

**MSA THEATRE DEPARTMENT
MAY PARENT MEETING
May 22nd, 2019**

6:30 WELCOME & INTRODUCTIONS

Mike Krieger, *Booster President*

6:45 PROGRAM HIGHLIGHTS

Overview of the Theatre Department

- Productions / Events / Opportunities
- Class Time, Auditions, Casting & Grading
- Rehearsal Expectations, Tech Weeks & Vacation Time
- Communications: Meetings, Website, Wix App, Newsletter, Email
- Volunteer Opportunities

7:15 Budget, Fundraising, Family Giving, 100% Participation Program

7:30 Volunteer Breakouts & Sign Ups

8:00 Proposed Calendar Overview

- | | |
|--------------------------|---------------------------------------|
| ▪ Summer Assignment | • Lenaea Theatre Festival |
| ▪ Summer Workshops | • Spring Play |
| ▪ Fall Musical | • Chapman Shakespeare Festival |
| ▪ Book Passage & Soirées | • <i>Ohlone Theatre Festival</i> |
| ▪ Studio Nights | • <i>Mother Lode Theatre Festival</i> |
| ▪ Divine Wine Fundraiser | • Showcase Fundraiser |
| ▪ Words & Music | |

8:30 Q&A

8:45 Turn in 100% Participation and Volunteer Commitment Forms

THEATRE BOOSTER MEETING SCHEDULE 2019/2020

The best way to stay informed is to attend our monthly Drama Booster meetings, held on the **third Tuesday** of each month (with some variation for schedule conflicts). We meet in the PAC and begin at **6:15pm**. Note that four times a year our meeting is preceded by an MSA-wide meeting. Mark your calendars for the following dates:

- August 20 [MSA Town Hall]
- September 17
- October 15 [MSA Town Hall]
- November 19
- December 17
- January 21 [MSA Town Hall]
- February 11
- March 31 [MSA Town Hall]
- April 21
- May 20 - Mandatory Meeting

IMPORTANT CONTACTS:

Michelle Cortez, *MSA Director*..... mcortez@nUSD.org

Rodney Franz, *Theatre Director*..... msatheatre@gmail.com

Scott DeTurk, *Music Director*..... smdeturb@aol.com

Mike Krieger, *President*..... mk@mkrieger.com

MSA Theatre Department Commitment & Expectations

MSA Theatre is a “studio” program and students are being taught college-level curriculum. It is important for all MSA Theatre parents and students to understand the commitment it takes to be successful in this department.

- Demands of this program are great and expectations of the students are high
- Each student must exhibit his/her commitment and enthusiasm for the work daily
- Class time is just as important as the performance opportunities and is used in a variety of ways: working on monologues, preparing scenes, studying Shakespeare, film appreciation, sonnets, improvisation, dance
- Students are expected to come to class prepared to work on assigned material
- Class time is also for students to build an ensemble, working as a team, supporting each other

The pace of things can be a bit overwhelming. Mr. Franz looks carefully at the calendar, evaluating which festivals and performances are the most valuable, and aiming to make the pace manageable. However, it is important that both the kids and parents understand the demands of the program and the commitment made by choosing the MSA Theatre Department.

Audition & Performance Opportunities

In addition to class, there are many valuable opportunities for the kids to practice auditioning whether they are cast or not. There are also performance opportunities outside of the musical and play:

- Theatre festivals where students compete with songs, monologues, and scenes. These festivals validate the student’s work as they are judged by other adults; they get a chance to observe what other kids/schools are doing, find new literature, and come together as a class outside of school.
- Soirées offer students an opportunity to prepare a scene, song, monologue to perform in front of their school community.
- Studio nights are master classes with the chance to perform for peers, workshop songs and scenes, and showcase the work they are doing in class for family.

Fall Musical, Words & Music, Spring Show

- Students and parents should recognize that being in these shows is a privilege and not a right
- The size of our productions is somewhat dependent on interest, commitment, and parent support
- Less involvement from parents may mean smaller shows with fewer demands
- Each day at school is a form of an audition: how kids behave in class and how seriously they take their work are indicators of how they will handle the demands of a show
- Participating in shows requires a high level of commitment, dedication, flexibility and obviously lots of rehearsal! Families must look at their schedules to be sure the child is available during rehearsal times, some of which may occur over vacations
- Commitment means coming to rehearsal on time, prepared, meeting deadlines for memorization
- Students and parents should expect schedules to change as it becomes clear what needs additional work and which students need more rehearsal time and support

Show Casting

- In our ensemble program, we do not think in terms of leading roles. The old adage is true: “There are no small parts . . .” This may be the wrong program for a student whose primary focus is to play leading roles in mainstage productions.
- With so many talented young actors, MSA students cannot be assured of leading roles, regardless of seniority. Nor will every student be guaranteed a role in a production.
- To create a good working ensemble, the artistic staff casts the actor they consider “right” for the part. Many elements contribute to a strong, believable ensemble: talent, availability, experience, attitude, demeanor, age, height, work ethic, and chemistry. We consider who has the time, commitment and dedication to perform well.
- Ultimately, roles are awarded for what is best for the group—not the individual.

