



**CENTRE STAGE THEATRICAL SCHOOL & COMPANY**  
P.O. BOX 6158 KINGWOOD, TEXAS 77325 (281) 540-0078

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**2017-2018 SCHOOL YEAR INFORMATION**

**WELCOME!**

Centre Stage Theatre School welcomes you and your child to the 2017-2018 school year. We are very happy to have you join us. Your child will receive training in many areas of musical theatre, including vocal training, musical theatre movement with choreography, stage areas, basic terminology and scene blocking, culminating with performance in a musical production. But more importantly, students learn teamwork and responsibility while boosting their self-confidence and self-esteem.

We hope that you will also find your experience with Centre Stage to be enjoyable. Centre Stage is not just for the children, but for the parents as well. It's a great way to make new friends, learn a new skill or just have fun with a great group of people.

Listed below is some basic information to help you get acquainted with Centre Stage. If you have any questions, don't hesitate to ask. Please check your weekly email newsletter for important information! Once again welcome to Centre Stage.

**2017-2018 SEASON**

**ELF, JR. THE MUSICAL** – Fall Production

November 10-12 and November 17-19 at The Nathaniel Center in Kingwood

**THE LITTLE MERMAID, JR.**– Spring Production

May 11–May 13 and May 18-20 at The Nathaniel Center in Kingwood

**CLASSES**

Sundays 2:00-3:30 pm OR Sundays 3:30-5:00 pm

Classes meet on Sundays at Rowland/Ballard, 1320 Kingwood Drive in Kingwood unless otherwise indicated. Class placement will be determined by the Artistic Staff during the audition process. Student class lists will be posted after registration. If you are unsure about your class placement, email Barry Dean at [deanstage@comcast.net](mailto:deanstage@comcast.net). **Once a show has been cast class times may change due to the need for students from various classes to work together to rehearse production numbers. Extra rehearsals may be added, including Saturday evenings.**

As students will be moving and dancing, it is important that they wear proper clothing and shoes to rehearsals. Clothes should be loose fitting and easy to move in and not long enough to trip on. No flip-flops or sandals are allowed—tennis shoes or dance shoes are required.

During rehearsals for a production, classes may run slightly longer than the times listed. If the Artistic Staff is in the middle of a number, they may need to complete the work and then release class. Please keep this in mind when planning activities.

**ATTENDANCE**

Attendance is necessary for all classes. If a situation occurs that requires that you miss a class, please notify Barry at least 48 hours prior to class by email at [deanstage@comcast.net](mailto:deanstage@comcast.net) prior to the absence. For unscheduled absences, please notify the School Administrator at [centrestagenews@gmail.com](mailto:centrestagenews@gmail.com). Once a production is cast and rehearsals have begun, absences are not allowed unless arranged for well in advance and approved by Barry.

**CASTING POLICY**

CASTING for the shows will be determined by the Artistic Staff alone, based on the needs of the production and how well a particular student's abilities match the specific roles being cast. Auditions are held by the Centre Stage Artistic Staff, including the Director, Musical Director, Associate Director(s) and Choreographer. Parents are not allowed to be present during initial auditions for school placement but are sometimes invited to special auditions and call backs. Check your email newsletter for dates and times. Elf, Jr. The Musical auditions will be held shortly after registration while The Little Mermaid, Jr. auditions will be held shortly after the Christmas break. All students are in both productions.

CASTING is the sole responsibility of the Artistic Staff. Board members' opinions, parental involvement and students' years of Centre Stage participation are NOT considered. The intention of the Artistic Staff is to cast the best possible person for each role. In addition to talent, determining factors include student behavior, availability for rehearsals, previous theatre experience, and physical compatibility with a specific role, amongst others. Previous lead roles in Centre Stage productions do not guarantee future roles.

It is our philosophy that all cast members are equally important to the success of a show, including the chorus, crew and slew of volunteers. Parents are encouraged to help instill these values in their children to ensure future success in the performing arts as well as to develop a strong sense of teamwork and self-esteem.

## TUITION

Tuition is determined by the overall school year and then divided into equal monthly payments with a full month's tuition due in September. There are no additional charges for extra classes or rehearsals, nor are there credits for months with fewer classes as they are factored in the total tuition. Tuition is due the first rehearsal of the month.

