



River City Theatre Company Spring 2019

ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN December 14, 2018

Email application to RCTCNewsiesapplication@gmail.com or mail application and payment to:

RCTC
PO Box 191263
Sacramento, CA 95819

NOTE: BE SURE TO SAVE YOUR APPLICATION TO YOUR DEVICE BEFORE EMAILING!

If you would like to pay by PayPal simply email us at RCTCNewsiesapplication@gmail.com and we will send you a PayPal link.

Acceptance notifications will be EMAILED the week of December 17, 2018

IF YOU REGISTER AND HAVE NOT HEARD FROM US by December 21, 2018

PLEASE CALL 916-834-2621

Space is limited. We may not be able to accommodate all applicants.

NEW PARENT ORIENTATION

Friday, January 4, 2019

6:30-7:00 p.m.

Sacramento Performing Arts Studio
2598 Del Monte St. West Sacramento, CA 95691

HEAD SHOTS - MANDATORY for ALL CAST MEMBERS

Friday, January 4, 2019

6:00- 8:00 p.m. - By Alphabet

Cast Members will be measured for costumes and head shots taken.

All forms must be submitted at this time.

Sacramento Performing Arts of Studio
2598 Del Monte St. West Sacramento, CA 95691

PERFORMANCE DATES

Friday, March 22 at 7:30 p.m.

Saturday, March 23 at 1:30 and 7:30 p.m.

Friday, March 29 at 7:30 p.m.

Saturday, March 30 at 1:30 and 7:30 p.m.

SCHOOL FIELD TRIP PERFORMANCES

Wednesday, March 27 and Thursday, March 28 at 9:30 a.m.

CAST PARTY

Sunday, March 31 6:00-9:00 p.m.

If you have questions that you would like answered before paying the non-refundable fee, please call Danielle Abildgaard at 916-834-2621, or e-mail RCTCNewsiesapplication@gmail.com

More About RCTC

River City Theatre Company (RCTC) is a young people's musical theatre workshop for performers in 1st through 12th grades. ALL registered participants are cast in "the ensemble" and will perform onstage in Newsies before paying audiences. Cast members are divided into groups by grade level. "A" cast members are 1st through 3rd grade. "B" cast members are 4th through 7th grade. "C" cast members are 8th through 12th grade. Early in the rehearsal schedule, cast members work within their own age groups to develop skills, an understanding of the script, and knowledge of the choreography and music from the production. After a few of these general rehearsals, everyone will be given an opportunity to audition for lead roles. After the lead roles have been cast, everyone will be assigned to one of two casts which alternate performances. If needed, and with parental permission, "C" boys will likely be asked to participate in both casts.

The RCTC Artistic Staff is composed of professionals skilled in the art of musical theatre production. Most have many years of experience teaching or working with children. Participation in an RCTC production will provide your child with drama, dance and vocal music experience and the opportunity to see their hard work come to life on stage. We look forward to a FUN and REWARDING workshop!

Parent Volunteer Hours Requirement

Parent volunteers are required to work on a Parent Participation Team and work a minimum of 35 hours. You will be assigned to a team based on the needs of the production. You will be committed to that team for the length of the production which may result in you working more than 35 hours. Please keep in mind we **cannot** do this without your help and dedication. More than one parent may volunteer but each team member is committing to the minimum 35 hour commitment of EACH

team. **Please see the “Parent Volunteer FAQs” for more detailed information. Please note: If you are not able to make this commitment, we ask that you postpone your RCTC participation.**

