

All the Nitty Gritty Details for Production Week 2023 and FAQs

Sunday 12th November – Sunday 19th November

Everything this week is held at The Little Theatre, Lower Hutt

The schedule replaces normal classes during this week but Combo classes still have their class the day before on Saturday 11th November.

A reminder: You have had the theatre rehearsal schedule in your commitment notice since June and you filled in the google form to say you had read the notice and could commit to the production week schedule. This commitment notice with the schedule was emailed, was also given in hard copy to every student and has been available on the Arts a Go Go! website.

This notice reminds you of that same schedule plus adds in other details and hopefully answers any questions you may have. For the smooth running of production week and to help our production team out, please read this carefully.

It's also not too late to join the private parent show Facebook groups as another way to get reminders. We know what it's like to be a busy parent.

For urgent matters, please phone Kathy Rodger (Desk Manager) 0274452849
Most ticket enquiries can be managed directly through iTICKET. For unresolved ticket matters, you can email me using this email artsagogotickets@gmail.com



Frequently Asked Questions and Questions You Didn't Know to Ask!

What days and times does my child need to be at the theatre for rehearsals?

A copy of the production week schedule is below. Nothing has changed from the commitment that you signed up to in June and these must take priority over any other activity.

SUNDAY 12th NOVEMBER

Who is needed and when?

(Please arrive and leave in costume. No hair or makeup.)

9am-10.15am: Irish Dancers

10.15am-12.00pm: 11am Combo Class

12pm-1.15pm: 6pm Weds Drama Class

1.30pm-4.30pm: 1.30pm Combo Class

4.45pm-5.45pm: 3.30pm Weds Drama Class

5.45pm-6.45pm: 4.45pm Weds Drama Class

6.45pm-7.45pm: Weds Advanced Drama Class

7.45pm-9pm: Musical Theatre Class

This is a closed rehearsal. Parents cannot watch unless they are helping.

MONDAY 13th NOVEMBER

Technical Pack-in

Technical Rehearsal 1

Who is needed and when?

(Please arrive and leave in costume. No hair or makeup)

3.45pm – 5.00pm 3.30pm Drama Class

5pm-6.30pm 11am Combo Class *(those mic'd will be called earlier.)*

6.30pm-7.45pm 6pm Weds Drama Class

7.30pm-9.00pm Musical Theatre Class *(those mic'd will be called earlier.)*

This is a closed rehearsal. Parents cannot watch unless they are helping.

TUESDAY 14th NOVEMBER

Technical Rehearsal 2

Who is needed and when?

(Please arrive and leave in costume. No hair or makeup)

3.45pm-5pm Irish Dancers

4.45pm-7.15pm 1.30pm Combo Classes *(those mic'd will be called earlier.)*

7.15pm-8.30pm 4.45pm Weds Drama Class

8.15pm-9.30pm Weds Advanced Drama Class

This is a closed rehearsal. Parents cannot watch unless they are helping.

WEDNESDAY 15th NOVEMBER

Dress Rehearsal: 3.45pm-7.30pm

Show Group A performing

(Costumes, full hair and makeup required. Please seek permission to leave school early to be ready on time.)

Show Group B watching as the audience - compulsory.

(See audience arrival time below. Regular clothes for audience.)

THURSDAY 16th NOVEMBER

Dress Rehearsal: 3.45pm-7.30pm

Show Group B performing

(Costumes, full hair and makeup required. Please seek permission to leave school early to be ready on time.)

Show Group A watching as the audience - compulsory.

(See audience arrival time below. Regular clothes for audience.)

FRIDAY 17th NOVEMBER

FIX UP DAY

Everyone must please keep this afternoon and evening free in case their child is called in.

SATURDAY 18th & SUNDAY 19th NOVEMBER

SHOW DAYS

What happens with costumes?

Performers, unless they are told otherwise, get changed at home and arrive and leave in costume. It is not traditional theatre etiquette to do this, but we have found it has made a positive difference the last three years to backstage congestion. Your child must arrive with everything they need for their costume including any jewellery and hats given, so perhaps writing out a checklist would help. Your child should bring a large buttoned shirt or dressing gown to wear over their costume when eating. Your child wears their costume to EVERY rehearsal, but hair and makeup is only needed for their full dress rehearsal and show days.

What about hair and makeup?

Separate to this notice, each class has been emailed instructions and photos for their hair and makeup. Your child only needs their hair and makeup done for their full dress rehearsal and show days. (Unless you would like to do it for the other days too to practise!)

What about carpooling?

I will put parents in touch with others who indicated on their form that they would like to help or needed help with transport.

Do I sign my child in and out?

Yes. There is a desk set up in the foyer of the theatre with Kathy as manager. (If they are old enough, they may sign for themselves.) The children then go to their dressing room and wait there quietly until they are called.

Can my child wait for me outside at the end of each rehearsal?

