



Madrona Children's Theatre

2024-2025 Family Meeting



Contents

- Introduction
- Theatre Basics
- Expectations & Policies
- Volunteers
- Expenses & Payments
- Next Steps
- Questions

Introduction



Madrona Children's Theatre

- Operates within the Madrona Integrated Team (MIT), a 501c3 registered not-for-profit organization.
- Creative professionals provide unique learning opportunity and environment
- Cast and Stage Crew are students of Madrona K-8
 - 4th – 8th graders are eligible to participate as Actors
 - 6th – 8th graders are eligible to participate as Stage Crew
- Parents and community volunteers work to support the production
- Support & oversight provided by Theater Administrative Board (TAB), MIT, and Madrona K-8 administration

Creative & Production Teams

Jenny Cross - Director
Mark Press - Founder & Music Director
Nancy Press - Assistant Music Director
Laura McFarlane - Choreographer
Carrie Biggs - MCT Producer
Chris Cavanaugh - MCT Producer
Farah Kramer - MCT Producer
Alison Martine - MCT Producer

Theater Administrative Board

Brian Beaky	Teacher Representative
Dr. Castilleja	Madrona K-8 Principal
Gina Gale	MIT Representative
Rēmy Gutierrez	MIT Treasurer Representative
Jeanette Green	MCT Parent at large
Erica Crane	MCT Parent at large
Marcy Forbes	MCT Parent at large
Charlene Nolan	MCT Parent at large



MADRONA CHILDREN'S THEATRE

MISSION

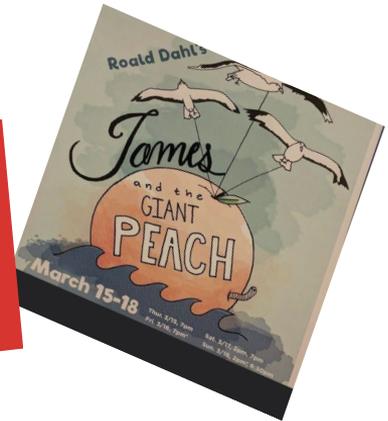
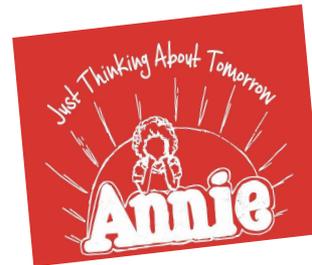
The Madrona Children's Theatre provides theatrical experiences for all students who want to participate, enhancing their self-esteem and helping to promote and develop each child's belief in their own unique blend of abilities. Our intention is to provide continuous learning with the educational process being as important as the finished product.

VISION

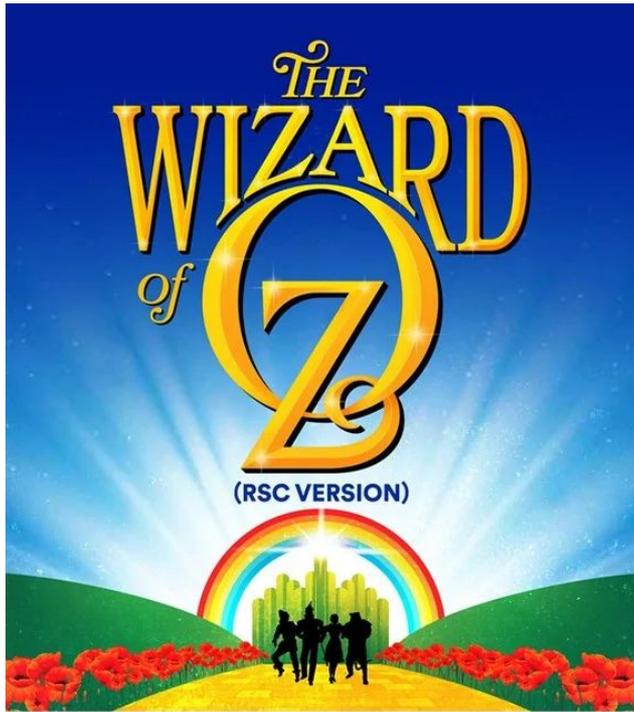
The vision of the Madrona Children's Theatre is to create an annual multi-generational, collaboration of families and educators, which supports children in the preparation and performance of extraordinary musical theatre productions.