Tentative Opening Schedule

Friday, Jan. 4	Headshots/Measurements	6:00 – 8:00 pm	Mandatory for ALL Cast members
Friday, Jan. 4	New Parent Orientation	6:30 – 7:00 pm	Mandatory for NEW parents
Saturday, Jan 5	"A" cast members	2:00 - 4:30 pm	Rehearsal/audition music
Saturday, Jan 5	"B" cast members	2:00 - 7:00 pm	Rehearsal/audition music
Sunday, Jan 6	"C" cast members	2:00 - 8:00 pm	Rehearsal/audition music
Friday, Jan 11	Optional Audition Workshop	6:00 – 9:00 PM	Optional Audition Workshop
Saturday, Jan 12	"A" cast members	2:00 - 4:30 pm	Rehearsal/audition music
Saturday, Jan 12	"B" cast members	2:00 - 7:00 pm	Rehearsal/audition music
Sunday Jan 13	"C" cast members	2:00 - 8:00 pm	Rehearsal/audition music
Friday, Jan 18	Auditions	6:00 – 9:00 PM	Auditions
Saturday, Jan 19	Auditions	1:00 – 5:00 PM	Auditions
Sunday Jan 20	Call Back Auditions	1:00 – 8:00 PM	Call Backs
Saturday Jan 26	Lead Rehearsal	3:00 – 6:00 PM	Lead Rehearsal
Saturday, Jan 26	"A" cast members	2:00 pm - 4:30 pm	Rehearsal
Saturday, Jan 26	"B" cast members	2:00 pm - 7:00 pm	Rehearsal
Sunday Jan 27	"C" cast members	2:00 pm - 8:00 pm	Rehearsal

General Rehearsal Information

- "A" cast members will rehearse Saturdays 2:00 to 4:30 pm.
- "B" cast members will rehearse Saturdays 2:00 to 7:00 pm, with a 30 minute break.
- "C" cast members will rehearse Sundays 2:00 to 8:00 pm. with a 30 minute break.
- Lead rehearsals will be held Saturdays 3:00 to 6:00 pm.
- Lead vocal rehearsals will be held Saturdays 12:00 to 4:30 pm.
- Additional lead, vocal, and/or dance rehearsals, for leads or those given specialty roles, may be held on Fridays from 5:30pm to 9:00pm or Saturday or Sunday afternoons beginning at 12 noon. These rehearsals will be scheduled each week for specific roles. All age groups may be called in for additional weekend rehearsals – these could include Friday evenings or Saturday/Sunday afternoons.
- "Tech Week" is March 16-21. Tech Week is the final week of rehearsal prior to our opening performance. During this time additional rehearsals will occur on the weekend and **every weeknight evening**. Typically, evening rehearsals during tech week weeknights are from 5:30 pm to 10 pm. This time is critical to insure that all the technical aspects of the show (lights, sets, props, etc.) are ready for show opening. Additional rehearsals will be required for leads.

Rehearsal dates and times are subject to change. Rehearsals may be scheduled either by age group, cast, or production number at any time within the Fri/Sat/Sun rehearsal times. We will make every effort to give you plenty of advance notice of any schedule changes. Check the RCTC website FREQUENTLY at <http://www.rivercitytheatre.org> for the most current information.

CAST MEMBER ATTENDANCE REQUIREMENTS

Cast member commitment to the production is critical. Rehearsal attendance helps members become comfortable and confident in their roles. Rehearsals require the attendance of ALL cast members in order to be effective. Cast members depend upon each other to be where they are expected to be in the case of dance numbers, stage movements, to deliver expected lines, and to sing the expected musical parts. Absences create confusion, especially for our younger cast members.

IF YOU CANNOT MAKE THE FULL CAST MEMBER AND PARENT PARTICIPATION COMMITMENT AT THIS TIME, WE ASK THAT YOU POSTPONE YOUR RCTC PARTICIPATION.

- **No more than three excused rehearsal absences will be allowed.** There must be no absences during tech week. Absences added after casting will be considered unexcused. Unexcused absences may result in the removal or re-casting of the cast member and may affect

their eligibility for the next workshop for which they register. **Cast members more than 30 minutes late to rehearsal will be considered absent.**

- All cast members must make themselves available for either of the two casts – without show conflicts, this includes field trip shows.
- Registration is limited. It is possible that not everyone who applies will get in. Because of this, if you choose to register but then drop out after the show is cast and rehearsals are underway, you may be ineligible for future workshops.
- **If your cast member cannot perform in any of the listed show dates, we cannot accept your application.**

