



Final Act Drama

Stage Production
Audition Form

NAME _____

PHONE # _____

EMAIL _____

PHONE2 # _____

M / F _____ GRADE _____ HEIGHT _____
(must be in at least 1st grade to audition)

PARENT NAME: _____

PARENT NAME: _____

ATTACH PHOTO HERE

Show Experience: Have you been in a stage production before?

___ YES How many? ___ ___ NO this is my first audition.

Theater / Dance / and other special skills _____

Audition Requirements:

- Wear clothes for movement as you will be taught a basic dance combination and participate in a movement exercise.
- Be prepared to sing either Twinkle Twinkle Little Star or Happy Birthday to show off your voice.
- Scripts will be available upon arrival. Each will perform a reading will be from the show script.
- Arrive up 15 minutes before hand to turn in completed application and payment.

***All of those who audition will be casted for a role in our production. Which role they will play will determined by the show director. Withdrawal from program due to casting decisions is not permissible!**

REHEARSALS : All cast members are expected to attend the rehearsals for which they are scheduled. Show rehearsals are on **TUESDAYS 4:30-5:30** from auditions until show, unless otherwise noted. Additional rehearsals may be scheduled. Show week rehearsals will be posted as the show date arrives. Please list any conflicts (date, time, and reason) that you have regarding the above rehearsal schedule. Conflicts will be taken into consideration by the directors when casting the show.

ABSOLUTELY NO ABSENCES DURING DRESS REHEARSAL WEEK & SHOWS. Please check your schedule BEFORE you audition re: dress rehearsal week and show dates. Show Dates will be during the last 2 weeks in January.

CONFLICTS : _____

Registration Fee:	\$ 10.00	
Production Fee:	\$100.00	<i>(Currently registered FADA acting students)</i>
	\$200.00	<i>(Non- registered participant)</i>

Full payment is required at time of audition. Payment by Credit Card can be made prior to audition on-line at: www.FinalActDrama.com. Payment by check to be paid to: Final Act Drama, LLC Returned check fee = \$35 Attach payment to completed Show Audition Form and submit at the time of audition.

(for director use only) Call back for: _____ Casted as: _____

Release and Waiver of Liability, Assumption Of Risk, and Indemnity Agreement ("Agreement"):

In consideration of participating in class activities I, the minor's (the student as identified on this form) parent and/or legal guardian, represent that I understand the nature of this Activity and that the participant is in good health, and in proper physical condition to participate in such Activity. I acknowledge that if I believe event conditions are unsafe, participant will immediately discontinue participation in the Activity. I fully understand that this activity could involve accidental risks of bodily injury, including permanent disability, paralysis and death, which may be caused by participants own actions, or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the "releases" named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility of losses, cost, and damages I incur as a result of participants participation in the Activity. I hereby release, discharge, and covenant not to sue Final Act Drama, LLC, its Respective administrators, directors, agents, officers, volunteers, and employees, other participants, and sponsors, advertisers, and , if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) from all liability, claims, demands, losses, or damages, on my account caused or alleged to be caused in whole or in part by the negligence of the "releasees" or otherwise, including negligent rescue operations and future agree that if, despite this release, waiver of liability, and assumption of risk I, or anyone on my behalf, makes a claim against any of the Releasees, I will indemnify, save and hold harmless each of the Releasees from any loss, liability, damage, or cost, which any may incur as the result of such claim. I have read the RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, understand that I have given up substantial rights by signing it and have signed it freely and without an inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

Photo / Interview Release:

Final Act Drama staff may photograph or video tape students occasionally, with the intent of using the pictures in various publications and/or on our web site (www.FinalActDrama.com). Similarly, Final Act Drama may wish to promote our student's accomplishments by sending press releases to appropriate newspapers or publications. In addition, representatives of the media may be interested in stories relating to Final Act Drama and may wish to interview, photograph or videotape our students. Completing this registration process indicates that you grant permission as indicated below.

I grant permission for advertising and press releases to be distributed about my son/daughter, and for photographs, video, of and/or interviews with my child to appear in other mediums for Final Act Drama.

Parental Consent:

I, the minor's parent and/or legal guardian, understand the nature of the above referenced activities and the Minor's experience and capabilities and believe the minor to be qualified to participate in such activity. I hereby Release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releasees from all liability, claims, demands, losses or damages on the minor's account caused or alleged to have been caused in whole or in part by the negligence of the Releasees or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above Releasees, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss liability, damage, or cost any Releasee may incur as the result of any such claim.