Grading

Mr. Franz and Ms. Cortez are currently revising the grading rubric for the Theatre Program and will distribute the new standards at the beginning of the 2019/20 school year. It will be included in an updated Theatre Handbook, which covers everything the students need to know from dress codes and phone policies to quizzes and Senior Review.

Rehearsal & Vacation Times

Giving up weekend and vacation time is difficult, but in order for the students to have some balance and not to have to stay at rehearsal super late, some rehearsing must be done over vacation. We are working to minimize that, and to some degree the kids have some power in that. The more prepared they are when they come to rehearsal and the more focused they are, the more likely they are to have time off.

- One recurring weekday each week outside of Tech Week (usually Wednesday) will have NO rehearsal. This is so kids in the show can have one afternoon a week that they can count on for rest, doctor's appointments, etc.
- It is possible to do at least one NHS sport/cheer season with full participation in a mainstage production as long as the seasons do not overlap. We just have to know ahead of time to allow us to plan a season.
- If your child is in a show, Saturdays from 9 - 2 should be kept open for rehearsals.
- FLEXIBILITY is key: schedules change depending on what needs work
- Fall Musical rehearsals will begin immediately after school starts, including the first Saturday

DRAMA BOOSTER OFFICERS + VOLUNTEER ROLES

PRESIDENT

Mike Krieger mk@mcrieger.com

VICE PRESIDENT

Nicola Kelly nicola.kelly@comcast.net

Manages the MSA Theatre Boosters Organization; conducts Theatre Booster meetings; meets with Mr. Franz and Administration as needed; communicates important info to parents; develops annual budget with Mr. Franz, supports all Volunteer Chairs and Committees; works with MSA Foundation to support mission and needs of the MSA vision; oversees and revises the Theatre master calendar as needed; works with Mr. Franz to coordinate and communicate all dates for student time off, booster meetings, productions and festival dates; ultimately creates a supportive parent body for students, Mr. Franz, faculty and staff.

COMMUNICATIONS SECRETARY

Kate Boyd katerboyd@gmail.com

ASSISTANT SECRETARY

Naomi Torgersen dntorgersen@comcast.net

Takes and distributes booster meeting minutes to parents. Communicates important information to parents and students via email and website. Develops ways to enhance clear efficient communication; provides input into best practices for communication and coordination of volunteers, festival coordination, and other ongoing needs.

TREASURER

Vanessa Calder vscalder@yahoo.com

Tracks financial transactions specific to theatre; communicates with MSA Foundation Board treasurer and bookkeeper.

FIELD TRIP MANAGER

Margaret La Chica margaret.lachica@wxbrands.com

Ensures each field trip has the necessary parents leading and chaperoning the field trips. Supplies parents with necessary information. Works with treasurer to distribute funds for each excursion.

VOLUNTEER NEEDS: Field Trip Leaders

DRIVERS COORDINATOR

Amy Hogan amy.hogan@comcast.net

Manages Drivers and Chaperone Authorization processes from form distribution to approval.

VOLUNTEER NEEDS: Drivers, Chaperones

COMMUNITY DEVELOPMENT

Margaret La Chica margaret.lachica@wxbrands.com

ASSISTANT COMMUNITY MANAGER

Lisa Sutton amy.hogan@comcast.net

Oversees event planning for cast parties, family picnic, and any additional events aimed at building community and celebrating milestones.

VOLUNTEER NEEDS: Coordinators, Bakers, Set Up/Clean Up

BACKSTAGE/COSTUME MANAGER

Nicola Kelly nicola.kelly@comcast.net

ASSISTANT BACKSTAGE MANAGERS

Lingling Tang chuilingtanglee@gmail.com

Annika Speckheart aespeck@outlook.com

In charge of the backstage area, keeps track of costumes, and all backstage materials. Coordinates volunteers for backstage and supervises the students during productions. Works with Mr. Franz on costume selection and production, supervises contributors.

