



Dear Parents,

Congratulations! Your child has been selected to be a cast member in our Christmas show, Elf Jr. Show dates are **December 7, 8 and 9**. Cast members must be available for all show dates and tech week rehearsals, **December 1 through 6**. If you are unable to be there for **ALL** dates, please try again next time. You must be available for the entire time indicated. There are no absences allowed during that time period.

BCCT is committed to providing children with the opportunity to showcase their talents within a professional theatre setting. Many hours of planning and hard work go into each of our productions — we are very proud of the results.

We expect each member of the BCCT cast to conduct his/herself in a respectful and professional manner and to adhere to all the rules and regulations outlined in the enclosed. Please go over these rules with your child and have **them** sign it and return. If the rules are not followed, your child will not be cast in future productions.

Conflicts not written on the audition form will not be honored.

Please print out the forms, fill them out and bring the Cast Member Information, Costume Sheet, Rules and Regulations, and Photo Consent Forms to the paperwork drop off along with your production fee. There is a production fee of \$160 for each child. See Kendra Zarrilli if you have any questions about the fee. You can not order shirts or purchase tickets unless your production fee is paid.

As outlined in our audition guidelines, parent participation is required. The quality of our production depends on you. You must fulfill this requirement. Please choose three committees that interest you; **there is a detailed description of what is required for each committee on the website, www.bcct.org**. under the cast tab You will be assigned to one of those three committees. Once you are assigned to a committee, please talk with the chairperson of your committee about scheduling before purchasing tickets. **In addition to participation on a committee**, each family must spend two to three nights on set construction **and** either load-in or set strike (depending on your committee assignment) at the warehouse, trailers and/or Strand Theater.

The Paperwork Drop Off and New Parent Meet & Greet will be held on Thursday, September 6 from 6:30–7:30 p.m. at BCCT Stages, 270 Chambers Bridge Road, Brick.

Please note the other items and the dates they are due. These may be placed in the blue lock box during rehearsals at Stages, in an envelope indicating what is inside.

- Show shirts are due with payment on **October 1**. We do not order extra shirts so please make sure you place an order if you want a shirt. Shirt orders are not in the packet; they will be available for download from the website.
- Ads for the program are due **November 11**. Place the form with payment in the basket at Stages. Please try to sell ads as they defer the cost of printing the program. Ads can also be emailed to Jo Anne at jmastro9@comcast.net and payment placed in the box.
- Boosters are due **November 11** and **must be emailed** to JoAnne at jmastro9@comcast.net. Boosters are \$7 each and are no more than **30 words**. They should be typed directly into the body of the email; all boosters in one email.

BCCT is a non profit 501 c3 organization. Fundraising is a very important part of our ability to put on a quality production. Please participate whenever possible, we appreciate your involvement.

We trust both you and your child will enjoy being a part of the BCCT's production of Elf Jr..

BCCT Board of Directors

Brick Children's Community Theatre

270 Chambers Bridge Road ★ Brick, NJ 08723 ★ 732.920.9041 ★ www.bcct.org

R U L E S A N D R E G U L A T I O N S

1. By signing this form, I understand the importance of being at rehearsals. If I miss a rehearsal, I will make every effort to catch up on what I missed by meeting with a member of my rehearsal group and/or checking the BCCT Instagram account. Our private instagram account is bcctcast. This is for BCCT cast and their parents. We ask that pictures and videos of rehearsals on this account remain private and not shared with the general public.
2. Attendance at all rehearsals is expected. All conflicts should have been submitted at auditions. Should any unexpected conflicts arise, contact Heather ASAP. If a cast member is absent, it is their responsibility to catch themselves up outside of our scheduled rehearsals by meeting with another child and/or learning it from the instagram videos.
3. If you miss any unapproved rehearsal dates, BCCT reserves the right to dismiss you from the cast. Missing rehearsals continually for such things as sports, cheerleading, dance etc **will not be accepted.**
4. Attendance at tech rehearsals is mandatory.
5. Please contact Heather at 732.920.9041 or bcctstages@comcast.net if you must arrive late or leave early.
6. All rehearsals, including tech rehearsals, are closed. Friends and family may not attend.
7. Please do not bring drinks (other than plain water), food, candy or gum to rehearsal. Eat before you arrive.
8. Unsuitable behavior will not be tolerated. Any physical aggression, foul or inappropriate language, smoking, drinking or substance abuse will be grounds for immediate dismissal.
9. All children must be picked up and dropped off on time. If someone other than the parent/guardian will be picking up the child, we must be notified in advance.
10. Parent participation is mandatory. Sign up for a committee on the committee preference sheet. If this obligation is not met, your child will not be cast in future shows. Please talk to your committee chair about scheduling before purchasing tickets to the show.
11. Cast members must be respectful to the adults who are assisting with this production and to other cast members. This is especially true during tech week and during the show when adrenaline is running high.
12. Please do not invite anyone backstage as friends, parents or past cast members will not be permitted to visit during the show or intermission.

