

HALO Productions & Events at the Hidden Hills Theater						
Angelique Daugherty		818-620-3660		HaloEvents5678@gmail.com		
SESSION INFORMATION						
SESSION			SHOW			
2/8 - 5/14			Tale of Beauty and the Beast			
REGISTRATION			SESSION LOCATION			
HaloAcademyInc.org			Hidden Hills Theater			
HALO STAFF						
The following people are the core Production Staff. Your main contact as Parent Liaison is _____, however, feel free to go to any staff member should you have any questions or concerns. We always encourage open lines of communication. We work as a Team to ensure the best production and experience for the Cast Member(s).						
Angelique Marie		Artistic Director/Producer		HaloEvents5678@gmail.com		818.620.3660
Jocelyne Daugherty		Admin/ Perf. Arts Asst		Jazz.angelique2002@gmail.com		
*** Student whose age/ability level falls outside the norm to be placed accordingly dependent on artistic ability and Director assessment.						
PERFORMING ARTS SESSION						
CLASS TIME & FEES						
	Date	Time	Days	Age/Level	Fee	
Winter/ Spring Session	Feb 8- May 14	4-6:15 pm	Tuesdays (Production Weekend May 14 & 15)	Grades 2-12	- \$375 per 12 week session - \$10 Material Fee	
<p>SCHEDULING: Everyone will come every wednesday from 4-6:15. Grades 2 &3 will be in our <u>Jr. Company</u> and will come from 4-5pm. They will perform in 2 numbers for the show.</p> <p>Everyone will do warm-ups and exercises together and then branch out into different groups according to what pieces are being worked on for the day. Some may be group dances, others may be solo or group songs, others still may be working on line memorization, but everyone will be working toward the end result of a collaborative phenomenal production.</p>						

HALO encourages personal and artistic growth via performing arts instruction, exercises, games and performance experiences.

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Angelique Daugherty

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SESSION INFORMATION

SESSION

SHOW

2/8 - 5/14

Tale of Beauty and the Beast

INCLUDED IN SESSION FEES

- Group and solo performing arts instruction in Voice, Dance & Theater - -----
- Professional assessment and coaching of performance piece(s)
- Libretto of lyrics and CD copy of music to be studied and/or performed -
- All rehearsal and performance times
 - **EXTRA REHEARSALS: Extra Rehearsals and Tech Week- exact dates and times TBA**

INSTRUCTION - Places emphasis on the following:

- | | |
|--|---|
| <input type="checkbox"/> Projection | <input type="checkbox"/> Theatre games |
| <input type="checkbox"/> Timing | <input type="checkbox"/> Choreography |
| <input type="checkbox"/> Movement | <input type="checkbox"/> Stage presence & delivery |
| <input type="checkbox"/> Blocking | <input type="checkbox"/> Speech & vocal pronunciation & diction |
| <input type="checkbox"/> Vocal Technique | <input type="checkbox"/> Breathing technique |

AND SO MUCH MORE!!

ATTIRE

AT SESSIONS and REHEARSALS:

Students need to be dressed comfortably and wearing the proper dance shoes. If you do not have dance shoes, sneakers (with proper arch placement) are the next best thing. **NO JEANS PLEASE!** And pull back your hair. In order to participate in class, appropriate attire must be worn for your comfort and safety.

AT SHOWS: Be prepared to bring BEIGE clothing, example: shorts, leotard and tank for quick changes, etc.

COSTUME / PROPS

We will be ordering costumes and props. We ask you to bring a laundry basket/box labeled with your name where you will keep your costumes and props from tech until the shows.

If you have costumes/props that will work for yours or even another character, please consider borrowing them. We thank you in advance.

SPECIAL DATES- ALL SUBJECT TO CHANGE

PARENT & CAST MEETING #1 REG FORMS DUE	Feb 8 @ 6:20 PM	Mandatory meeting -Forms & fees due
PARENT & CAST MEETING #2	MARCH 8 @ 6:20 PM	2nd mandatory meeting Volunteer placements/ ADS
PHOTO SHOOT/ COSTUME FITTING DAY	End of April -TBD	Fit Costumes, take Headshots, Group shots taken, wall of fame cards due
FINAL TECH WEEK- DRESS REHEARSALS	May 8-12, 2022	
PERFORMANCE DAYS-	<u>DATE</u>	<u>CALL</u> <u>SHOW</u>
Times Subject to change	May 14 & 15, 2022 (2 Shows)	5/14----5:30pm 7:00 pm Show 5/15---- 12:30 pm 2pm Matinee

