***Mary Poppins***

**Information Letter**

Welcome!

First of all, I would like to thank you for letting your child participate in PSMS’s production of *Mary Poppins.* Ms. Gentry, Ms. Ory, and I are very excited to get started and look forward to working with you throughout this process. Listed below are details regarding requirements for participation, volunteering, advertisements, autobiographies, rehearsals, and preparation for this production.

1. LEAPS:

In former years, our musical has been run through the afterschool LEAPS program. Mary Poppins will NOT be done through LEAPS.

2. PICKUP:

Pick up will take place at the **sibling car line.** Our policy clearly states that if a child is picked up more than 15-minutes late more than 3 times they will be dismissed from the program. We would never want this to happen to any cast members so help us prevent this by picking your child up on time. You are not required to sign out your child at the end of rehearsal.

3. VOLUNTEERING:

If you are willing to help with costuming, sets, back stage work, crowd control, lighting and sound, or programs, your assistance would be greatly appreciated. We will especially need several parent volunteers to work at our ticket booth! With each show you volunteer you receive 1 free ticket to be used at the performance of your choosing. Please contact me via email if you would like to volunteer. afrancis@pcsstn.com

4. ADVERTISEMENTS:

Each student who is participating will be required to sell at least 2 advertisements to help provide the funding needed for this production. Students who would prefer not to sell advertisements have the option of paying a *Mary Poppins* production fee of $50 or the equivalent of selling 2 advertisements. Students have until the end of January, to turn in all advertisement money and information. Advertisements range from 25 dollars to 500 dollars and may include personal messages such as, “Congrats from Grandpa Bill.”

Each student who sells more than two advertisements will automatically get one “good luck” note from friends or family within the *Mary Poppins* slideshow. This will continue the more advertisements that are sold. Therefore, a student who sells four advertisements will receive two “good luck” notes from family members for the extra two advertisements sold. Kattie Stevens is has volunteered to produce our advertisement slideshow this year! Please send these “good luck” notes, advertisement logos, and all written information to knash@pcsstn.com .

5. AUTOBIOGRAPHIES:

Each student involved in *Mary Poppins* is required to write a 3 to 5 sentence paragraph autobiography to be put into the program. This autobiography should be used to describe each young performer’s grade level, age, most recent performing art experience, and thank yous. All autobiographies are due by February 1st. An example of an autobiography can be seen below.

Natalie Hughes – “7th grader, Natalie Hughes, is thrilled to be portraying the role of Molly in PSMS’ production of Annie. Previous theater experiences include Cinderella in Into the Woods and Gretel in Hansel and Gretel. Natalie would like to thank all her family for their support and especially the directors for their continuous encouragement throughout this process.”

6. REHEARSALS:

Finally, your child has received a full Rehearsal Schedule for *Mary Poppins*. As you can see, we typically rehearse twice a month until January. These are mandatory rehearsals for all cast members. Leads should plan on attending rehearsals every Friday from 3-6pm. Specific students needed for extra Friday rehearsals will be notified at least 2 weeks in advance. We suggest leaving all Fridays 3-6pm open for rehearsal.

While rehearsals will take place on Fridays, any missed rehearsal due to a snow day will be made up on another day, which may be outside of the regular rehearsal days. If there are any changes made, students will be notified of these changes via email, my website, and/or a letter to be taken home. We thank you in advance for your flexibility.

7. PREPARATION:

Due to the amount of preparation required for this musical to be successful, individual rehearsal time outside of the scheduled class time is absolutely necessary. All students are required to practice and prepare their role outside of class time. Cast members must prepare each song/ scene prior to working with the director. This requires daily script and score study outside of the classroom. It is the responsibility of the student to prepare their role to the best of their ability at all times. All students are expected to be off book by December 1st.

8. SCHOOL WORK:

 Participating in the PSMS Musical is an extracurricular activity and should be seen as a privilege. It is the responsibility of each cast member to ensure that he or she puts his or her schoolwork first. Academics should be seen as a priority. It is expected that every student involved maintain high grade averages and shows the utmost respect to all Prescott South Middle School administrators and teachers. Any reported misconduct in class, missing work, or low/failing averages, will result in that student being pulled from rehearsals and performances until that student’s work is made up and grades are satisfactory.

My contact information can be seen below. If you have any questions or concerns, please feel free to contact me. Thank you.

Ashley Francis

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