

## Dear Cast & Crew Members and Parents,

In this packet you will find:

- A copy of the **rehearsal schedule** for “The Diary of Anne Frank” (It is very important that you arrive **ON TIME** and ready to work. I realize that some conflicts cannot be avoided, so please let me know which rehearsals your commitments conflict with after reviewing the schedule. If you cannot attend a practice, you need to let Ms. Geckle know **ON PAPER BY \_\_\_\_\_**. **NOTICE:** We will have a **“three strikes and you are out” rule**. You may miss three rehearsals total. If you miss more than this without proper notice you are out of the show. (If you are sick or there is an emergency, please notify Ms. Geckle as soon as possible). **You receive a copy of the rehearsal schedule well in advance. YOU NEED TO MAKE PLANS TO ATTEND YOUR REHEARSALS NOW!!!**)
- A **contract stating your agreement to abide by school policies** throughout the duration of the rehearsal/production process. It is important to realize that all school rules will be in effect for all play related events (including cast parties). Academic eligibility, attendance policies and the substance use policy must all be adhered to. These topics can all be found in the student handbook; please review all of these policies. **If you are placed on probation for academic ineligibility, you will have the week to get your grade back up. If you land on the ineligibility list for a second week, you will be out of the show.** It is important to keep your grades up. If you start to slip let Ms. Geckle know immediately! **If found in violation of the substance abuse policy during this show, you will be removed from your role in the show, forfeit any participation in activities surrounding the production and not be permitted to be involved in the McAuley shows for the remainder of the year.** Parents, I would really appreciate your support on these policies! This also serves as your permission to participate in the show. Parents and cast member **please sign this paper and return it by \_\_\_\_\_**.
- **T-Shirt order form.** If you are interested in ordering T-Shirts for the production please fill out this form and return by \_\_\_\_\_!
- **DVD order form.** If you are interested in ordering a DVD copy of the production please fill out this form and return by \_\_\_\_\_!
- **Program Ad Order Form.** This is one of the ways we are able to help fund the show. If you would like to put an ad or patron ad in the program or know anyone who would, please use this form to submit that order no later than \_\_\_\_\_. (Just two Patron Lines almost pay for one entire program to be printed)!
- A **parent volunteer form.** We would like to invite all parents to help with any and all aspects of the production. We can use parents to help with set construction; we can always use more hands! If there are any parents interested in sewing/altering costumes or making props we can use you! We will need help publicizing the show (how great would it be if we could fill the house!). And on the night of the show we will need help with concessions, flower sales, and ticket sales. There will also be additional receptions and things such as the pot luck dinner and tea party that we will need help with! I’m sure other things will pop up- I’ll let you about other opportunities as soon as possible! If you have any questions, please feel free to contact me at [mcauley\\_drama@live.mcauleyhs.net](mailto:mcauley_drama@live.mcauleyhs.net). We are looking forward to a great show! Please return this parent volunteer form by \_\_\_\_\_.
- Tickets are available ONLINE at [showtix4u.com](http://showtix4u.com). Just head to that website and search for the show! Make sure you share the ticket info with friends and family! Tickets will also be available at the door the weekend of the show. **This year we will be doing General Admission for the Fall Play!** You can also **fill out and return the attached ticket order form** up until the Wednesday before the show; and feel free to share this form with others! We want to do what we can to fill the auditorium for our cast and crew!

- Please note that all bios for the program are due \_\_\_\_\_. **BIOS SHOULD BE EMAILED TO: [mcauley\\_drama@live.mcauleyhs.net](mailto:mcauley_drama@live.mcauleyhs.net)** when completed! Make sure your bio is written in **third person and under 100 words!** PLEASE TYPE YOUR BIO IN THE BODY OF THE EMAIL! **DO NOT ATTACH A DOCUMENT!** IF YOUR BIO IS NOT IN ON TIME YOU WON'T HAVE ONE IN THE PROGRAM ☹

Again, I am so excited to have the opportunity to work on this show and want to thank you for all of your help, support and cooperation in advance! This show is sure to be a unique experience for many of us and I look forward to seeing how we all come to grow together and as individuals!

Ms. Kathryn Geckle

[mcauley\\_drama@live.mcauleyhs.net](mailto:mcauley_drama@live.mcauleyhs.net)

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I have read the letter pertaining to rehearsal attendance and the adherence of school policies during all production related activities. I understand the consequences involved if I fail to comply with these policies.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Student Email: \_\_\_\_\_

Parent Name: \_\_\_\_\_

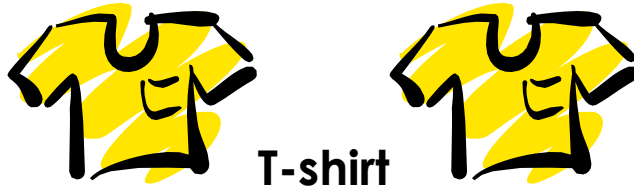
Parent Email: \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

**CONFLICTS:**

(Please return this paper by \_\_\_\_\_!)