Angelique Marie	818.620.3660	
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TRIPLE TALENT SESSION INFORMATION

SESSION	SHOW
Winter/Spring	Tale of Beauty and the Beast

ORDER FORMS

<p>TUES, FEB 8 - 1ST MEETING ALL FINAL REG FEES DUE/ FORMS www.HiddenHills.org/theater</p>	<p>TUES. MARCH 8-2ND MEETING Volunteer Placements/ ADS</p> <hr/> <p>Mid-April TBD - Photo Shoot/ Costume Fitting Day</p> <p>AD SALES- optional</p> <p>HALO's WALL OF FAME 8X10 CARD Due - Required</p>
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CONFLICTS

Performers are asked to submit any conflicts as soon as possible. HALO understands that both parents and students have obligations and will do their best to adhere to them. You may still participate in the Showcase, even if you are unable to attend every single group class time. But you may miss no more than two class sessions without special permission.

WE LOVE PARENTS BUT...

With your student's best interest in mind, parents are invited to their student's first class meeting only. Our instructors always welcome the opportunity to discuss a participant's progress with the parents at any time. We also want to surprise you with the show. Thank you for your cooperation. 😊

Should you have additional questions, please contact HALO at HaloEvents5678@gmail.com

Thank you and we look forward to working with you and watching you as your Talents enhance and exceed!

Welcome to the HALO Family!
Ms Angelique & Staff

VOLUNTEER FORM

Angelique Daugherty
818.620.3660
HaloEvents5678@gmail.com

In order to make our shows a success, we depend on the generosity of our family and friends. We request that each cast member and/or family member volunteer during the Session Period & especially during the technical rehearsal week prior to the show and throughout the performance. We deeply appreciate your support, for without it, we cannot produce the best possible show.

I understand the importance of parental support for the large amount of time required for a quality theatrical production in order to keep tuition costs at a manageable level. I therefore agree that I (or other family member) will provide at least 5 hours' time in duties to be agreed to by management or the assigned parent liaison for this production. _____ (initials)

Please think of your strengths and in which arenas your services may best be utilized and circle below in one or more PER column.

THANK YOU! *Please see next page for volunteer descriptions....*

CAST MEMBER NAME(S) _____

VOLUNTEER'S NAME(S) _____

BEST NUMBER TO REACH VOLUNTEER _____ EMAIL ADDRESS: _____

SPECIAL SKILLS

AREAS OF INTEREST

PRESHOW (planning and/or occurs)	AT SHOW (planning and/or occurs)	BOTH - PRESHOW & AT SHOW (planning and/or occurs)
Set Design	Concessions	Ticket Sales
Publicity/Marketing	Hair and Make-Up	Photography
E-Publicity	Backstage Crew	Costumes
Cast Party	Child Supervision	Props/Set-up
Program	Tech Crew/Spotlight	Director/Cast Liaison
	Microphones	Stage Manager
	Usher & Raffle	Technical Director
	Clean & Set-Up Before & After the Show	Sound Design
	Projector Technician	Assistant to the Producer