Please go over these regulations with your child and have them sign it. If a cast member repeatedly breaks these rules, they will not be cast in future shows.

As always, thanks for your support and cooperation.

Name of Cast Member _____

Cast Member Signature _____

I have reviewed the Rules and Regulations with my child. I understand that my participation could affect future casting

Parent/Guardian Signature _____

Cast Member Information

(This MUST be filled out before your child can begin rehearsals)

Child's Name: _____ Date of Birth: _____

Street Address: _____

City/State/Zip _____

Household Phone # _____ Child's Phone #: _____

Parent Cell # _____ Parent Cell # _____

School _____ Grade _____

Please add email address(es) of one or both parents. This is for contact for information about the show (rehearsal changes, costume info, all info)

Parent e-mail address _____

Parent e-mail address _____

Parent Full Name: _____

Parent Full Name: _____

Medical conditions we should be aware of: _____

Emergency contact #'s

Name _____ Phone #: _____

Name _____ Phone #: _____

C O S T U M E S I Z E S

To be filled be filled out by parent:

Name: _____

Height: _____

Weight: _____

Shirt size (number): _____

Shirt size (s, m, l, xl): _____

Pant size (number): _____

Pant size (s, m, l, xl): _____

Dress size (number): _____

Dress size (s, m, l, xl): _____

Shoe size: _____

To be filled be filled out by costume committee:

Character Name(s) _____

Chest/Bust: _____

Waist: _____

Waist to Knee): _____

Waist to Floor: _____

Hips: _____

Inseam: _____

Outseam: _____

Nape to Waist: _____

Nape to Floor: _____

Shoulder to Shoulder: _____

Shoulder to Wrist (Sleeve) _____

Neck (circumference) _____

Head Circumference _____

NOTES:

PROGRAM ADS AND BOOSTERS

Please help support BCCT by being a Program Sponsor or placing an ad in our program for our production of *Elf Jr.*. Your generosity helps us continue to bring quality musical theater to the residents of Ocean and Monmouth counties and assists in defraying the cost for printing our program. Deadline for submitting ads is **November 11**.

Please make checks payable to BCCT and mail to:
440 North Lake Shore Drive, Brick, NJ 08723.
For more information, please call 732.920.3123.

All ads are black and white. Ads can be submitted to jmastro9@comcast.net as a high resolution PDF in the size indicated below.

- | | | |
|--|-------|---------------|
| <input type="checkbox"/> Full page: | \$125 | 4 3/4 x 7 3/4 |
| <input type="checkbox"/> Half page: | \$85 | 4 3/4 x 3 3/4 |
| <input type="checkbox"/> Quarter page: | \$60 | 2 1/4 x 3 3/4 |

Name of Advertiser _____

Phone # of Advertiser _____

E-mail of Advertiser _____

We will gladly create an ad for you!

- Business card or art work attached (please paper clip, do not staple)
- Message below

Name of BCCT cast member, if any: _____

BOOSTER MESSAGES

A booster is a small congratulatory message printed in the program. The cost of a booster is \$7 per message and should be **no longer than 30 words**. Boosters should be **e-mailed** in the body of the email and all boosters together in one email to jmastro9@comcast.net and payment left in the box at Stages. DO NOT put a booster that has not been e-mailed in the box. Booster messages and payment are due by **November 11**.



SPONSORSHIP OPPORTUNITIES

ELF JR.
at the The Strand Theater

December 7 @ 7:30
December 8 @ 2:00 and 7:30
December 9 @ 2:00

HAPPY ALL THE TIME

\$1,500

Exclusive

- FULL PAGE color ad on program outside back cover

I'LL BELIEVE IN YOU

\$1,000

Exclusive

- FULL PAGE color ad on program inside front cover

THE STORY OF BUDDY

\$750

Exclusive

- FULL PAGE color ad on program inside back cover

SPARKLEJOLLY TWINKLEJINGLEY

\$500

- FULL PAGE color ad in program

NEVER FALL IN LOVE WITH AN ELF

\$250

- FULL PAGE black & white ad in program

In addition to the above, all sponsors will also receive:

- Company logo printed on show tickets for all four performances.
- Recognition as sponsor in print advertising and promotional materials
- Recognition as sponsor on Sponsor Board to be displayed in The Strand lobby during shows
- Branding on BCCT website

Full page Ad

\$125

- FULL PAGE black & white ad in program.

