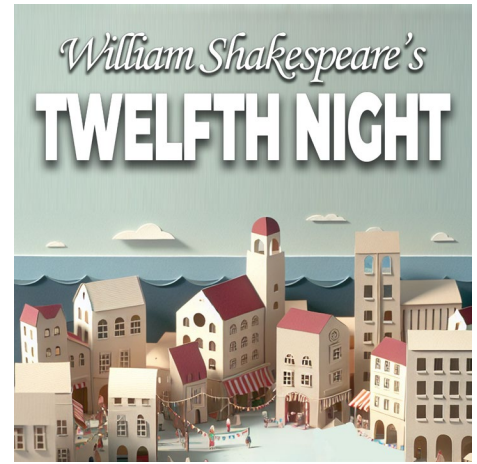


Twelfth Night
September 8th – October 27th
Parent Information Packet



1. Welcome to Twelfth Night at VST!

a. Meet the team:

- Director – Jessica Clark Boody
- Special Music – Jada Cato
- Stage Manager – Dakota Patrick
- STARS Artistic Director – Jenna Bellamy

2. Rehearsal Information

a. Drop Off & Pick UP

- Drop off and pick-up will happen at the side door next to the lobby of Virginia Samford Theatre. We'll have a yard sign there for the first few days pointing to the door. At drop-off we will greet you at the door and instruct students where to go and to sign-in. For pick-up, we will walk out together for a quick dismissal.
- Drop off will start 30 minutes before rehearsal start time. Please do not send them earlier as there will not be proper supervision. Students are expected to arrive on time for each rehearsal (at least 5-10 minutes before the start time).
- VST doors remain locked during rehearsal hours. If you or your child will be late, please contact me first – do not contact fellow student actors to let them know first.
- If you arrive early for pick-up, please DO NOT PARK in the driveway in front of the theatre. You are welcome to park in another spot and walk up to get your child. At pick-up time, you may pull into the driveway on the theatre side of the driveway. Cars should line up in the right lane beginning at the sidewalk. The line will flow around the corner by the marquee onto 26th Street South.

b. Building Procedures & Parking

- Students should always remain in the rehearsal space and may only go to other workspaces with a production team member. No one is to come and go from the building during rehearsal. Leaving without permission will result in being locked out.
- Students who drive may park in the brick lot and alley near the theatre, on Highland Ave around Caldwell Park, or the Grey Building Lot. Drivers are encouraged to park and walk together going to and from the theatre.
- Please DO NOT park in private spaces at the white building off the alley!

c. Materials

- Scripts and “No Fear Shakespeare” books are yours to keep so you can write and highlight them as needed. A copy of the script is already on the STARS Callboard.
- Students should come to rehearsal with their script, pencil, a bottle of water, and a snack to every rehearsal. Please wear clothes you can move freely and confidently in, and wear closed toed shoes – no flip flops, slides, or sandals!

d. Absences & Rehearsal Conflicts

- Please remind me when you will be late, out, or need to leave early. Unless someone is sick or there is an emergency, we cannot allow any more absences other than the ones already submitted to us.

- When students are out, it is their responsibility to return to rehearsal as prepared as possible. Please utilize rehearsal videos on the STARS Callboard to review blocking, and notes before returning to rehearsal.
- Students must be at every tech rehearsal and performance starting October 19th

e. Schedule

- Not every cast member will be called for every rehearsal, but you're welcome to attend any rehearsal you want. Schedules can be found on the STARS Callboard.
- Weekly or daily schedules/reminder emails will be sent so you will know the plan and if/when there are any changes. These will also be posted on the STARS Callboard. Use these to look ahead and know what we'll be working on each day.

f. Other Cast & Rehearsal Information

- Please have your actors work on their lines and blocking outside of rehearsal to get comfortable with the language. Our off-book date is Monday, October 14th.
- There is still a need for additional officers, sailors, and attendants – we'd love to have some of our usual friends join us close to tech to work more folks into the show!

