Card	\$10.00	2" x 3 1/2"





Support the Performing Arts and.... “HAVE A SEAT”

As a fundraiser for the PCH Theater, you have an opportunity to “purchase” a seat as a lasting tribute to your favorite musician, singer, band member, Thespian, family member or friend!

Brass nameplates will be permanently attached to each Donor’s seat. This can be a great tribute to a loved one, and makes a perfect holiday, birthday or graduation gift. Today, tomorrow and many years from now, whenever you come to enjoy Central’s productions, your “signature” seat will still be there. What a great honor to remember that special child, teacher, friend or relative!

Each seat contribution is \$100 each and is **TAX-DEDUCTIBLE**. Please make checks payable to the PCHS Seat Fund. A personal certificate is provided with each donation. Share the excitement for excellence in performance art at PCHS and “HAVE A SEAT!”

Complete the order form and returned to Mrs. Voss in the Theatre Department. Orders received by April 15th of each year will be installed prior to the Theatre and Music banquets. Orders received thereafter are NOT guaranteed installation by banquet but will be installed before the next school year.

HAVE A SEAT ORDER FORM

Donor’s Name: _____

Address: _____ City, State, Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

INSCRIPTION INFORMATION

____ In Honor of ____ In Memory of Class of _____ (PCH Grad)

_____ (name of recipient)

_____ (optional line inscription - limit 25 characters)

Return to: PCHS School Book Store or mail to:

369 North Woods Mill Rd. Chesterfield, MO 63017
Attn: PCH Seat Fund / Nicole Voss

THANK YOU FOR SUPPORTING THE PERFORMING ARTS!