



Overnight Christmas Information Sheet

Director: Sharon Carter; Choreographer: Heather Arnold; Music Director: Andrea Berry;
Assistant Director: TBA; Stage Manager: Lisa Vaughn

MANDATORY CAST/PARENT MEETING & READ-THROUGH: SATURDAY, SEPTEMBER 29TH, 9:30am-12pm

BASIC INFORMATION

- Brightstone's main contact is brightstoneproductions@yahoo.com. Communication will occur mostly through e-mail.
- Please join the *Overnight Christmas* Private Facebook group for reminders, homework, and updates. If you are not on Facebook, please ask a friend in the cast to send what is posted.
- Strictly for the purposes of promoting and advertising of Brightstone events, it is understood that photographs, video recordings and audio recordings may be created of rehearsals, events and shows, and that by participating in a Brightstone event or activity, you hereby waive any privacy rights in and to such photographs and recordings and authorize Brightstone to utilize such photographs and recordings without recompense.
- In order to be part of this show, each cast member (or parent) **MUST** donate a concession item **AND** sign up for a volunteer position electronically by October 17th. The link will be posted in the Facebook group and emailed.
- Parking at Brightstone: please park in the parking lot behind the building or in the cul de sac.
- Since Brightstone Productions boasts a family-friendly atmosphere, please watch your attire, attitude, and language.

REHEARSAL INFORMATION

- The cast list will be e-mailed to the addresses you have provided by Thursday, September 26th at 5pm. Conflicts are due at auditions. Any additional (non-emergency/sick) conflicts added may result in being pulled out of the scene that you miss. If 3 non-emergency/sick conflicts are added, you may be pulled from the show.
- You may need to provide your own costumes or costume pieces, which include shoes, correct undergarments, accessories, and make-up and hair accessories. If you are asked to provide something you do not own, cannot borrow, and are unable/unwilling to purchase, please let us know by October 17th. Most costumes and/or costume pieces will be provided.
- Promptness to rehearsals is **REQUIRED**. If you are going to be late text the Assistant Director, TBA. Do **NOT** text and drive (or let your parents); we care about your safety! Call if you can't text.
- Snacks and drinks will be on sale during rehearsals for \$.50 or \$1. Parents- Feel free to send a larger sum in the beginning to be used over numerous rehearsals; we'll keep a running tab! Please don't take an item until you've paid.
- Please adhere to proper theatre rehearsal etiquette: 1) No gum during rehearsals or shows 2) No phones on stage at any time 3) Do not touch props or costumes that are not yours.
- Auditions, callbacks, and rehearsals will take place at Brightstone's Studio. Performances will be at the Oconee Civic Center.

PAYMENT INFORMATION and OPTIONS

- **Ads** (personal or business) are due by e-mail by October 17th. Each ad should be business-card sized and cost \$50. Pay in person with either the Assistant Director or Stage Manager.
- **SOMETHING NEW:** There is a non-refundable performance fee, which is due at the meeting on September 29th, but can be paid in installments, as long as it is paid in full by October 17th. It includes a DVD and t-shirt. Cash (exact change), checks, and credit cards (additional \$1.50 fee) are accepted. T-shirts are included in the performance fee. If you would like a long-sleeve t-shirt, you must pay an extra \$5 for that. If you want to opt out of the t-shirt, you must email us with that information by October 17th.
 - **The First Cast Member Fee:** \$70 – includes DVD and short-sleeved t-shirt
 - **The Second and Third Cast Member Fee:** \$50 – includes short-sleeved t-shirt
 - **Every other cast member** - \$15 – includes short-sleeved t-shirt

TECH WEEK/PERFORMANCE INFORMATION

- During tech. week, please enter through the Oconee Civic Center lobby and check-in before going backstage.
- During tech. week, should you or your child get sick, please email or call Sharon immediately, and we can work out a plan for what is best for the cast member and the cast.
- Except for cast and crew, no one should come backstage or onstage for safety, privacy, and focus reasons. Please spread the word to your family and friends attending the performances. If, for any reason, you need to get something (food, medicine, a message) backstage, please find the House Manager, Amy Smock.
- There is no photography or videography permitted during the show at any time. Help spread the word to your guests.
- Tickets will be available online by October 17th. Options for purchasing tickets:
 - In person in advance (Dates the week before tech week TBA).
 - Calling our Box Office at 706-205-2599.
 - Any remaining tickets will be sold at the door.