No. For safety, they must wait for you inside.

Can parents and grandparents watch the rehearsals?

No. The rehearsals are "closed rehearsals" unless you are helping.

What is happening with watching each other's dress rehearsal and pizza?

Details for the student audience:

It is compulsory for each student to watch the dress rehearsal of the show they are not in. This is important for a sense of belonging and encouragement of each other at Arts a Go Go! and helps students to be inspired by the work of their fellow students. It is also hugely beneficial for the performers to have an audience for their final rehearsal. It will run like a show. The children watching in the student audience have the opportunity to order pizza in advance and have this at the theatre before being in the audience. The link to order pizza:

<https://forms.office.com/r/C7Gabcl3yS>

Pizza is just for those watching, not those performing, and is only on these two dress rehearsal days. (If you are in both shows A & B, you may order pizza to eat after one of the days you have performed.)

Show A's dress rehearsal is on the Wednesday and Show B students watch.

Show B's dress rehearsal is on the Thursday and Show A students watch.

The student audience for the day arrive at 4.30pm. They eat their pizza together (supervised outside if fine) and will be called into the auditorium when we are ready to start. The student audience will be picked up at approximately 7.15pm. If your child is 7 or under, you can arrange with Kathy at the front desk to pick them up from the audience earlier if you wish to.

Will my child have breaks to eat when they are rehearsing and performing?

There isn't usually a set break time and students will eat when they have downtime. Please pack a large lunch box of healthy snacks, food for dinner and water to sustain them for every rehearsal and on show days. Students must bring a dressing gown or large buttoned shirt to wear over their costume when eating. Please note, there is currently no theatre café.

What dressing room is my child in?

We have helpers showing them where to go.

Dressing Room 1: Irish dancing girls (& 1.30pm girls overspill)/3.30pm drama girls/4.45pm drama girls

Green Room: 11am combo girls/6pm drama girls/Advanced Drama girls/1.30pm combo girls

Dressing Room 2/Office: Musical Theatre girls

Dressing Room 3: All boys

Dressing Room 4: Radio Mics

What does my child do while waiting in the dressing room?

Please send your child along with quiet games, activities, colouring in and devices. (They are responsible for these items) The children will be supervised. (We need more helpers please, so please contact Rachel if you can volunteer.)

Can I go into the dressing room to help my child get ready and/or stay with them?

No. There are parents assigned to supervise and help your child get ready. For security and safety reasons, this is strictly enforced. Those who are helping will be wearing a security pass. If you would like to help, please contact Rachel as we need more volunteers in this area.

Can I still hand in raffle money and buy more raffle tickets at the theatre?

Yes! Please hand these in at the front desk. Please look out for the silent auctions too.

Dress Rehearsals call time for performers is 3.45pm and that isn't enough time after school to get into costume and do hair and makeup. Can they be late?

No. For this special event, can you please ask your child's teacher if they can leave school early this day to allow enough time to get to the theatre ready in costume with hair and makeup done on time. Students with NCEA exams can arrange a later start with Rachel. We aim to finish rehearsals on time, but please know that sometimes we have to run over.

What time does my child arrive on Show Days and when are they picked up?

Please see the call times and pick-up times in the table below. If your child is needed earlier, you will be specifically told. On arrival, they sign in at the front desk and go straight into their dressing room. Again, they arrive in costume with full hair and makeup done. We do warm-ups before each show. Please do not be late.

SATURDAY 18th NOV		Saturday 2pm Show	Between Shows	Saturday 5.30pm Show
Show A	Show A students arrive at 1pm Those mic'ed arrive 11.30am (You will be individually told if mic'ed.)	Show A performs. Pick up approximately 3.45pm		
Show B			Show B students arrive at 4.30pm Those mic'ed arrive 3.30pm (you will be individually told if mic'ed.)	Show B performs. Pick up approximately 7.30pm
SUNDAY 19th NOV		Sunday 2pm Show	Between Shows	Sunday 5.30pm Show
Show A			Show A students arrive 4.30pm Those mic'ed arrive 3.30pm (you will be individually told.)	Show A performs Pick up approximately 7.30pm
Show B	Show B students arrive at 1pm (Those mic'ed arrive 11.30am)	Show B performs. Pick up approximately 4.00pm		

How long is each show?

Show A is approximately 1 hour 30 minutes plus interval. Show B is 1 hour 45 minutes plus interval. At the end of each show on Sunday, there will be thank yous and the raffles will be drawn, so do allow extra time for this.

If my child is performing in Show A and Show B, can they stay between shows?

Yes they can, or you can choose to take them away and have them back in time for their next call. (Please sign them out if they are leaving.) There will be no food provided for between shows so if they are staying, they must either bring their own or you can drop them something down.

Are there lollies available for the audience to purchase before each show?

Yes! Do look out for Helen and her team.

When is the raffle drawn?