### Tuition rates are as follows:

Annual Tuition Rate.....	\$900
Year paid in full in advance.....	\$800 (one month free)
9 Monthly Payments.....	\$100 (September through May)
Discount for additional siblings.....	\$855 year or \$95/mo.
Returned checks.....	\$15
Late fee after 15 <sup>th</sup> .....	\$10

For those paying monthly by check, please use the box labeled CENTRE STAGE located at the Rowland/Ballard's front desk or give to the parent volunteer working the front desk during class time. Do not put cash in the tuition box. You may also pay by credit card by simply filling out a debit authorization form. ***If a student withdraws from Centre Stage, a 30-day advance written notification must be provided.*** Tuition payments are still owed until this notification is received. Yearly tuition prepaid will be prorated with student being charged \$100 per month for any month in which a class was attended.

## OTHER FEES

In addition to tuition, there are other required fees including production fees, costume fees, headshots and rehearsal materials. Payments for scripts are due PRIOR to receiving a script, unless otherwise noted scripts then become the property of the student. If a child is in more than one production additional fees will apply.

Each student will receive a show tee with the paid Production Fee for each show. Other merchandise such as logo shirts, polos and hoodies will be offered at times throughout the school year. These are all optional purchases. Adult sizes for parents and volunteers are also available for purchase. Orders are taken online and payment is due when merchandise is received. We also offer DVDs of all performances of each show. Payments for this merchandise are due with the order form.

## FUNDING OF PERFORMANCES

Centre Stage is a 501(c)(3) non-profit organization and without any corporate or foundation support we depend primarily upon ticket sales, fundraisers and private sponsorships to maintain the high standard of Centre Stage productions. The cost to produce even a small, simple show is over \$40,000. With more elaborate shows the costs can easily exceed \$65,000. Your tuition covers operational costs for the school, including salaries for our Artistic Staff and facility fees. Production costs are not included in tuition.

### Ways You Can Help:

- Link your Randall's card to Centre Stage. Our number is 5506-- just ask the cashier or the customer service counter to link your card to that number. You only have to do this once from then on your purchases will be credited to Centre Stage. (You can link more than one organization to your Randall's card).
- You can make a donation and fill out the paperwork to have your employer match your donation. If you need help finding out if your company does this let us know.
- Find out if your company makes donations based on volunteer hours of its employees and their families and apply for the funds. Exxon Mobil does this as well as other companies.
- Ask family, friends or area business that you frequent to purchase an ad in the playbill, make a tax deductible donation or sell to us at a reduced price (we also take donations of goods and services). As an added incentive to help fundraise for Centre Stage, a reduction in fees can be earned through sponsorship and ad sales. ***For every \$500 in playbill ad sales and Sponsorships you bring in, you earn a \$100 credit toward Production Fees.*** Please see Sponsorship Packet for more details.
- Help us to find contact people with companies, foundations or other funding sources.
- Sell tickets to productions to your friends or family.** For a show that runs over two weekends, each family is requested to sell about 30 tickets.

## VOLUNTEERS

Centre Stage needs LOTS of volunteers. Everything that goes into a production, excluding the artistic part and a couple of specialized technical positions, has to be done by volunteers. Some of the areas where we need volunteers include:

- Ticket sales (both group and individual)
- Advertising & Publicity
- Fund Raising
- Set Construction, Load-in and Load-out
- Costumes
- Props
- Painting
- Merchandise Sales

- Backstage Crew
- Spotlights Crew
- Dressing Room Crew

- Ushers
- Concessions
- Housekeeping

The more volunteers we have, the easier the jobs. Each family is required to contribute 40 volunteer hours per school year. A volunteer deposit of a \$200. A post dated check is required at registration and will be cashed at the end of the season if the 40 hours are not met. Please see the attached Volunteer Fee form for more information.

There are jobs that can be done at night, on weekends, or by phone. Whether you work full time or have small children, we have jobs that you can do. Working on a show can be one of the most rewarding experiences of your life. It is a great opportunity to meet and get to know a lot of great people. No experience is necessary. We will train you or find something that you can do. Very few of us had theatrical experience before volunteering with Centre Stage.

Ask family members or neighbors to volunteer. If you have friends who like to sew, build things, or paint, we would be glad to have them. Anyone you recruit to work can help fulfill your volunteer obligation. If the student is old enough, they can help with small jobs. This is great way for them to get the full experience and feel the reward of hard work and success.

## **TICKET SALES**

We depend on ticket sales to cover the show expenses. We usually offer tickets for sales to our families and their friends prior to the tickets going on sale to the public. Each family is asked to sell 30 tickets per production. These tickets are on a first come, first served basis. Don't wait until the end of the pre-sale period and expect very good seats. Tickets are non-refundable. Once tickets go on sale to the public at tix.com, there will be a service charge added to the cost of the tickets. Other ticketing services may be used to sell sponsor tickets, shows with table seating, and special performances at the Hobby Center.

Seating is available for the handicapped and all venues are wheelchair accessible.