For additional info or questions
email info@bcct.org

TECH WEEK RULES

1. Cast members may not eat in costume at anytime.

2. No gum.
3. Please be aware of what you eat the day of the show. Red candy = a red tongue!
4. Absolutely no food or drink (except water, plain saltines/plain pretzels) will be permitted in the dressing rooms. Childcare will take all other food and drinks away.
5. Cast members are to change from their costumes after each performance, **BEFORE** going into the lobby. No one is permitted to go out after a performance in costume.
6. Family and friends, former cast members, alumni are not permitted backstage. Don't invite them. This includes after the show is over. Your child will come out to you.
7. Cast members are not allowed to purchase refreshments from the refreshment area. You can bring pretzels, crackers and water with you.
8. Rehearsals are closed. Family members are not allowed in the auditorium at any time with the exception of props, costumes and crew.
9. Cast members are to listen to all adults backstage. Adrenalin is running high and the kids are excited but any adult backstage is to be treated with respect. Failure to comply will result in not being cast in the future.
10. Cast members must remain in the rooms to which they are assigned.
11. IF we have an open dress rehearsal or if you are on a committee where you are in the theater during tech week, we ask that you not post photos/videos to social media and to be especially mindful of other children who might be in the background of your photos.



PHOTO-VIDEO CONSENT FORM

I hereby grant Brick Children’s Community Theatre (BCCT) permission to take and use photographs, audio, video and/or digital images during rehearsals, performances, classes and/or events of the child(ren) named below.

I understand the images can be used in printed or electronic publications or materials such as media releases, marketing and promotional materials, educational materials, websites, and social media (Facebook, Twitter, Instagram, etc.)

I understand that my child’s name may be used in the text to describe the image.

I understand BCCT will take all steps to ensure these images are used solely for the purposes they are intended. If I become aware that these images are being used inappropriately, I will inform BCCT immediately.

I hereby release BCCT from any claim for damages or compensation in connection with the use of the photograph(s)/video(s).

Name of Child(ren):

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date



County of Ocean
 Cultural & Heritage Commission
 14 Hooper Avenue, P.O. Box 2191
 Toms River, NJ 08754-2191

Timothy G. Hart
Division Director
 Lindsay A. Dandeo
Assistant Director

Tel: 732-929-4779
 1-800-722-0291
 TTY: 732-506-5062
 Fax: 732-288-7871
CulturalHeritage@co.ocean.nj.us
www.co.ocean.nj.us/cultural/index.htm

PHOTO CONSENT FORM

I hereby irrevocably consent to and authorize the County of Ocean or anyone authorized by the County of Ocean the use and the reproduction of any and all photographs taken this day of me or an individual for whom I am the legal guardian for any purpose whatsoever and without further compensation to me. The photographs and negatives shall be the property of the County of Ocean.

Photo caption:

 Signature of Subject Date

 Printed Name of Subject

Signature of Parent or Guardian, if subject is under 18

(_____) _____
 Area Code Phone Number

 Signature of Subject Date

 Printed Name of Subject

Signature of Parent or Guardian, if subject is under 18

(_____) _____
 Area Code Phone Number

COMMITTEE PREFERENCE

If you have **ANY** questions regarding a committee, please don't hesitate to ask. Thanks for you cooperation.

Please indicate below your committee preference below:
There MUST be three choices.

Name _____

① _____

Email _____

② _____

Phone _____

③ _____

DVD ORDER FORM

Child's Name: _____

Phone #: _____

Address: _____

Email: _____

of DVDs _____ @ \$35 each = Total Due \$ _____

Order forms must be received by December 10 with total amount due and this order form. Please make checks payable to BCCT. Place the form and check in the payment box at Stages in an envelope with DVD order on the outside. No order will be accepted with out the form and payment.

Orders can also be mailed to
BCCT, 270 Chambers Bridge Road, Brick, NJ 08723

DVDs will be ready in approximately 6-8 weeks. You will be notified by Email when the DVDs can be picked up.