History

- Began in 1993 - Happy 30th Birthday MCT!
- Goal to produce a professional theater experience and production with Madrona K-8 students
- Pre-pandemic, the project had grown into
 - Two casts per year, three shows each - over 100 students
 - Full-length musical theater production with a live orchestra
 - Required over a hundred volunteers to produce and support
- Post-pandemic
 - We celebrated a successful return last year with Shrek Jr.
 - Our team has returning members and new faces
 - Rebuilding community and participation
 - Continuing tradition with a live orchestra



Theatre Basics

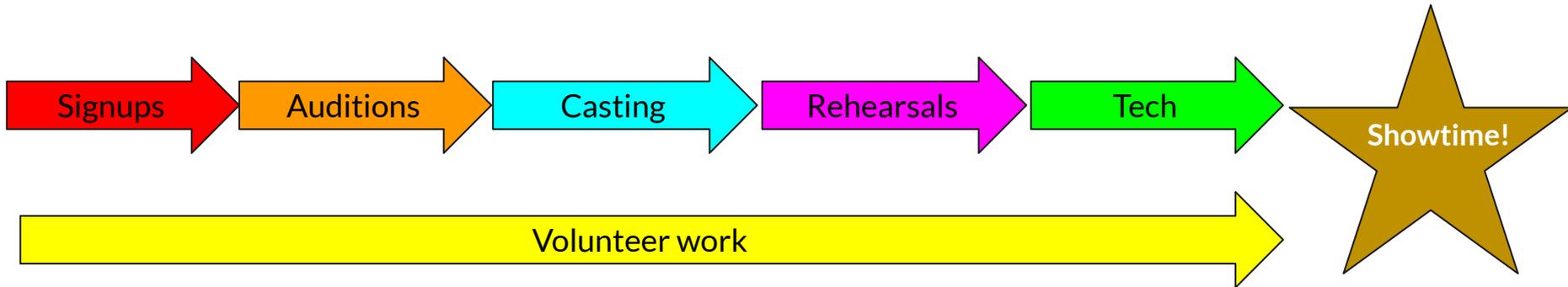


Why Wizard Oz?

- Fun, bright, and boisterous story perfect for K-8 crowd
- Message of acceptance and true friendship aligns with social development curriculum
- Flexibility with so many characters provides additional opportunities for students to shine
- Capture the excitement surrounding the success of Wicked



The Production Process (Summarized)





Auditions & Callbacks

- Auditions will be held Dec. 11th and Dec. 12th. Students meet in the Commons on their sign up day to check in:
 - Wednesday, 12/11/24- Group Audition 4-6 pm
 - Thursday, 12/12/24 - Group Audition 4-6 pm
 - Friday, 12/13/24 - Callbacks (invitation only) 5:30-7:30 pm
- Auditions are a supportive, flexible, and meant to be fun
- All students who audition are guaranteed a place in our production
- Please list ANY conflicts on audition form
- In order to be cast in the production, all students must participate in auditions
 - Please discuss conflicts with the production team immediately so we can work together to try and find a resolution
- Bring these items to auditions with you
 - Your completed MCT Payment Plan Form and payment
 - Your Student & Parent Contract
 - A recent 'headshot' - a recent school photo works well
 - A positive, supportive, and fun attitude!



Tips for a Great Audition

1. Positive Attitude
2. Be Prepared
3. Be Rested
4. Hydrate
5. Big Voice - Project!
6. Good Posture
7. Make Eye Contact
8. Go BIG!
9. Have FUN!



Auditions & Callbacks - What to Prepare

- **Auditions**

- Students will be given all the tools they need when they arrive as part of the educational process
- First, they meet the director, music directors and choreographer, (*AKA the Creative Team*)
- First, they will be taught the audition materials as a group
- After learning as a large group, they will be broken into smaller groups to practice and fill out their audition forms
- Finally, they will show all they have learned to our director, music directors and choreographer
- This process is meant to be fun, supportive, and flexible, and students are encouraged to shine in their audition by taking risks and making BIG choices!
- If your student has an IEP or 504 and needs audition materials in advance, please text producer Carrie Biggs at 425-327-2496.