# Order Form

Please fill out and return this order form by \_\_\_\_\_ if you would like a t-shirt. (Parents are more than welcome to order t-shirts as well)!

**Name:** \_\_\_\_\_

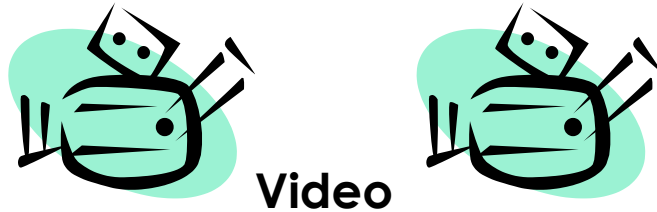
(Please indicate number of each item in the blank)

**T-Shirt Information:**

Short Sleeve	X-small	_____	X \$10.00
	Small	_____	X \$10.00
	Medium	_____	X \$10.00
	Large	_____	X \$10.00
	X-Large	_____	X \$10.00

**TOTAL AMOUNT OF MONEY ENCLOSED:** \_\_\_\_\_

(Make all checks payable to **McAuley High School**).



Video

# Order Form

Please fill out and return this order form by \_\_\_\_\_ if you would like to order a DVD.

**Name:** \_\_\_\_\_

**Contact Info for when DVD is ready:** \_\_\_\_\_

**Video Information:**

DVD-      \$20.00      \_\_\_\_\_

**TOTAL AMOUNT OF MONEY ENCLOSED:** \_\_\_\_\_

(Make all checks payable to **McAuley High School**).

# Program Ad Order

- Your advertisement will be seen by approx. 2500 people.

The cost to place an advertisement in the program:		# of Ads
Patron Lines (25 words or less per patron line)	\$1	_____
Patron Advertisement	\$10	_____
Business-Card Size Advertisement	\$25	_____
Half-Page Advertisement	\$50	_____
Full-Page Advertisement	\$90	_____
TOTAL: \$ _____		# _____

\*(See back of this page for advertisement size details)

- **DEADLINE** for receipt of advertisement: \_\_\_\_\_

- If you are sending an advertisement by mail, please send it to:

McAuley High School  
Attn: Kathryn Geckle  
6000 Oakwood Ave  
Cincinnati, OH 45224

Please PRINT patron lines on the lines below or on a separate sheet of paper.

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## Parent Volunteer Sheet

Parent's Name(s)

Student's Name

Parent's PHONE

Parent's E-MAIL(s)

### TECH

- \_\_\_\_\_ Set Construction
- \_\_\_\_\_ Help with set strike after show

### COSTUMES & PROPS

- \_\_\_\_\_ Help students organize costumes/props
- \_\_\_\_\_ Help sew/build costumes
- \_\_\_\_\_ Help build props

### TICKET SALES!!!

- \_\_\_\_\_ Organize Ticket Sale Volunteers
- \_\_\_\_\_ Day of Show Sales: Friday
- \_\_\_\_\_ Day of Show Sales: Saturday
- \_\_\_\_\_ Day of Show Sales: Sunday

### CONCESSIONS (cookie reception)

- \_\_\_\_\_ Organize concessions reception
- \_\_\_\_\_ Day of Show Concessions: Friday
- \_\_\_\_\_ Day of Show Concessions: Saturday
- \_\_\_\_\_ Day of Show Concessions: Sunday

### FLOWER SALES

- \_\_\_\_\_ Purchase Flowers for Sale
- \_\_\_\_\_ Organize Flower Sale Volunteers
- \_\_\_\_\_ Day of Show Sales: Friday
- \_\_\_\_\_ Day of Show Sales: Saturday
- \_\_\_\_\_ Day of Show Sales: Sunday

### POTLUCK DINNER FOR OPENING NIGHT

- \_\_\_\_\_ Organize Dinner
  - \_\_\_\_\_ Help set up/clean up dinner
- \*\*You will receive an email from the organizing parent to sign up for dishes/items to bring to dinner\*\*

### TECH WEEK SUSTENANCE!!!

- \_\_\_\_\_ Organize "tech week sustenance"
  - \_\_\_\_\_ Help set up/serve during the week
- \*\*You will receive an email from the organizing parent to sign up to bring snacks/water\*\*

THANK YOU IN ADVANCE FOR ALL OF YOUR HELP!!! WE WOULDN'T BE  
SUCESSFUL WITHOUT EACH OF YOU!!!

Contact Katie Geckle at [mcauley\\_drama@live.mcauleyhs.net](mailto:mcauley_drama@live.mcauleyhs.net) or  
[gecklek@live.mcauleyhs.net](mailto:gecklek@live.mcauleyhs.net) with questions!