If you have specific questions about show conflicts or requirements, please call John Iniguez at

(916) 988-2525 or (916) 203-4111

Field Trip Performances

RCTC will offer school children from a four county area the opportunity to see **Newsies** during their regular classroom hours. These two field trip presentations (one for each cast) are a community outreach program providing school children (including our cast members' own classmates) that may not otherwise have the chance or the opportunity to witness quality performing arts entertainment. All cast members are expected to participate in these performances. The field trip shows are cut to a 90 minute show. The field trip performances will be **Wed, March 27 and Thursday, March 28 at 9:30 A.M.** California Education Code allows for excused absences when students participate in these field trip performances

Closing Show "STRIKE"

After the final performance on March 30, we must completely vacate the theater. All sets, backdrops, props, costumes, concessions, sound and lighting equipment must be packed up and returned to our warehouse. **ALL "C" cast members who are Freshman or Sophomores in high school** will be expected to help with striking the spring show – until they are excused by the Strike Coordinator. (Additional details will be announced at a later date).

Participation Fees

Please mail your check in with your application and forms or email us at

RCTCNewsiesapplication@gmail.com and request a link to pay by PayPal.

1 cast member in family	\$300
2 sibling cast members in family	\$500
3 or more sibling cast members in family	\$650

One souvenir DVD of the performance per family is INCLUDED with your workshop registration. This DVD will be mailed to you approximately 6 to 8 weeks after the final performance. Cast members will be issued a "Cast Pass" for free admission to a performance of the opposite cast.

- Participation in an RCTC workshop includes agreement to provide parent assistance as follows: 35 hour commitment to an assigned team.
- Your application is not complete without accompanying payment
- Your application fee is NON-REFUNDABLE if your child drops after the cast list is posted.
- If your application is not accepted, your fee will be refunded to you
- Application fee is for one workshop (show) only.
- Participation fees do not include costume fees, which could range up to \$250 per cast member (in addition to any seamstress fees, shoes and private costume purchases).
- Participation fees do not include the cost of tickets to view performances.
- A \$20 fee will be charged for returned checks (any check for RCTC goods or services).

Applications can be submitted by mail or email. Payments can be made by check or by sending a request via email for a link to our PayPal account. It is possible that the number of applications received will exceed capacity. Registrations received after December 14 will be considered late, and any late registration will be automatically assessed an additional \$100 processing fee. Late registrations will be considered for acceptance only if there is space available. If a late registrant is not accepted into the workshop, all fees will be refunded.



APPLICATION – SPRING 2019

(Complete a separate form for each cast member)

Email application and forms to RCTCNewsiesapplication@gmail.com or mail application and forms to:

RCTC

PO Box 191263

Sacramento, CA 95819

Application is due by December 14, 2018

Name: _____
Last First

Address: _____
Street Apt. #

City State Zip

Cast member CELL PHONE (if applicable): _____

Birthdate: _____ Age: _____ Male Female

Grade: _____ School: _____

Is cast member willing to participate in each of the two casts (“double casting”)? Yes No

Previous RCTC cast member? Yes No If yes, most recent RCTC show: _____

Is sibling applying for RCTC? Yes No If yes, name of sibling: _____ Grade: _____

PARENT(S) AT APPLICANT’S PRIMARY RESIDENCE

2ND PARENT(S) ONLY IF ADDRESS IS DIFFERENT

Name(s) _____

Name(s) _____

Address _____

Address _____

City State Zip

City State Zip

Home Phone: _____

Home Phone: _____

Cell Phone: _____

Cell Phone: _____

Email: _____

Email: _____

Employer: _____

Employer: _____

Occupation: _____

Occupation: _____

1. We have read the application information and agree to make a commitment to the best of our ability (rehearsal dates, performance dates, costume requirements, etc.) to RCTC’s Spring 2019 workshop.
2. I have read the information regarding Parent Participation Hours and agree to perform the required number of hours of service during this production.
3. I understand that should my application be accepted and my child is registered for participation, that my application fee is **non-refundable**.
4. I understand that I (cast member) must make myself available for either of the two casts – without tech week conflict, show conflict or field trip show conflict.

