



**The Children's Theatre of Charleston, Inc.**

*Official West Virginia Children's Theatre*

Post Office Box 11060  
Charleston, West Virginia 25339  
(304) 741-9099

## GENERAL INFORMATION

Dear Parents,

Following is some general information that should be useful to you regarding this production of *Hansel and Gretel*.

This show will be performed at the Civic Center Little Theater. Show dates are October 1-4, 2015. School performances are scheduled for Thursday, October 1<sup>st</sup>, and Friday, October 2<sup>nd</sup> at 9:15 & 11 each morning. Public performances will be Friday, October 2<sup>nd</sup> at 7 p.m., Saturday, October 3<sup>rd</sup> at 2 p.m. and 7 p.m. and Sunday, October 4<sup>th</sup> at 2 p.m.

We are building within the children skills of LEADERSHIP, RESPONSIBILITY, DISCIPLINE, and CARING. Children's Theatre of Charleston ("CTOC") expects participants to exhibit the following behaviors: respect, cooperation, reliability, courtesy and safe practices.

### Expectations of you and/or your child:

- **Parental cooperation** is essential in order to make this play a rewarding and pleasant experience for all children.
- You are making a **commitment** for your child to be present **at ALL rehearsals needed and ALL performances**. It is expected that rehearsals take a **high priority** in each child's schedule. Each child holds a valuable place in the production, and the absence of one child from a rehearsal or a performance compromises the integrity of the entire production.
- The **only absences that are allowed** are those excused by the Assistant Director or Director. We recognize that unavoidable conflicts may arise and the Assistant Director should be notified as soon as possible.
- Any performances that you have a conflict with must be made known **IMMEDIATELY** (prior to the audition).

- As a parent we need for you to help assure that your child **knows their lines (if any) and blocking (where they need to be on stage)**. Younger children may require a parent to stay with them during rehearsals to ensure the child knows **when** they should be on stage and **where** they should be on the stage.
- As a parent you are responsible that your child is **not disruptive** during rehearsals and shows.
- Children are expected to **sit quietly** during rehearsals, even when not on stage.
- CTOC has lots of costumes, props and stage pieces in its facility and backstage during performances. Children should **never play with, disturb or move this property**, unless it is their actual costume or stage prop. Children also should never play on any of the stage pieces.
- Children and parents are **expected to respect** the production staff, the facility and the property owned or used by CTOC.
- **Excessive absences and behavior issues may result in your child not being able to participate in this show, as well as future shows.**

Calendars of the Rehearsal Schedule and Performance Schedule will be provided. CTOC generally rehearses 3-4 nights a week from 6:30 p.m. to 8:30 p.m. and Sunday afternoons. This schedule, however, may change and be altered by the Director.

In the event that Kanawha County schools are closed due to bad weather, rehearsals for that night will also be cancelled. If you are in doubt about rehearsals, please check the facebook group or your email messages.

Parents are encouraged to volunteer their services to help backstage, move in set & strike set when the show is over, set, prop and costume building. Certain costume parts will be provided, however, parents are responsible for seeing that their child's costume is complete and approved by the Costumer. Anyone buying any costume parts should get permission from the Costumer IN ADVANCE to avoid problems.

We ask that children be delivered and picked up from rehearsals promptly, and that parents agree to supply transportation to and from rehearsals and performances. Cast members are required to remain inside the building until their transportation is available.

Income for the CTOC comes from the sale of tickets from both our school performances and public performances. Except for a small amount of money received from the Fund for the Arts each month, ticket sale money is the only income that keeps CTOC able to keep providing theatrical opportunities for children and adults in the community. It is important that parents understand that unless you are volunteering in a position for a particular performance, you are required to purchase a ticket for you and your family members for each and every performance you attend. CTOC must enforce this policy in order to continue to provide the quality experience that your child will have. We thank you in advance for your cooperation.

**If you would like to make a donation to Children's Theatre please contact the Company Administrator for more information.**

Please direct any questions you may have during auditions or during the rehearsal period to one of the Board members or to LeeAnne Rheinlander. The CTOC Voice Mail phone number is: 304-741-9099.

Sincerely,

LeeAnne Rheinlander  
Company Administrator

## **CTOC'S BOARD OF DIRECTORS**

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