## **TECH WEEK**

**ELF JR. THE MUSICAL – Monday, November 6 thru Thursday Nov. 9**

**ANNIE JR. (Matilda) – Monday, May 7 thru Thursday May 10**

Since a studio and the actual stage are quite different, we will move classes to the actual theatre (usually the Nathaniel Center) for nightly rehearsals beginning the Monday before a show opens (Tech Week). These technical rehearsals are very important as they will probably be the first time that the cast is working with the sets, drops, costumes, and props. It is also the first time that we are able to set the lights and work with microphones. If a student is absent from one of these rehearsals it affects the entire cast and may result in the student being cut from the numbers rehearsed. It is just as important for the student's safety that they attend all Tech Week rehearsals. Set pieces can be very large and heavy and moved numerous times during the production; if a student is unaware of these movements, they could be injured by being in the wrong place at the wrong time. Also drops and flies (curtains and scenery that drop down from the ceiling) are quite heavy and can cause injury if a person is standing under them when they are lowered. Our stage crew is made up of parent volunteers and they are serious about trying to avoid injuring anyone, but often when moving large set pieces or lowering drops in the dark, they are unable to have a clear view of the landing spot. So all actors must know when and where they should be on the stage at all times. It is imperative that your child attend all Tech Week rehearsals and follow the rules for behavior in the theatre.

Tech Week rehearsals are also the first time we run through an entire show with lights, sound, set, props and costume changes. These rehearsals are important to make sure the show works correctly. It takes practice to make sure the staging and blocking are timed right. The last thing that we want to happen is to find out in front of an audience that a scene or costume change won't work in the time given. It is very upsetting to the children if they miss a cue, even when the circumstances are beyond their control. As mentioned above, we need them to be aware of all set changes for safety purposes. Due to the nature of Tech Week, the rehearsals will usually run much later than planned.

**This is the most important and difficult week of the entire production process. *Absolutely NO ABSENCES will be allowed.* It is essential that all cast members be present.**

## **THEATRE RULES**

Eating is not allowed in the Nathaniel Center except in the kitchen area. As there is a charge for the use of this area, we cannot allow children to eat at the Nathaniel Center during rehearsals. Also there may or may not be breaks depending upon what is being done at that rehearsal. Water bottles are allowed. Please feed your child before arriving for rehearsal.

No running around backstage is allowed. Students should stay in their assigned dressing rooms until time for their cue. Parents not participating in the crew are not allowed backstage unless scheduled to work a shift in the dressing room. These rules are extremely

important for the safety of everyone involved.

During the run of a production, if there are multiple shows scheduled in one day, cast members are usually not allowed to leave between shows. We will arrange for food to be brought in for the cast members and crew and you will be notified in advance about the arrangements and any cost involved.

## CONTACT INFORMATION

Mailing Address: PO Box 6158, Kingwood, TX 77325

Phone: 281-540-0078 (voice message)

Websites:

[www.centrestagekw.org](http://www.centrestagekw.org)

Artistic Director: Barry Dean

Musical Director: Carrie Warren

Email address: [deanstage@comcast.net](mailto:deanstage@comcast.net)

Communications Director/School Administrator: Shanna Lumpkin

Phone number: 281-435-6571

Email address: [centrestagenews@gmail.com](mailto:centrestagenews@gmail.com)

### Centre Stage Board of Directors:

Kathy Red, President

Louis Mascolo

Mark Chambers

Kim McLemore

Barry Dean

Sue Daniels, Secretary

It is very important to stay informed and there are several mechanisms to accomplish this.

- Check your email regularly. We email a weekly newsletter full of valuable and important information. If you are not receiving emails from us, please contact Shanna Lumpkin at 832-707-7583.
- Be present before or after rehearsals and ask questions.
- Check the Centre Stage Family Site at <http://sites.google.com/site/centrestagefamily>. Weekly newsletter is posted by Tuesday.
- Follow us on Twitter; go to the family site for the link
- Sign up for text alerts; watch for instructions in our weekly newsletter or ask Shanna Lumpkin for details.

If you have questions regarding any issues contact either a board member or a staff member.

Please remember that we are guests at Rowlands. They very graciously allow us to rent studio space at a very reduced rate. The ladies who work at the front desk during the week and answer the phone are not affiliated with Centre Stage. We do have Centre Stage Volunteers on hand at all Sunday classes to answer questions. Please direct all inquiries to a Centre Stage staff, desk volunteer, or board member. Please be courteous to all Rowlands staff and students.

Thank you for joining Centre Stage. We hope that you and your child will have a wonderful experience during the upcoming year.

## THANK YOU!

*Centre Stage is a non-profit, community service organization dedicated to the development of youth through education in the performing arts.*