Signed:

_____ parent

_____ cast member

_____ date



EMERGENCY INFORMATION
Authorization and Consent to Emergency Medical Treatment

Cast Member Name: _____
Last Name/First Name

Date of Birth: _____

Often parents have contact phone numbers (in addition to those provided on the application form) where they may be reached. Please note any and all that apply, and any special considerations (extensions, etc.).

Home phone: _____ Cell Phone Dad: _____ Mom: _____

Other authorized adult: _____ Phone Number (s) _____

For the safety and appropriate placement of your child in this production, please list all **allergies** and any medical or behavioral considerations that we need to be aware of:

It is IMPERATIVE that the following information be fully completed:

Name of Physician: _____ Phone: _____

Medical Plan: _____
Name of Plan Medical record or Plan Number

Hospital Preference: _____

I hereby authorize River City Theatre Company (RCTC), through an authorized person, to consent to any x-ray examination, anesthetic, medical or surgical treatment, and hospital care for him/her under supervision of and as deemed advisable by a physician licensed to practice medicine in the State of California. It is understood that this authority is given in advance of the need for any diagnosis or medical care or treatment in order to provide authority in case of a medical emergency. This authorization shall be effective during each rehearsal, performance or meeting concerning an RCTC workshop or production, unless sooner revoked in writing and delivered to an official of RCTC.

This authorization shall remain in effect from the date signed until 12:00 midnight on the day after the last performance of the production or workshop.

I agree to indemnify and hold harmless River City Theatre Company, its employees and volunteers from and against any and all liability for an injury which may be suffered by the above named minor while participating in RCTC productions or workshops.

SIGNATURE of parent or legal guardian

Name of parent or legal guardian (PLEASE PRINT)

DATE



ACTIVITY CERTIFICATE

Workshop Participant (Cast Member): _____
(Please print first and last name)

I, the undersigned hereby give my consent for the above named minor to participate in the River City Theatre Company program. I acknowledge and agree there are certain obvious and necessary risks in physical activity in this theatrical context, such as stage fighting, performing on platforms or on a mechanical or gymnastic apparatus, or using various techniques associated with stage props.

I agree to expressly assume such risks, arising from any and all causes, including those inherent in such activities and including those resulting from any inadvertence, negligence, or mistake.

I hereby release and discharge the River City Theatre Company, its officers, directors, employees, agents, and volunteers from all liability arising out of or in connection with the above activity or all liabilities associated with any and all claims related to such liability that may be filed on behalf of or for the above named minor. For the purposes of this agreement, liability means all claims, demands, losses, causes of action, suits or judgments of any and every kind that occur during the above described activity.

I grant permission to River City Theatre Company to use the likeness, voice, and words of the above-named individual for the promotion of RCTC productions. All photos, film, etc. will remain the property of RCTC and may be used for publicity or promotional purposes only.

Signature

Date

Relationship to participant

River City Theatre Company
Parent Participation Policy/Contract

In order for my child(ren) to participate in the River City Theatre Company's Production of **Newsies**, I must volunteer my time to one (or more) Parent Participation Team(s).

I understand and agree that: (please initial next to each line)