3. Performance Information

a. Performance Schedule

- We will have 5 performances of the show – Performance Dates & Times are:
 - Thursday, October 24th at 7:00pm (call time – 5:30pm)
 - Friday, October 25th at 11:00am (call time – 9:30am) SCHOOL SHOW!
 - Saturday, October 26th at 2:30pm (call time – 1:00pm)
 - Saturday, October 26th at 7:00pm (call time – 5:30pm)
 - Sunday, October 27th at 2:30pm (call time – 1:00pm)

b. Costumes & Hair/Make-up & Performance Instructions

- Cast members will need to provide their own shoes, tights, or socks, and must wear an undershirt to protect their costumes.
- Actors may have wigs, hats, or hairpieces as part of a costume, but all will be responsible for styling (or wig prepping) their own hair.
- More detailed information about shoes, hair, or other performance needs will be included in the Performance Instructions that I will send on Friday, October 11th.

c. Parent volunteer opportunities

- We'll need a parent volunteer backstage during tech rehearsals and performances. There's a Volunteer Sign-up on the STARS Callboard. Spoiler: It's hanging up clothes.
- We also need volunteer ushers for each performance. You can sign up on the Volunteer Sign-up on the STARS Callboard. Our House Manager, Jaime Styles, will send usher reminders from styles27@gmail.com or housemanager@vstbhm.org.

4. CRASH Form & Wellness Policies

- a. Our agreement to company rules and student health info sheet is called the CRASH Form (Company Rules and Student Health) and can be found on the STARS Callboard. Please fill this out with your student by September 15th.
- b. Starting Friday, October 18th if your actor is diagnosed with FLU, STREP, COVID-19, or anything contagious that would prevent them from attending tech or dress rehearsals, your actor will not perform in the show. A refund will not be issued.

- c. If students are sick with fever or have symptoms preventing them from being successful at rehearsal, keep them at home. When you're sick, please let me know ASAP and keep me in the loop so we can make decisions on how to best move forward.
- d. Make good decisions! Avoid injury and all other things that could hinder your success in rehearsals and performances. Drink plenty of water, wash your hands, get plenty of sleep, and take your vitamins. Do what is necessary to support the wellness of the cast!

5. Additional Information:

a. Social Media

- Social media helps advertise our shows so please feel free to share as much as possible! Parent advertising is our biggest ticket seller. Please keep all posts positive and professional. If you have questions about posting an image or video, just ask!

b. Payments & Scholarships

- The rehearsal and performance fee for the show is \$300. This cost includes a keepsake script, No Fear Shakespeare book, a show gift, and two comp tickets.
- You are welcome to pay tuition in full or in installments. A \$100 deposit is due Sunday, September 15th and final payments will be due Friday, October 18th. If we need to work out another plan, I'm flexible. Payments can be made via the link on the STARS Callboard, or you can pay by check – whatever works!
- Anyone who is interested in applying for a scholarship, please do! There is a new way to request the scholarship form on the STARS Callboard. Requests must be made prior to Friday, September 13th and due on Sunday, September 15th. Scholarship awards will be granted on Wednesday, September 18th.

c. Tickets

- Tickets are on sale right now – they are \$28 for adults and \$23 for students. You can purchase them online or by calling the box office at 205-251-1206. Spread the word!
- Each family gets two complimentary tickets to a public performance of the show, and these can be claimed via the Comp Ticket Form on the STARS Callboard. You can also call the box office to claim comp tickets. Please share your student actor's name(s) when claiming them.

d. Jenna's Office Hours & Contact Info:

- I teach at Avondale Elementary every Monday, Tuesday, and Wednesday from 8:00am to 11:30am. I'm in the office after that up until rehearsal times. I'm sometimes here on Thursdays and Fridays, and sometimes I'm in Tupelo.
- If you need to reach me and your message is not time sensitive, send an e-mail. If you need to reach me quickly, texts work best – especially right before or during rehearsal. I may not write back right away, but I'll do my best to be quick with a reply!

Thank you so much for sharing your phenomenal students with us and for being an integral part of our success. We're excited to bring back Shakespeare STARS and thrilled you are part of the magic!

Jenna Bellamy

STARS Artistic Director and Director of Education

Virginia Samford Theatre

Email: jenna.bellamy@vstbhm.org

Office: 205-251-1228 (ext. 105)

Cell: 205-807-1562