VOLUNTEER NEEDS: Props, Sewing, Shopping, Dressers, Clean Up, Organizing

SET CONSTRUCTION MANAGER (OPEN)

Works with Mr. Franz to design, manage and construct the sets for each of the MSA shows.

Coordinates team to complete all set construction needs.

VOLUNTEER NEEDS: Manager, Assistant Manager, Materials, Work Days

SET PAINTING MANAGER (OPEN)

Works with Mr. Franz to design, manage and paint the sets for each of the MSA shows. Coordinates team to complete all set painting needs.

VOLUNTEER NEEDS: Manager, Assistant Manager, Materials, Painting, Work Days

TECH MEAL MANAGER

Jen Storey storeyjen@gmail.com

Organizes snacks & dinners for cast/crew for rehearsals during two tech weeks prior to opening, Develops menu/planning ideas, Schedule parents to bring food, set up, serve, clean up.

VOLUNTEER NEEDS: Assistant Manager, Donations, Pickup, Serving

PUBLICITY/WEBSITE MANAGER

Sally Carrington salcarrington@icloud.com

Creates press releases, social media campaigns, emails to bring exposure to our program, students and events. Works with poster designer to distribute event publicity physically and digitally. Maintains website home page, tickets page, and gallery pages.

VOLUNTEER NEEDS: Assistant Manager, Website editing, Marketing, Promotions

GRAPHIC DESIGN

Laurie Gibbs lauriekjibbs@gmail.com

ASSISTANT DESIGNER

Diana Callaway inishwings@verizon.net

Works with Mr. Franz to design and produce the playbills and posters for each of the MSA shows.

Produces digital graphics for publicity. May assist with sets/props as needed.

PHOTOGRAPHY MANAGER

Ellen Henderson postnplus@yahoo.com

Take photos of all cast and productions for posters, programs and media, coordinate with Production, Design and Promotions teams as needed.

VOLUNTEER NEEDS: Assistant Manager

HEADSHOT MANAGER

Sheila Begley begleysheila@yahoo.com

HEADSHOT ASSISTANT

Laura Winnett laurawinnett@gmail.com

Work with photographer to locate/reserve location and gear for fall photo shoot, oversee student sign-up sheet for shoot times backstage, schedule parents to work as needed, hang headshots in lobby.

AUDITIONS COORDINATOR

Margaret La Chica margaret.lachica@wxbrands.com

Works with Mr. Franz to schedule weekend of Theatre auditions, communicates with incoming families, provides documents to both families and Theatre department, organizes Lobby Hosts.

VOLUNTEER NEEDS: Assistant Coordinator, Lobby Hosts

HOUSE MANAGER

Kate Boyd katerboyd@gmail.com

Manages events on Brown Paper Tickets, provides Ticket Manager with reports, manages reserved and comp seating, acts as point person during performances.

VOLUNTEER NEEDS: Assistant Managers

CONCESSIONS MANAGER

Juliet Dawsari juliet.dawsari@sitecore.com

Organizes and manages concessions at each of the MSA shows. Organizes volunteers and tracks sales.

VOLUNTEER NEEDS: Assistant Manager, Sales Shifts

TICKET MANAGER

Laura Winnett laurawinnett@gmail.com

Maintains Brown Paper Tickets Will Call list, tracks door sales, organizes Will Call volunteers.

VOLUNTEER NEEDS: Assistant Manager, Will Call Volunteers

MSA THEATRE DEPARTMENT VOLUNTEER INTEREST FORM

The success of the Theatre Department relies heavily on parent involvement. Tell us a little about yourselves, where you work and what you do. You might not see an opportunity that could help the Theater program. In order to accomplish our production goals and provide a healthy learning and rehearsal environment, all parents **must volunteer a minimum of 20 hours**. If you do not contribute your volunteer time, we may assign to you jobs as needed. *Please note: these hours are over and above the expectation that all parents will provide meals during tech rehearsals and snacks for concessions.*

Student Name(s): _____

1) Parent Name _____

Check preferred contact: Email address: _____

Call # _____ Text # _____

Employer _____ Job Title _____

Interests/Skills: _____

2) Parent Name _____

Check preferred contact: Email address: _____

Call # _____ Text # _____

Employer _____ Job Title _____

Interests/Skills: _____

Thank you for being generous with your time and talent! Please check all areas where you can contribute.

