

## All the Nitty Gritty Details for Production Week 2019 Saturday 9<sup>th</sup> November – Saturday 16<sup>th</sup> November

**Everything during this week is at the Little Theatre, Lower Hutt.**

You can google a map to locate this.

This schedule replaces normal classes.

You already have the theatre rehearsal schedule in your commitment notice. 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. All key show notices can also be found on the show page at [www.artsagogo.co.nz](http://www.artsagogo.co.nz)

***Please note: Rachel and teachers are in the theatre all week and do not see emails until late.  
For emergencies, phone Rachel 0211441641 or Kim (Rehearsal Front of House Manager) 021871991  
Ticket queries go to Joanne [joanne.roelofs@gmail.com](mailto:joanne.roelofs@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?

Please see the rehearsal schedule below. Nothing has changed since you first received this apart from you now no longer bring costumes to hang up on the first Saturday, for security reasons.

### **\*SATURDAY 9<sup>th</sup> NOVEMBER**

**No costumes.**

**Who is needed and when?**

**9.00am – 10.30am:** Irish Dancers

**10.30am-12.30pm:** 11am Combo class

**1.00pm-3.00pm:** 1.30pm Combo class

**3.15pm-4.30pm:** Weds Musical Theatre class

**4.30pm-5.45pm:** 3.30pm Weds drama class

**5.45pm-7.00pm:** 4.45pm Weds drama class

**6.45pm-8.00pm:** 6pm Weds drama class

**7.45pm-9.00pm:** Advanced Weds drama

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

**\* MONDAY 11<sup>th</sup> NOVEMBER** Please bring in your costume this day and place it in your dressing room. Get changed in and out of it there and leave it at the theatre.

Pack-in Day from 8am (Teachers, Crew and Parent Helpers)

Technical Rehearsal 1

**Time: 4pm – 8.00pm**

**Who is needed?**

Weds Musical Theatre class

Individual students may also be called in and will be notified closer to the time.

**\*TUESDAY 12<sup>th</sup> NOVEMBER** Please bring in your costume this day and place it in your dressing room. Get changed in and out of it there and leave it at the theatre.

Technical Rehearsal 2

**Who is needed and when?**

**3.45pm-5.45pm** 11am Combo class

**6pm-8pm** 1.30pm Combo class

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

**\*WEDNESDAY 13<sup>th</sup> NOVEMBER** Please bring in your costume this day and place it in your dressing room. Get changed in and out of it there and leave it at the theatre.

Technical Rehearsal 3

**Who is needed and when?**

**3.45pm-4.45pm:** 3.30pm drama class

**4.30pm-5.30pm:** Irish Dancers

**5.15pm-8pm:** 4.45pm drama, 6pm drama and Advanced drama (all together)

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

**\*THURSDAY 14<sup>th</sup> NOVEMBER** Your costume is already in your dressing room. Please get changed into it when you arrive.

Technical Rehearsal 4

**Who is needed and when?**

**3.45pm – 5.00pm:** 1.30pm Combo class

**4.45pm-6.00pm:** 11am Combo class

**6pm-8.00pm:** Call backs (please keep this time free in case your child's scene is called back)

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

**\*FRIDAY 15<sup>th</sup> NOVEMBER** Your costume is already in your dressing room. Please get changed into it when you arrive.

Dress Rehearsal (but no hair or make-up)

**Who is needed and when?**

**3.30pm-8.00pm: ALL** (Young cast members may be able to leave earlier by prior arrangement. Please check with Rachel)

**When do they bring their costume?**

Please bring costumes to the theatre on your child's first tech rehearsal as written in the schedule above. (Monday, Tuesday or Wednesday). They don't wear them to the theatre. They get changed in and out of it in the dressing room and **leave it at the theatre.**

**Do I sign my child in and out?**

Yes. Please sign your child in and out at the front desk in the foyer. (If they are old enough, they may sign for themselves.)

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

No. They must wait for you inside in the foyer.

**Can parents and grandparents watch the rehearsals?**

No. The rehearsals are "closed rehearsals" unless you are helping, however, you may watch the final dress rehearsal on Friday if you wish to. (Please be aware that performers will not have hair and make-up for this rehearsal and things won't be 100% ready. If there are any distractions, you may be asked to leave, eg, small children talking or running about, including in the foyer as this echoes.) You are always welcome to wait in the foyer, library or café during rehearsals. If you wish to help supervise at rehearsals, please contact Rachel.

**Will my child get to see the other classes perform?**

Yes. At the Friday dress rehearsal. It is compulsory for the students to watch and support the other acts and be the first audience.

**Will my child have breaks to eat?**

There isn't always a set break time, and children are encouraged to take a break in the foyer to refuel when they are not needed. Please pack a large lunch box of healthy snacks and water to sustain them for every rehearsal and on show day.

**How do I order pizza and chips for in between shows on show day?**

Please bring \$6 cash in a named envelope and hand it into the front desk in the foyer by the Thursday rehearsal at the latest. This order is for show day only. Children will receive approximately half a pizza and chips. On the envelope, please write down their selection from these four Pizza Hut options: Hawaiian, Beef & Onion with BBQ sauce, Pepperoni or Classic Cheese. If your child is not having pizza and chips on show day, they must bring their own tea. Children must bring a dressing gown or old shirt to wear over their costumes when eating.

**What does my child do while waiting in the dressing rooms?**

Please send your child along with quiet games, activities, colouring in and devices. (They are responsible for these items) They will be supervised in the dressing room.

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

No. There are parents assigned to each dressing room and they will supervise and help your child get ready. For security reasons, you may not go backstage. This is strictly enforced. Those who are helping will be wearing a security pass. If you would like to help, please contact Rachel.