Parental Agreement:

I give permission for the child listed on this form to audition, and to participate in this FINAL ACT DRAMA production and attend all rehearsals for which they are scheduled. I understand the parent commitment and am willing to either participate or provide a substitute adult to fulfill my responsibilities

Parent or Guardian Signature _____ Date _____

Final Act Drama - Costume Form

Costume Information:

Name _____

Phone _____

(ATTACH PHOTO HERE)

Email _____

M / F (circle one)

Age ___ Height ___ ft. ___ in. Weight _____

Please specify Size (fill in all applicable blanks)

Children's	Juniors	Women's	Men's
Blouse _____	Blouse _____	Blouse _____	Shirt _____
Skirt _____	Skirt _____	Skirt _____	Pants _____
Pant _____	Pants _____	Pants _____	Suit _____
Dress _____	Dress _____	Dress _____	Inseam _____
Shoe Size _____	Shoe Size _____	Shoe Size _____	Shoe Size _____

Measurements – to be completed by the Costumer during rehearsal.

Head Circumference _____ Waist to Knee _____

Neck Circumference _____ Knee to Floor _____

Waist to Floor _____

Shoulders (seam to seam) _____ Circumference 1" Below the Knee _____

Bust/Chest _____ Nape of Neck to Floor _____

Waist _____ Sleeve Length _____

Hip _____ Upper Arm _____

Nape of Neck to Waist _____ Wrist _____

For costumer's use only Character _____ Costume pieces issued _____

Final Act Drama - Parent Committee Form

One parent from each family must serve on at least one committee. Please circle AT LEAST 4 JOBS FROM EACH COLUMN (PRE-SHOW COMMITTEE and SHOW WEEK COMMITTEE) and number by preference! We will do our best to place you in your area of choice. See Parent committee job descriptions for more information on each role.

PARENT NAME _____	STUDENT NAME _____
PRE-SHOW COMMITTEE	SHOW WEEK COMMITTEE
Box Office (2 people)	Box Office (2 people)
Playbill Program CHAIR (1 person)	(SAME CHAIR as preshow)
Playbill Program (5+ people) finding great sponsors & supporters	Playbill Program (2 people)
Cast Board and BIOs (2 people)	Cast Board and BIOs (1 person)
Refreshments CHAIR (1 person) purchase	(SAME CHAIR as preshow)
	Refreshments (2-3 people) sell
	HOUSE CHAIR (1 Person)
PUBLIC RELATIONS AND PROMOTIONS (1 person) develop and distribute PR materials	
Backstage CHAIR / Stage Manager (1 person)	Backstage CHAIR / Stage Manager (1 person)
Backstage Committee (3 people)	Backstage Committee & Green Room(3 people)
Props CHAIR (1 person)	(SAME CHAIR as preshow)
Props (2 people) buy, borrow, or create	Props (1 person) maintain prop table
Sets CHAIR (1 person)	
SETS Construction (3 people)	
SETS Artistic Painting (1 person)	
SETS Non-artistic painting (3 people)	
SETS Decorating the set (1 person)	
Tech Sound (1 person)	Tech Sound (1 person)
Lighting Tech (1 person)	Lighting Tech (1 person)
Green Room CHAIR (1 person)	(SAME CHAIR as preshow)
Rehearsal Monitor (5 people)	Green Room (4-5 people) plus serve meals
House CHAIR (1 person)	(SAME CHAIR as preshow)
	House Committee (4 people) and help with other needs before show
Makeup CHAIR (1 person)	(SAME CHAIR as preshow)
Makeup (3 people)	Makeup (3 people)
Costume CHAIR (1 person)	(SAME CHAIR as preshow)
COSTUMES (3-4 people)	COSTUMES Dressing Room, Show upkeep (Same as pre-show)
	Photo Documentation (2) shoot, edit, submit photos and video

Parent Committee Job Descriptions

ROLE OF ALL COMMITTEE CHAIRMEN – Oversees committee, works directly with the show coordinator, manages and communicates with volunteers, schedules meetings, assigns tasks, manages budget and requests reimbursements from the FINAL ACT DRAMA office, is responsible for committee's success. They should plan to lead the group session for their committee at the parent meeting to communicate expectations, arrange schedules and mobilize their team. Chairperson should plan to give written instructions to their committee at parent meeting. Most committee chair jobs are both preshow and show week jobs. These jobs are designated (*) below.

PLAYBILL PROGRAM CHAIR – oversees the committee that plans, designs, prints, and recruits sponsorship / advertising for show day programs. Coordinates the Bio board and "Words of Blessings" ads.

PLAYBILL PROGRAM / CAST BOARD COMMITTEE – Works with the committee to compile our show program. Helps coordinate and acquire sponsorship / advertising. Helps with the design, printing, and distribution of show program. Coordinates cast pictures & bios. Promotes ads for "Words of Blessings" program. Sets up Cast board in theater for show week. Take down and return Cast board to office.

BOX OFFICE – (Pre show & show week) Coordinate ticket design, printing, and distribution of tickets to parents and general public sales. Organize ticket sales, distribute will call tickets, identify availability of seats to be sold. Works with the FINAL ACT DRAMA office.

***REFRESHMENT CHAIR** – Determines menu (within theater guidelines) and acquires refreshments, makes arrangements for all needed equipment to be on hand, organizes and schedules show week committee. Meet and work closely with the FINAL ACT DRAMA office.