COMMUNITY BUILDING

BACKSTAGE MGMT

PHOTOGRAPHY

COMMUNICATIONS

FIELD TRIP LEADER

GRAPHIC DESIGN

WEBSITE SUPPORT

HOUSE MANAGEMENT

PUBLICITY

SET CONSTRUCTION

TICKETS

DRIVING

SET PAINTING

CONCESSIONS

CHAPERONING

PROPS

AUDITIONS

TECH MEALS

COSTUMES

Separate from volunteering, I own or have contact with a business, wholesaler or supplier we could partner with for special projects and events at MSA. (eg., food donor, costume items, construction materials, sponsorship)

Business Name or Contact: _____

Contribution: _____

MSA THEATRE DEPARTMENT 100% FAMILY COMMITMENT FORM

The MSA Theatre Program has an ambitious schedule throughout the school year. It is imperative that all parents understand the time and volunteer commitment it takes to support and work in cooperation with Mr. Franz and the Drama Boosters. For our students to put on three major productions, attend theatre festivals, and participate in MSA Showcase and Soirées, parents must take on leadership roles and help in the areas listed in this packet.

To accomplish our goals, we ask that all parents sign up to **volunteer a minimum of 20 hours**. If you do not contribute your volunteer time, we may assign to you jobs as needed. *Please note: these hours are over and above the expectation that all parents will provide meals during tech rehearsals and snacks for concessions.*

PARENT AGREEMENT

I have read and agree to volunteer a minimum of 20 hours during the 2019/2020 school year. I understand that if I do not fulfill this commitment, I may be assigned an open position as needed.

Parent Signature _____

Parent Signature _____

Student Name(s): _____

100% CLUB

MSA Theatre strives for 100% of parents to make a financial commitment – however small or large – to help us deliver the programs that will most benefit our students. To that end, please make a commitment today – even if it is for five dollars for the year – so we can demonstrate to the MSA Foundation that theater families are 100% invested in the success of their students.

TODAY I MAKE A ONE-TIME PLEDGE FOR the 2019-2020 SCHOOL YEAR:

\$5

\$10

\$20

\$50

\$100

Other: _____

Every family that commits to the 100% Club will receive a gift from MSA Theatre.

PLEASE NOTE: MSA families are expected to donate \$750 or more per school year; we understand not every family can afford that commitment. Your pledge here is above and beyond any other monthly or annual commitment you may make to the MSA Foundation.

MSA THEATRE DEPARTMENT GLOSSARY & TIMELINE | 2019-2020
msatheatre.org

EVENT	DESCRIPTION	COMMITMENT	DATES	LOCATION	NOTES
Theatre Workshops	Incoming freshman and returning students are integrated through a variety of activities	Mandatory , 10am-4pm with lunch breaks schedule published in July	August 10-17	PAC	Includes headshots, techniques, and Fall Musical auditions, ends w/ Family Picnic, Saturday @4pm
MSA Town Hall	MSA-wide gathering for information and community building. Begins in large group and breaks up into department meetings	Essential for parents–August 20 is MSA Orientation (all Students and Parents), includes teacher/dept, Foundation intros.	August 20 Oct 15, Jan 21, March 31	Weather dependent, ends in PAC	Will include student performances and/or art displays
Fall Musical	Large musical production, rehearsals include Saturdays w/no Weds or Sun until Tech Period, 9 performances across 3 consecutive weekends before Thanksgiving	Optional, auditions held week before school, cast by committee as school starts. Mandatory rehearsals continue with added performances (see <i>Ohlone</i> , <i>Showcase</i> , and <i>Rita Moreno</i>)	August 24 through Nov 24, plus later dates as required	PAC	Rehearsals start Saturday after school starts. Holdover performances dates Dec 6-8 in case of fires
Tech Weeks	Longer, intensive rehearsals 2 weeks prior to opening	Mandatory for all cast and crew (all rehearsals -no exceptions)	FM: Oct 25-Nov 7 Play: April 3-16	PAC	Meal support from parents through online sign up
Booster Meetings	Mr. Franz reports on current activities, time allotted for questions	Expected for officers, all are encouraged. Mandatory in May	3rd Tues of the month, 6:15pm	PAC	4 times a year preceded by MSA Town Hall (times vary)
Book Passage	MSA-wide event showcasing all departments	Assigned. Group & solo performances, rehearsals, 30-minute performance slot	Sept 27	Book Passage in Corte Madera	Interested performers ask Mr. Franz
Divine Wine	First Foundation fundraiser of the year, may include fall musical performances	Voluntary/selected. Solo/group singers, dance numbers will rehearse weeks before	October 12	Off-campus facility	Parent volunteers needed for pre-planning and day of event
Soirée	Free event with performances from all disciplines	Optional, student sign up	Sept 13, Dec 20, Mar 6	PAC	December Soirée includes alumni
Studio Night	Student Master Class workshop songs or monologues see the process	Mandatory (one a year) , sign up for dates	Sept 20, Dec 13, Feb 28, May 28	PAC	Open to parents, offers glimpse into classwork and rehearsal process
One Act	A 45-minute production, taken to various venues throughout the year	Optional, auditions and casting before Thanksgiving, off book after Thanksgiving break. Rehearsals 2 nd week of Winter Break. (see <i>Lenaea</i> and <i>Words & Music</i>)	November-May	Lenaea, Mother Lode, Words & Music	Rehearses during Winter Break (Dec 30-Jan 4)
Words & Music	First act is showcase of classwork: songs, dances, monologues, scenes, Spoon River. Second Act is <i>One Act</i>	One Act cast/crew, selections for songs, scenes, monologues. Dress rehearsals the week before. Friday performance is Winter Formal.	Jan 31, Feb 1, 2	PAC	Tickets on sale via Brown Paper. 3 Performances: Fri and Sat nite @7pm, Sun @2pm