**Do I have to do my child's hair and make-up?**

No. We have parent volunteers who do that. Irish dancers will be spoken to about some curl preparation at home. We provide make-up and hair products. If you would like your child to wear mascara, and we recommend this for girls, please send them along with their own one as we do not share these. Hair and make-up is only for show day, and not for the rehearsals. Some children will have face paint on. Please let Rachel know if your child has any allergies.

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

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

### **Some of the rehearsals finish quite late, can my child leave early?**

Younger children in Irish Dancing and 3.30pm drama will be able to leave early from the dress rehearsal on the Friday night if you wish them to. Please arrange this with Kim on the front desk. Younger cast members in combo classes may not be able to leave early on Friday night because they are in the second act, however, parents of those children may like to arrive before the end time, just in case we can release them early. (Particularly 11am combo students as they are at the start of the second act.)

### **Friday's Dress Rehearsal starts at 3.30pm, but my child finishes school at 3pm. Can they be late?**

No. For this special event, please ask your child's teacher if they can leave school early this day to allow enough time to get to the theatre at 3pm, get changed into costume and be ready for rehearsal starting at 3.30pm. We start this rehearsal with the finale and that involves all performers. Students with NCEA exams can arrange a later start with Rachel. We aim to finish at 8.00pm, but this may run a little over if we are in the middle of something important. (Please see previous note about those who can leave early if they wish to.) If we happen to finish early, we will post this on Facebook.

### **What Dressing Room is My Child In?**

We will have people on hand to show them where to go.

**The Green Room:** All boys

**Dressing Room 1:** Combo girls

**Dressing Room 4:** Irish Dancers (girls)

**Corridor near dressing room 4 and large bathroom (and then into dressing room 3 once hair is finished):** 3.30pm drama girls, 4.45pm drama girls

**Room off corridor near stage and end of main corridor (becomes a room) and then into dressing room 2 once make-up has finished:** 6pm drama girls, Advanced drama girls, Musical Theatre girls

### **How long is the show?**

We have not yet timed the show all together, but we estimate it will be approximately 2 ½ hours long plus interval.

### **What Happens on Show Day Saturday 16<sup>th</sup> November?**

Performers arrive at 11am. On arrival, they sign in at the front desk and go straight into the auditorium. They do not get into costume yet.

Shows are 2.00pm and 6.30pm. **The performers stay with us all day from 11am until the end of the second show. They do both shows.** It is a long day but it flies by and adrenalin keeps them all going. It's super fun.

We will organise their hair and make-up.

If you are watching the first show, your children can come out into the foyer after the show to see you before we eat and start preparing for the next show. (Again, please do not come backstage unless you have volunteered and been assigned a job.)

There is no allocated seating. Please do not leave single seat gaps as the shows do tend to sell out. We would like to start each show on time.

Arts a Go Go! will be selling refreshments at interval, so do look out for Helen and her team. No food or drink is allowed in the actual auditorium, only the foyer. Raffle tickets will also still be available to purchase and the prizes will be drawn at the end of the 6.30pm show. Please also take a bid on our silent auction items.

If little ones with you start crying during the show, we ask that you please take them into the foyer, or ask their caregivers to. The performers on stage have worked really hard and have only two shows to do their best. It also makes filming difficult.

After the final show, there will be a few thank yous on stage and the raffle prizes drawn. The performers will then return to their dressing room, get changed and gather up their costumes to take home. The children must make sure their dressing room is tidy and litter free, then they are free to return to the **theatre or foyer** to be collected by their adoring and proud families. (Please do **not** go backstage to the dressing rooms.) Under no circumstances are children to wait outside to be picked up. If you kindly lent us any props, it would be very helpful to pick them up that night if you can.

### **If I hired or borrowed a costume from Arts a Go Go, should I leave it at the theatre after the show?**

No. Unless you have been told otherwise, please take the costume home and carefully wash it and then drop it into The Spot on costume return day, Tuesday 19<sup>th</sup> November between 4pm and 6pm.

### **Other Stuff**

You will be sent a notice soon about DVD/USB and photo orders, and **Glass Gecko Films** will also be set up in the theatre foyer to take orders. There is to be no other filming or photography in the theatre of any sort, including on cell phones.

Please turn off your cell phone. (It also interferes with sound channels.)

If you have volunteered for a job, you will receive a roster this week. Hair and make-up people will be sent notes and pictures.

Those who indicated they wanted to carpool to the theatre, or could help others, will be emailed this week.

### **What happens for my child at Arts a Go Go! after November 16<sup>th</sup>?**

**Costume Return and Lost Property Checking Day** @ The Spot, Tuesday 19<sup>th</sup> November, between 4pm and 6pm.

**Student Working Bee** @ The Spot (to help sort show set, props and costumes): Wednesday 20<sup>th</sup> November between 4pm and 6pm

**The Upper Hutt Prize Giving and Party** is Saturday 7<sup>th</sup> December, 5.30pm-7.30pm @ The Spot. All welcome. Please bring a plate.

*Upper Hutt students will be offered discounted tickets to the **Tawa Show** on Sunday 24<sup>th</sup> November.*

*NB. This year Arts a Go Go! will be having a break from the Christmas Parade.*

### **Thank You**

Thank you very much for your support. We know having your child involved in a show 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 show!

*A reminder: Rachel is in the theatre all week and does not see emails until late at night.  
For emergencies phone Rachel 021 144 1641 or Kim (Rehearsal Front of House Manager) 021871991  
Ticket queries go to Joanne [joanne.roelofs@gmail.com](mailto:joanne.roelofs@gmail.com)*