REFRESHMENT COMMITTEE (show week) – sells refreshments before show and during intermission during show week according to the schedule set by committee chair.

PUBLIC RELATIONS AND PROMOTIONS (preshow) – distribute promotional materials – signs, posters, fliers, and social media – to publicize show. Meet with Executive Director to develop a plan.

***PROPS CHAIR (preshow and show week)** – Oversee the acquisition and production of props for the show under the direction of the show director. Meet with director to get specific instructions, assign tasks/supervise committee volunteers, manage props budget/reimbursements. Prepare instructions and lead meeting of committee at both parent meetings. Oversee and schedule prop workers, including both parent and student volunteers during show week.

PROPS COMMITTEE (preshow)- solicit, collect, buy or make props for the show under the direction of the committee chair within budgetary guidelines .

PROPS COMMITTEE (show week) – Work backstage during the show as scheduled by the props chair person organizing and dispensing, repairing props as needed by the cast.

***SETS CHAIR (preshow)** – Work with show Director to develop sets for the show. Manage committee of workers and budget to accomplish the production of sets for the show. Communicate needs and schedules to committee members, schedule workdays, and assign tasks. Purchase or solicit donations of materials needed. Oversee set transport.

SETS COMMITTEE (pre show) – Work on the construction, painting (both artistic and non-artistic) and decoration of sets. These tasks are mainly accomplished on Friday nights and Saturdays during the rehearsal phase of the show. Also load sets on to trucks for transport to theater, unload, move in and set up sets at theater site.

***MAKEUP CHAIR –(preshow and show week)** Meet with director to create a plan for makeup/wigs, etc. Acquire needed supplies to execute the plan. Schedule and train show week volunteers. Provide and assist cast with makeup and hair instructions.

MAKEUP COMMITTEE (show week) – Work in makeup room to help with specialty makeup and hair. Might also help in the green room with makeup advice/help/touchup.

***HOUSE CHAIR (preshow and show week)**– Schedules usher volunteers, both parents and students for the run of the show. Oversees ushers and seating in the theater, oversees cleanup in between shows.

HOUSE COMMITTEE (show week) – Serve as usher during the show, helping guests to their seats and maintaining theater.

***COSTUME CHAIR(S)** – Works closely with costumer to develop a plan to produce costumes for the show. Supervises, schedules workers, prepares projects, organizes information, insures that every cast member has costumes for every scene in which they appear in the show. Maintains budget and reimbursements. Chairpersons must be experienced sewers.

COSTUME COMMITTEE (preshow) – works with large committee to provide costumes for cast. Should be available on site during rehearsals. These members will help with:

SEWING CONSTRUCTION – machine sewers, cut and sew costumes as assigned by chair person.

SEWING REPAIRS – fixing/altering costumes for use in current show. Help with fittings.

HAND SEWING/ACCESSORIES – finishes projects with buttons, elastic, hems, tacking, makes hats, bows, scarves and other accessories for costumes – all hand sewing as needed, both at home and on workdays.

THRIFT SHOPPING – acquires clothing pieces from thrift stores, per instructions from chair to be used as costume pieces. Help with costume fittings.

COSTUME LABELING, ORGANIZING – Organize fittings of cast members; help with sizing and choosing costume pieces. Label and organize costumes.

COSTUME COMMITTEE (show week)

SEWING– continue to construct costumes and repair costumes as needed.

HAND SEWING –costume preparation and hand sewing repairs

NON SEWING – direct fitting rooms; work with costume changes and quick changes during performances.

***BACKSTAGE CHAIR (preshow and show week)** – Schedules backstage workers, both parent and student volunteers. Organizes and supervises workers to achieve the smooth flow of set up and removal of sets and of scrims, drops and curtains during the show. Works closely with stage manager. Plan for volunteer staff schedule that will be needed in the green room during show week. Schedule workers and oversee functioning of the green room during show week. Works under the direction of the show coordinator.

BACKSTAGE COMMITTEE AND GREEN ROOM (show week)- Supervise cast members while they are not on stage, communicate with director or stage manager to help cast make their cues. Watch rehearsal run through in order to be familiar with the sequence of events in the show. Serve snacks and meals during tech week and the run of the show; maintain order and cleanliness in the green room.

PHOTO DOCUMENTATION COMMITTEE (show week) – Official show documenters, assigned the task of documenting the show in pictures, including backstage, greenroom, orchestra. Edit and chronologically categorize pictures and submit to office.

SOUND CHAIR (show week) – Work with sound designer to implement microphone plan, run sound board and insure careful treatment of sound equipment. Also enable communication between groups throughout the production.

Sound tech workers should have experience working with sound tech equipment.

LIGHTING CHAIR (show week) – Work with show director to design the stage lighting plan. Run light board and insure careful treatment of lighting equipment. Also enable communication between groups throughout the production.

Lighting tech workers should have experience working with lighting equipment.