Two gift basket prizes will be drawn at the end of Show B show on Sunday afternoon and two gift basket prizes drawn at the end of Show A on Sunday evening. Please also take a bid on our silent auction items. The winning bidders will be contacted in the week following the show.

What do I do if I have a child with me who starts making a noise during the show?

If little ones with you start crying or calling out during the show, we ask that you please take them away from the theatre until they are settled. The performers on stage have worked really hard and it can be distracting for them and hard for others to enjoy the show. It also makes filming and video editing more difficult.

What happens once the performers have finished their show for the day?

After the child's final show for the day, they will return to their dressing room to make sure it is tidy and collect their belongings to take home. The children will then meet you in the foyer and will sign out. (Please do not go backstage into the dressing rooms.) Please don't leave behind anything, including costumes, unless you have been told to.

If I hired a costume from Arts a Go Go!, Totally Frocked or Hannah, should I leave it behind after the final show?

No. Unless you have been told otherwise by Hannah or Kat, please take the costume home. Hannah's Mary Poppins Jr and Totally Frocked costumes are not to be washed, but Arts a Go Go! ones are to be washed unless unsafe to do so. Totally Frocked costumes are labelled, and the Mary Poppins Jr students know what was costumed by Hannah. Please return costumes to The Spot on costume return day, Wednesday 22nd November 3.30pm-5.30pm (All Hannah's Mary Poppins Jr costumes and Totally Frocked costumes must be returned by this day). Saturday 9^h December 1.30pm-2.30pm is also down as a costume return day but please note what is said about Hannah and Totally Frocked costumes. One exception: If your child is doing the "Candyland" themed Upper Hutt Christmas Parade on 3rd December, they may hang onto their Mary Poppins Jr coloured costumes for that but must drop them back to The Spot that day after the parade.

Can I get a video of the show?

The wonderful Glass Gecko Films will be filming again this year. Videos are in the form of a digital link that you can watch or download on your device, computer or TV etc. The cost to purchase the digital video is \$30 and you will receive both Show A and Show B for this. Payments can be made into the show account for the video any time from now on and need to be clearly referenced with your child's name and the word "video". Please allow up to 4 weeks after the show for the video to be ready. There is to be no other filming or photography in the theatre of any sort, including on cell phones.

Can I get photos of the show?

Glass Gecko Films no longer does photography, but we have been lucky to secure Andrew Turner from ATPhoto. Rather than Andrew's per photo rate, there will be a flat payment of \$20 and you will receive a link to all the Show A and B photos. Payments can be made into the show account for the photos any time from now on and need to be clearly referenced with your child's name and the word "photos". There is to be no other filming or photography in the theatre of any sort, including on cell phones.

What if I have volunteered to do a job?

If you have volunteered for a job, you will soon receive a roster. It's not too late to volunteer, particularly for supervision and packing in and out after the final show. Please report to Kathy at the front desk when you arrive. She will give you a pass and tell you where to go. Those who have volunteered to transport and/or reconstruct set on Saturday 11th November, please meet at The Spot (Arts a Go Go) at 10.45am. Thank you!

What if my child is sick during production week?

There is truth in "the show must go on", but at the same time, life has changed a lot since the pandemic and we consider the health of others a lot more. Parents are to be the judge as to whether their child is too sick to perform. Masks are still encouraged in the dressing rooms, along with good hand, cough and sneezing hygiene. Certainly feeling tired or just not feeling like going to the theatre, can never be an excuse as absences impact everyone on and off stage. For urgent matters, please phone Kathy Rodger (Desk Manager) 0274452849.

What happens for my child at Arts a Go Go! after November 19th?**Wednesday 22nd November**

3.30pm-5.30pm: Costume return for hired or borrowed costumes. All of Hannah's Mary Poppins Jr and Totally Frocked costumes must come back this day. (Please see the question above about costume return.)
4.30pm-5.30pm: Student Working Bee at The Spot (to help store and tidy set, props and costumes.)

Saturday 25th November

11am-12pm Christmas Parade rehearsal at The Spot for those who wish to be in the parade. The theme is Candyland.

Saturday 2nd December

5.30pm-7.30pm Party and Prize Giving at The Spot
(All welcome. Please bring a plate.)

Sunday 3rd December

Upper Hutt Christmas Parade. Details will be given to those who come to the rehearsal.

Saturday 9th December

1.30pm-2.30pm Final costume return (but please see above about Hannah's Mary Poppins Jr and Totally Frocked costumes) and last chance to pick up medals and certificates if you missed Prize Giving.

Thank You

Thank you very much for your support. We know having your child involved in shows like this is a lot of work on your part. At Arts a Go Go! the process is just as important as the final product - rehearsing hard, learning performance etiquette, being part of a show backstage and practising teamwork is a huge part of this life experience. We hope you enjoy the shows!

For production week urgent matters, please phone Kathy Rodger (Desk Manager) 0274452849