- **Callbacks**

- This is by invitation only and gives our directing team the opportunity to see more
- The same materials as the first audition will be used



Casting

- How are casting choices made? Considerations may include:
 - Talents demonstrated at auditions
 - Previous experience
 - Availability- student **MUST** be available for all performances
 - How the cast all fits together
- What happens when you're cast in a role?
 - The Creative Team will post the cast list via email
 - All casting decisions are made by the Paid Creative Team and are final



Rehearsals - What to Expect

- Physical & vocal warm-ups (bring closed-toed shoes, no “slip-ons” and wear clothes you can move freely in, and bring a water bottle)
- Split into small groups for choreography, vocals, scene work
- The Paid Creative team creates a schedule of what’s expected for each day and every student is called for each rehearsal
- Students must be prepared for downtime (homework, book, snacks) and bring a pencil with an erasure
- Students should always be working on memorizing lines, choreography and cues
- Theater related games and activities





Rehearsals - Logistics

Additional rehearsal days:

Wed, Jan 15

Fri, Jan 31

Fri, Feb 7

Wed, Feb 19

Fri, Feb 28

- Regular rehearsals are Tuesdays and Thursdays 1/14/25 - 3/14/25
 - Additional rehearsals and snow make- up days will be scheduled as needed (typically Fridays 3:00pm - 5:00pm, based on facility and creative team availability)
- The rehearsal calendar will be posted as far in advance and possible
- Rehearsals begin promptly at 4:15pm in the Commons and end at 6:15pm (they may go later as we get closer to the show)
- During Tech Week 3/17/25 - 3/26/25 at Mountlake Terrace High School rehearsals will go until 9:30pm
- Additional rehearsals for costume parade day, 3/8/25, and orchestra day, 3/15/25, will be on Saturdays at Madrona from 10am-4pm
- MCT Rehearsal Calendar:
<https://www.madronabearfacts.com/student-activities/madrona-childrens-theatre/>



Stage Crew

- 6th to 8th grade Middle schoolers who are not part of the cast are eligible to participate in Stage Crew
 - Move set pieces and complete scene changes
 - Aid with backstage props
 - Help backstage adult volunteers support the production
- Stage crew starts in March, with tech rehearsals
- We will send additional communication and post a sign-up sheet in late January
- Stage crew members receive a t-shirt for participating and get to take a bow after every show!

Expectations and Policies



Students - Attendance

- Attendance is mandatory at rehearsals and special events; absences are un-excused unless due to
 - Illness/Family emergency
 - Pre-arranged with the production team as far in advance as possible
- Habitual absences will be addressed as follows:
 - First - Notification to parents; producers review attendance policy with student
 - Second - Notification to parents; information provided outlining next steps if absences continue
 - Third - Meeting request with parents made and notification of possible removal or recast given
- Students absent from school may not attend rehearsal that day
 - Report the absence by 3:30pm to the production team via text to 206-351-6607 or madronachildrenstheatre@gmail.com
- Students must attend a full day of school on performance days unless they have prior permission from school administration



Students - Responsibilities

- Come prepared to LEARN and to have FUN! These are the two most important parts of MCT!
- Complete classroom work and assignments. **Your first job is as a student**
- Learn assigned lines within the timeline assigned by the Director
- Be on time and sign yourself in and out
- Follow directions, be respectful when instructions are being given, and while fellow actors are rehearsing their lines
- Bring own snack and reusable water bottle to rehearsal (to be eaten in designated areas during rehearsal breaks)
- Be respectful of fellow actors, volunteers and teachers at all times
- Make big, fearless choices