* Group excursions requiring drivers/chaperones

EVENT	DESCRIPTION	COMMITMENT	DATES	LOCATION	NOTES
Lenaea*	Theatre festival includes One Act, Monologues, Duo Scenes, Musical Theatre workshops and competition	One Act cast and crew, auditions/selections for songs, scenes, monologues. Rehearsals start 2 nd week of Winter Break.	Feb 7-9, 2020	Folsom, ~1.5 hrs. north	Need chaperones, 2 nights in El Dorado Hills hotel. Leave NHS early Friday morning, return late Sunday night.
MSATheatre Auditions	Weekend of auditions for prospective theatre students	Optional. Current students participate and demonstrate directions, offer support	Jan 18 & 19	PAC	1-2 parents needed each Sat/Sun to check students in
Spring Play	Smaller production for less than 30 students, perform in April	Auditions Nov/Dec, rehearsals start after Winter Break and continue through Spring Break	Performs April 17-26	PAC	Rehearses during Spring Break (April 6-10). Possible Wednesday rehearsals in Tech weeks 4/3-4/16
Chapman*	High school Shakespeare festival at Chapman University, includes monologues and workshops with university professors	Optional, 15 students max	Feb 20-23	Orange, 7-8 hrs south	2 nd weekend of February break. Stay in hotel just over grapevine, then Santa Ana Orange Co.
ESU*	Regional Shakespeare monologue competition	2 students (NHS and MSA) Selected by committee	First weekend in March	San Francisco	Winners compete nationally in April in NYC
Ohlone*	<i>Theatre festival at Ohlone College, featuring "Maxi" 10-minute review of fall musical</i>	<i>Musical cast, auditions/selections for songs, scenes, monologues.</i>	<i>Mid March</i>	<i>Fremont, ~2 hrs. south</i>	<i>One night in hotel, chaperones. 2019 was cancelled, may not do it again, should know in August.</i>
Showcase	Biggest foundation fundraiser of the year, includes MSA-wide performances and Maxi	Voluntary/selected. Solo/group singers, Maxi, dance numbers rehearse in weeks before	March 28	Off-campus theater	Parent coordinators and volunteers needed. Tickets on sale through MSAF.
Mother Lode*	High school drama festival/competition Conflicts with Spring Play	One Act cast/crew, auditions/selections for songs, scenes, monologues. Possible rehearsals, miss school Friday	April 17/18	Amador, ~1.5 hrs. north	Need chaperones, 1 night in hotel El Dorado Hills. Leave NHS Friday morning. May not go this year as it coincides with Spring Play
Rita Moreno*	Competition of area high school musicals in San Jose. Adjudicators invite schools/students to compete	Nominees announced in April. Assigned fall musical cast, must be available for Maxi rehearsals, miss school Monday, home late	2 nd Monday in May	San Jose Center for Performing Arts	Invites are extended last Wednesday in April. Need parents to drive.
Senior Showcase	Student-organized song & scene review of seniors' experiences	Optional, students need to organize and direct event In accordance with guidelines	May 22	PAC	Dates chosen to work with performers' schedule
Mandatory Meeting	Incoming and current students work together, parents meet to preview upcoming year	Mandatory for all MSA theatre students and parents	May 20	PAC/Library	Booster officers introduced, calendar and vital information reviewed
MSA Awards Night	Theatre students meet after MSA awards to reflect and share	Seniors	May 28	PAC	Open to all

* Group excursions requiring drivers/chaperones