



Dear Parents,

Congratulations! Your child has been selected to be a cast member in the spring show. Show dates are **April 28 & 29**. You must be available for **all** show dates and for all tech week dates, **April 21 through 27**.

The BCCT is committed to providing the children of Brick and surrounding communities 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.

As our productions are held in facilities provided by the township, it is imperative that the enclosed forms be filled out thoroughly. If the forms are not returned, your child will not be allowed to begin rehearsals.

The production fee of **\$80 for the first child** and **\$25 for each additional child** is due tonight. You will not be able to purchase tickets to the show or order t-shirts if your production fee is not paid. See Marybeth Mackenzie if you have any questions about the fee.

We trust both you and your child will enjoy being a part of this production.

BCCT Board of Directors

**Brick Children's Community Theatre**

**710 Barberry Drive ★ Brick, NJ 08723 ★ 732.920.9041 ★ [www.bcct.org](http://www.bcct.org)**

*The BCCT is a non-profit organization dedicated to bringing quality theatrical experiences to the children of Brick Township and the surrounding communities. The BCCT is not affiliated with any other business or organization.*

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

1. Any child who has a speaking role **MUST** know their lines by the first night of tech week. If the child does not, this will be taken into consideration when the child is auditioning for any speaking roles in the future. This will also be taken into account when awarding scholarship money to those cast members who are seniors.
2. Rehearsals are mandatory. If you know in advance that you absolutely can not attend a rehearsal, please submit the attached Rehearsal Conflict sheet to Heather. All vacations or prior engagements must be submitted for approval.
3. If you miss three (3) rehearsal dates, the BCCT reserves the right to dismiss you from the cast. Missing rehearsals for such things as sports, cheering etc **will not be accepted**.
4. All cast members must attend every tech rehearsal in order to perform.
5. Please contact Heather at 732.920.9041 if you must arrive late or leave early.
6. All rehearsals are closed. Friends and family may not attend.
7. Please do not bring drinks (other than water), food, candy or gum to rehearsal. Eat before you arrive.
8. Unsuitable behavior will not be tolerated. Any 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 the child, we must be notified in advance.
10. Parent participation is mandatory. Sign up for a committee on the committee sign up sheets. 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. This is especially true during tech week and during the show when adrenaline is running high. Cast members must remain in the rooms to which they are assigned and follow the direction of the adults assigned to that room. 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 bring this home and go over these regulations with your child** in order that rehearsals run smoothly. 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 \_\_\_\_\_

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 # \_\_\_\_\_ School \_\_\_\_\_

Parent e-mail address \_\_\_\_\_

Child's e-mail address \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Occupation \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Occupation \_\_\_\_\_

Medical conditions we should be aware of: \_\_\_\_\_

\_\_\_\_\_

#### Emergency contact #'s

Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Name \_\_\_\_\_ Phone #: \_\_\_\_\_

# COMMITTEE PREFERENCE

Name \_\_\_\_\_ Phone \_\_\_\_\_

*Please place a  
1, 2 **and** 3 for  
your committee  
preferences  
on the lines  
below. There  
needs to be  
**three choices!***

## **Committee**

## **Responsibilities**

### **Costumes:**

Meeting with director to discuss the vision for costuming; handle measuring of children; organize the distribution and collection of both rental and BCCT-owned costumes; assist in dressing rooms during tech week and shows; sewing helpful but not necessary.

\_\_\_\_\_

### **Publicity/Fundraising:**

Help get the word out about the show through newspapers, radio, flyers and signs; help with getting ads for the program. Help with securing items for, and putting together of baskets raffled off during show; help with getting ads for the program; selling of raffle tickets, "stars," 50/50 during shows; assist with any other fund raising activities.

\_\_\_\_\_

### **Props:**

Help find props; work backstage to make sure props are on stage when needed. Must be available during tech week and show nights.

\_\_\_\_\_

### **Make up/hair:**

Apply make up and fix hair backstage during dress rehearsals and shows, assist in dressing rooms. Must be available during tech week and show nights.

\_\_\_\_\_

### **Stage crew:**

Work backstage during tech week and show nights to bring scenery on and off stage.

\_\_\_\_\_

### **Refreshments/ Child care:**

Set up and break down of refreshment stand; sell refreshments during intermission; keep children quiet backstage; making sure children are on stage when called; making sure children are supervised at all times during tech week and during show. Committee members are also responsible for making sure the classrooms are cleaned up each night and after each show and may be required to assist at the set strike in order to make sure class rooms are clean.

\_\_\_\_\_

**Rehearsal Conflict**

Child's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Dates of Conflict: \_\_\_\_\_

Reason for Conflict: \_\_\_\_\_

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**Rehearsal Conflict**

Child's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Dates of Conflict: \_\_\_\_\_

Reason for Conflict: \_\_\_\_\_

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# BOOSTER MESSAGES

The cost of a booster is \$6 per message.

Name of Cast Member \_\_\_\_\_

1

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3

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4

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5

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Boosters should be **e-mailed** to [jmastro9@comcast.net](mailto:jmastro9@comcast.net) and payment left in the basket at Actors'. Booster messages and payment are due by April 15.

Total number of boosters x \$6 = \_\_\_\_\_