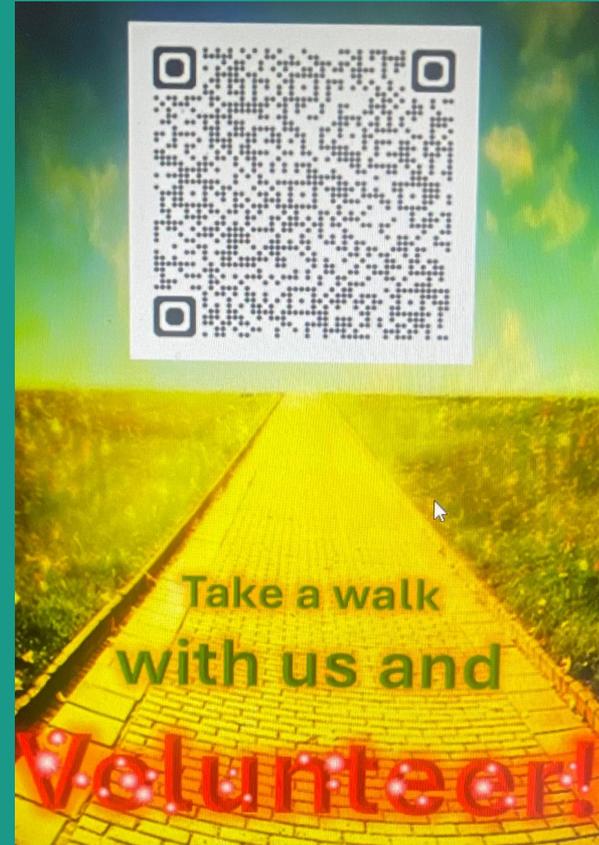
Students - Cellphones

- In line with school policy, no cell phones out during active rehearsal time
- If cell phone use becomes disruptive the student will be given a warning and asked to put the phone away. If the behavior continues the phone will be confiscated until the end of rehearsal.
- **Absolutely no posting of recordings or photos of other students to social media will be allowed.** This is a privacy and security issue and will be referred to school administration for further action.

Parents - Responsibilities

- VOLUNTEER! Get involved.
- Make sure your child attends all scheduled rehearsals and performances on time.
- Come into the building to sign your child out at the end of rehearsals.
 - Students may not leave the rehearsal area without an adult and we cannot allow them to wait unattended in the parking lot
- Be on time to pick up your child.
 - Parent volunteers cannot leave rehearsals until all students have been picked up by a parent or appointed adult.
- Turn in any printed materials (scripts and music) at the end of the production.
 - Parents will be charged a \$25 fee for unreturned or damaged scripts.
- Treat all production staff, cast and crew with respect, following the Madrona Behavior Expectations in all communications (verbal, written, signage and electronic) and model respectful and responsible behavior at all times.
- Pay fees and return completed forms in a timely manner
- Stay informed with communications by checking parent pages and emails
- Be flexible
- Help promote the show with friends and family
- Bring concerns to the producers asap

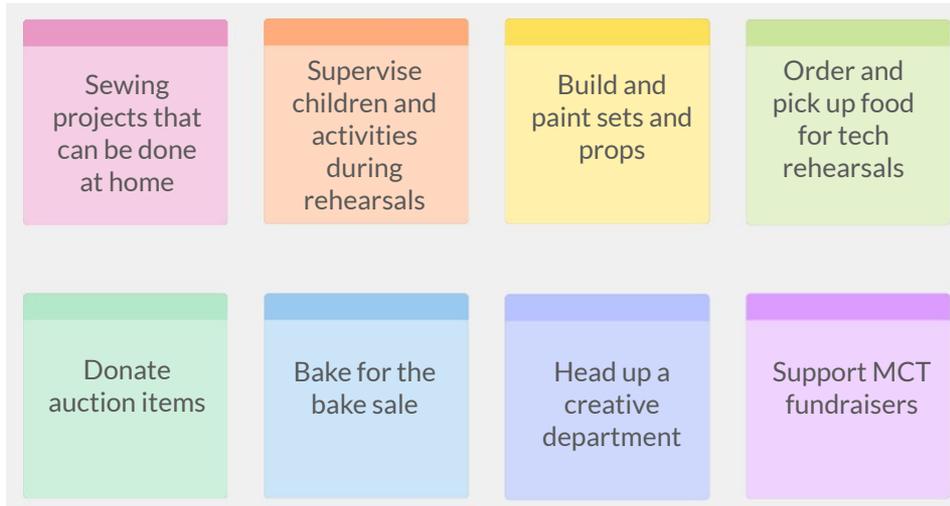
Volunteers





Volunteer Needs

- Over 1200 volunteer hours are needed to make our show come together!
- It is required that each family volunteers a minimum of twenty five hours with MCT
- Here are a few examples of volunteer opportunities with MCT:





Department Heads

Department heads work directly with the Production and Creative teams to coordinate and lead different areas of the production. This level of participation does require a greater time commitment but it is an incredibly rewarding way to be a part of the theater community and witness our show come together from the inside out! In addition, we need co-leaders for each lead position.

- Hair & Make-up co-lead
- Set Design & Construction co-lead
- Props
- Auction
- Advertising
- Tech Week Meals/Rehearsal Snacks
- Bake Sale co-lead
- Ticket Sale co-lead
- Stage crew co-lead

Other opportunities will be available over time, and we need your participation!