VOLUNTEER DESCRIPTIONS OF COMMITTEES

PRESHOW (planning and/or occurs)	
AREA	DESCRIPTION
Set Design	- build and help design sets as needed in collaboration with the director's vision
Publicity/Marketing	- hang flyers around the Community in businesses, schools, etc; be the voice of the program and show - market in as many ways as possible-create a Facebook Page; send e-blasts - Organize and/or promote promotional events
Program Design	- format layout and input cast info, pre-designed graphics, & photos - proofread final copy and get final to copier no later than 2 weeks prior to show
Sponsorship	- obtain sponsors for the program and show, via ads in the program using the ad layout forms
Copies	- make copies or find someone to donate to make copies of flyers and program
Cast Party	- oversee and organize the cast party - participants to receive special awards and gifts from the directors and instructors - send out fliers, gather monies from cast to cover food, drinks and cast awards
AT SHOW (planning and/or occurs)	
Concessions	- as directed, purchase, set-up/break-down, organize candy, water, flowers, etc. - chairperson to oversee concessions and table with cash box
Hair and Make-Up	- Prior and during each show and dress rehearsal, supervise and help with the application and design of make-up and hair according to the specified character
Backstage Assistance	- help cast finalize costumes, hair & make-up, props; keep general order - ensure students are lined up and ready for their next scene in plenty of time with all correct items
Child Supervision - girls & boys	- in accordance with backstage assistance, you are the enforcers and security line should any cast members need that 'extra' assistance
Stage Crew	- WEAR BLACK; must be at dress rehearsals to learn cues - be prepared to be at assigned performance 45 minutes before show to review set sheets
Microphones	- keep track of and monitor all lavalier, standing, and cordless microphones and possibly switch throughout show as directed
Usher & Raffle	- oversee, obtain and prepare donated items to raffle at each performance -hand out playbills and help audience members to their seats
Clean & Set-Up Before & After the Show	- clean up dressing rooms, etc..to make sure no food or drinks or anything of concern is left in (on-like curling irons, etc) in dressing rooms, place left items in a lost and found bin - try to leave place in order as we are renting the facility and should be as respectful as possible
Projector Tech	-Change projection screens from laptop as show occurs alongside lighting technician
BOTH - PRESHOW & AT SHOW (planning and/or occurs)	
Ticket Sales	- oversee and document sales and distribution of presale tickets - set-up for ticket sales at each performance; responsible for assigning persons to sell at shows
Photography/ Hall of Fame	- take pictures of cast ; document photos on photo CD - create a photo board highlighting the cast and their characters for audience members to see
Costume Design/ Coordinator	- organize preparation of costumes, schedule costume fitting and assist during tech week
Prop Masters	- set up and label props prior to each show according to scenes at the prop tables at perspective sides of stage; all props are returned and placed in the same order in preparation for the next show
Director/Cast Liaison	- work directly with the directors and act as a go-between parents, cast members, & directors
Stage Manager	- make sure that every aspect of the production runs just as the director intended - record all blocking, and all the light, sound and set change cues, in a master copy of the script- Prompt book (The "Bible")
Technical Director Assistant	- coordinate stage, set, sound and lighting design and implementation; stage management; computerized lighting systems; stage carpentry - plan, develop, schedule, and provide the technical supports required
Sound Design Engineer	- plans and provides the sound and any special effects in the play
Lighting Design/ Engineer	- Plans and created all lighting cues so they're set on the board and ready to go - Throughout show, presses all lighting cues while following the script

PLAYBILL PROGRAM ADVERTISING & MESSAGES

I would like to make a one-time contribution to Tale of Beauty and the Beast Production as an ADVERTISED SPONSOR. I will contribute a tax-deductible monetary contribution to in the Amount of \$_____. In exchange I will receive product placement advertising on the website and as a Sponsor and in the Program Book.

I will indicate what sizes I want in the program and the amount of the monetary contribution.

I will also send a high resolution AD or Sponsor Announcement before **April 15, 2022**.

Thank you so much for helping to advance your student's success by being an Advertised Sponsor. Please copy this for your records as your tax-deductible receipt.

<u>AD SIZE</u>	<u>RATE</u>
<u>INSIDE COVER or BACK INSIDE COVER</u>	<u>Full Color Cardstock</u> <u>\$125</u>
FULL PAGE	
<u>Full Page Ad</u>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="border-right: 1px solid black; width: 50%; padding: 5px;">MESSAGE</div> <div style="width: 50%; padding: 5px;">QUARTER PAGE</div> </div> <u>\$ 100</u>
<u>Half Page Ad</u>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="border-right: 1px solid black; width: 50%; padding: 5px;">BUS CARD</div> <div style="width: 50%; padding: 5px;">QUARTER PAGE</div> </div> <u>\$ 50</u>
<u>Quarter Page Ad</u>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="width: 50%; padding: 5px;">BUS CARD</div> <div style="width: 50%; padding: 5px;">QUARTER PAGE</div> </div> <u>\$ 25</u>
<u>Business Card Ad</u>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="width: 50%; padding: 5px;">BUS CARD</div> <div style="width: 50%; padding: 5px;">QUARTER PAGE</div> </div> <u>\$ 15</u>
<u>Good Luck Message</u>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="width: 50%; padding: 5px;">BUS CARD</div> <div style="width: 50%; padding: 5px;">QUARTER PAGE</div> </div> <u>\$ 10</u>

TOTAL: _____

____ Attached is a camera-ready artwork of our advertisement and/or message and dedication. I will email the ad copy in 300 dpi as well to: haloevents5678@gmail.com and the name of the student sponsored in the RE line.

Sponsor Full Name: _____

Sponsor Name of Business: _____

Tax-deductible Contribution Amount: \$ _____

*Thank you for your support for the Hidden Hills Musical Theater Playhouse
We cannot be a success without your support. www.HaloAcademyInc.org*