- _____ 1. One Parent from each Family is required to work on a specific team. I will be assigned to a team by the Board of Directors based on the needs of the production.
- _____ 2. My Volunteer Commitment runs from First Rehearsal (January 5, 2019 through Last Performance (March 30th), regardless of number of hours completed. **I must work until the job is done.**
That commitment is outlined as follows (always check with your Team Leader regarding need):
- * The *minimum* number of hours I may be needed to work is 35.
 - * I *may be needed* to work during Tech Weekend and Tech Week (March 16th -March 21st, 2019).
 - * I *may be needed* during the weekday Field Trip Performances (mornings of March 27th & March 28th, 2019)
 - * I *may be needed* to work at **ALL Performances**, including opposite cast performances.
 - * I *may be needed* to help with Load-Out after the Last Performance closes (March 30, 2019)
- _____ 3. I must check in with my Team Leader at the Beginning and End of each shift I work, or I may be counted as a No-Show.
- _____ 4. If the work for my team has been completed, or it hasn't started yet, I could be asked to temporarily work with another team as needed.
- _____ 5. I am responsible for staying in constant contact with my Team Leader throughout the season. I will reply to him/her in a timely manner, and I will promptly sign up with him/her for shifts. If I have not heard from my Team Leader on a regular basis, I will reach out to him/her.
- _____ 6. If my Spouse chooses to sign up for a team (either same or different team as me), he/she is required to make the same FULL commitment as me, as outlined above. **No exceptions.**
- _____ 7. **Failure to comply with the above Parent Participation Policy will result in a fine of \$100 AND my child(ren) might not be allowed to participate in the next RCTC production.**

Parent's Signature

Date

Parent's Name: _____
First Last

Parent's Phone Number: _____ Home Cell (Check One)

Parent's Email Address: _____

Parent's Home Address: _____

I am **BEST** reached via: (Check One) Email Text Phone (check one)

Cast Member(s): _____
First Last First Last

_____ *First Last First Last*

NEWSIES CONFLICT SHEET

Cast member _____

Last Name

First Name

Regardless of your age you must list all of your conflicts for all Fridays, Saturday, Sundays, tech week dates, field trip show rehearsals, field trip show dates, and show dates.

Typically cast members rehearse as follows:

- "A" cast members will rehearse Saturdays 2:00 to 4:30 p.m.
- "B" cast members will rehearse Saturdays 2:00 to 7:00 p.m, with a 30 minute break.
- "C" cast members will rehearse Sundays 2:00 to 8:00 p.m. with a 30 minute break.

However, if cast member is cast as a lead or in some specialty role or dance number or the director requests an additional rehearsal, they may rehearse as follows:

- Lead rehearsals will be held Saturdays 3:00 to 6:00 p.m.
- Lead vocal rehearsals will be held Saturdays 12:00 to 4:30 p.m.
- Additional lead, vocal and/or dance rehearsals, for leads or those given specialty roles, may be held on **Fridays** from 5:30p.m. to 9:00p.m. or Saturday or Sunday afternoons beginning at 12 noon. These rehearsals will be scheduled each week for specific roles. **All age groups may be called in for additional weekend rehearsals – these could include Friday evenings or Saturday/Sunday afternoons.**

In order to participate in Newsies cast members must make themselves available for either of the two casts – without tech week conflict, show conflicts and field trip show conflict.

- **"Tech Week" is March 16-21.** Tech Week is the final week of rehearsal prior to our opening performance. During this time additional rehearsals will occur on the weekend and **every weeknight evening.**
- The show dates are **Friday, March 22, Saturday, March 23, Friday, March 29, and Saturday, March 30.**
- Field Trip Shows will have a mandatory rehearsal the evening before the Field Trip Show from 6:00p.m. to 9:00p.m. on either **Tuesday March 26, or Wednesday March 27.**
- Field Trip Shows are **Wednesday, March 27 or Thursday, March 28.**

Rehearsal dates and times are subject to change. Rehearsals may be scheduled either by age group, cast, or production number at any time within the Fri/Sat/Sun rehearsal times.

We need to know if you have ANY conflicts on any of the days highlighted on the calendar. If so, please list those dates and times below, one per line. Comments are optional.

January 2019							February 2019							March 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						

Conflict Date	Comment

Parent's signature _____ Date _____

River City Theatre Company's Cast Member Conduct & Discipline Policy

Cast Member's Name: _____

Cell #: _____

In order for rehearsals and performances to be run safely and in an orderly fashion, **RCTC** expects each **Cast Member** to adhere to the following Rules of Conduct and the Discipline Policy:

- Attend every rehearsal and performance as directed, except for those listed on the Cast Member's Conflict Sheet, which must be submitted prior to Auditions. Absences that are not listed on the Conflict Sheet may be considered Unexcused, at the discretion of the Artistic Staff. Arrivals to rehearsals or performances over 30 minutes late will be considered an Unexcused Absence. *Cast Members are subject to being dropped from the Workshop for having more than 2 Unexcused Absences.*
- All Cast Members and their Parents are responsible for checking the RCTC website *regularly* to know when they are called for rehearsals and performances, as last minute changes may occur. www.rivercitytheatre.org/backstage/login.asp
- Arrive 15 minutes prior to the scheduled rehearsal and check-in with the Lead Parent, then change into dance shoes and store your belongings in the appropriate area. For performances, arrive at the call time and report to your assigned dressing room to check-in with the Parent Volunteer for that room. Arrive 30 minutes early if asked to wear a microphone for the rehearsal or performance.
- Sit and wait **QUIETLY** in the designated rehearsal area or dressing room until called to the stage by the Artistic Staff or Stage Managers during all rehearsals and performances. Return to the designated waiting area immediately after finishing; no loitering in the wings, backstage, or other areas. No touching or climbing on equipment, sets, walls, etc, unless directed to by the Artistic Staff.
- Remain in the Theatre or other designated rehearsal space/dressing room, for the duration of the rehearsal or performance, until dismissed by the Artistic Staff.
- Dress appropriately for the rehearsal; no low-cut or midriff baring tops, short-shorts, denim pants, flip-flops, or sandals. Wear comfortable dance attire, or similar, and jazz or athletic shoes.
- Cell phones, tablets, computers, games, or any other electronic devices are **NOT ALLOWED** during rehearsals or performances, unless directly specified by the Artistic Staff. Any of the above discovered during rehearsals or performances will be removed by the Lead Parent or designated Parent Volunteers and given to that Cast Member's parent or guardian at the end of the event.
- No talking, dancing, or loud walking in the wings of the Theatre; the wings are reserved for the Set Movers, Props People, Stage Managers, and Cast Members *immediately* about to go onstage.
- Do not bring **FOOD** or **DRINK** (other than water) into the Studio or Theatre at any time. Consumption of these items will only be allowed during designated break times, and only outside of the Studio or Theatre.
- No one other than Cast Members, Artistic Staff, Board Members, and designated Volunteers should be onstage/backstage during any rehearsal or performance. During performances, Cast Members who are not in that particular performance also may not be backstage.
- All fellow Cast Members, Artistic Staff, Board Members, and Parent Volunteers are to be treated with courtesy and respect at all times. Inappropriate or abusive language or conduct toward others will not be tolerated at any age level. No inappropriate touching of any Cast Member, Artistic Staff, or Volunteer, or any of their belongings.

Consequences for not adhering to the above Rules of Conduct are outlined in the following Discipline Policy:

Warnings will be given for:

- | | |
|--|--|
| 1. Behavior that interrupts the positive nature of rehearsals | 3. Missing rehearsal without notice |
| 2. Disrespectful behavior to Staff, Volunteers, or fellow Cast Members | 4. Repeated failure to follow directions or policies |

1st Offense: Verbal warning will be given to the Cast Member

2nd Offense: Cast Member will be asked to sit out of the rehearsal and Parent notified

3rd Offense: Written warning will be given to the Parent; Artistic Staff will be notified

4th Offense: Conference between the Executive Director, Cast Member, and Parent(s).

Cast Member may be dismissed from the Workshop or Production, and no refunds will be given. Certain extreme behavior (fighting, physical intimidation, verbal harassment, or other) may warrant an immediate dismissal, at the discretion of the RCTC Executive Director.

Parent: _____
First *Last* *Cell Phone #*

Parent: _____
First *Last* *Cell Phone #*

Emergency: _____
First *Last* *Phone #*

We (Cast Member and Parent) have read and understand the above stated Rules of Conduct and Discipline Policy and agree to abide by these rules and their consequences. We understand that any misconduct can result in the removal of the Cast Member from the Workshop or one or more shows.

Cast Member Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

By Printing or Signing Your Name Above, You Agree to RCTC Rules of Conduct & Discipline Policy