Expenses & Payments

Expenses - Required



Expense	Amount	Includes
Participation Fee	\$150 first child \$100 for siblings	<ul style="list-style-type: none"> <li style="width: 50%;">★ Participation in MCT 2+ days/wk <li style="width: 50%;">★ Tech week dinners <li style="width: 50%;">★ Direction from Creative Team <li style="width: 50%;">★ Costume bag <li style="width: 50%;">★ Bus service during tech week <li style="width: 50%;">★ T-shirt
Possible Script Deposit	\$25 (refundable)	Deposit for use of script. Amount is refunded when scripts are returned in good condition after end of show. Payment by check is preferred (cash is also accepted).
Shoe Fee	\$10	Deposit for stage/jazz shoes, if needed. This fee includes cleaning. An additional fee may be assessed for shoes not returned after the end of the show.
Stage Crew	\$65	<ul style="list-style-type: none"> <li style="width: 50%;">★ Participation in tech week and performances <li style="width: 50%;">★ Bus service during tech week <li style="width: 50%;">★ Direction from Creative Team <li style="width: 50%;">★ Tech week dinners <li style="width: 50%;">★ T-shirt
Costumes	Variable	<ul style="list-style-type: none"> <li style="width: 50%;">★ All actors must provide underlayer <li style="width: 50%;">★ Families may be asked to provide costume pieces



Expenses - Optional

- Not required for your child to participate in the production.
- Support Madrona Children's Theatre and help to pay for the expense of putting on our production
- Optional Expenses include:
 - T-shirts / Sweatshirts
 - Tickets
 - Photos
 - Sponsorships in the digital program
 - Flowers
 - Bake Sale
 - Auction & Raffle
- As these are optional, more information regarding timeframes and specific costs will be provided when rehearsals start in January

Payments

Online payments
accepted!



- Participation fee payment is due for cast members at auditions
- Families may choose to pay the entire fee up front or choose a payment plan.
 - 1st payment - ½ the total fee amount is due at auditions
 - 2nd payment - balance due on the first rehearsal day, January 14, 2025
- Please complete the MCT Payment Plan Form indicating which payment method and option you prefer
- Paying by check
 - Make checks payable to MIT
 - Turn in payment with the MCT Payment Plan Form
 - Prior to auditions, turn payments into the MCT box located inside the main office - OR -
 - Have your student turn in form and payment at auditions
- Paying online
 - Access the MIT Square site: madrona-integrated-team.square.site or by QR code
 - Select the preferred payment option; make your payment electronically
 - A small fee will be added for online payments
 - Have your student turn in the MCT Payment Plan form at auditions
- Scholarships are available and are awarded based on need. Please speak with a production team member for more information.



Next Steps



Communications & Resources

- Report an absence from rehearsal due to illness/family emergency via text 206-351-6607 or email madronachildrenstheatre@gmail.com
- Madrona Bear Facts: <http://www.madronabearfacts.com/student-activities/madrona-childrens-theatre/>
- Facebook Page: MCT WOZ 2025
<https://www.facebook.com/groups/1603412820524382>
- Parent Group: MCT Weekly email Updates
 - Notify Producers you need to be added to MCT Mail list at
 - madronachildrenstheatre@gmail.com
- MCT Rehearsal Calendar: <http://www.madronabearfacts.com/calendar/events-calendar/>

Key Dates

**Specific dates/times TBD*

*** Time to be confirmed and will be communicated*

Auditions	<ul style="list-style-type: none">• General Audition - Wed 12/11/25 4:00pm-6:00pm• General Audition - Thur 12/12/25 4:00pm-6:00pm• Callbacks by invitation only - Fri 12/13/24, 5:300pm-7:30pm
Cast List	<ul style="list-style-type: none">• ASAP after auditions and callbacks
Rehearsals	<ul style="list-style-type: none">• Tuesdays & Thursdays, 1/14/25 - 3/14/25, 4:15 - 6:15pm• Additional Rehearsals may be scheduled for Fridays or other days as needed*
Mandatory Weekend Rehearsals / Events	<ul style="list-style-type: none">• Sat. 3/8/25, 10am - 4pm** - Costume Parade• Sat. 3/15/25, 10am - 4pm** - Orchestra Rehearsal Day (Sitzprobe)
Tech 'Week' Rehearsals	<ul style="list-style-type: none">• Sun. 3/16/25 - Move-in day (volunteers needed)• Mon. 3/18/25 - Wed. 3/26/25 4 - 9:30pm
Performances	<ul style="list-style-type: none">• Thurs 3/27/25 - 7pm• Fri 3/28/25 - 7pm• Sat 3/29/25 - 7pm• Sun 3/30/25 - 1pm
Cast Party	<ul style="list-style-type: none">• Sun 3/30/25 - after the last show! All family members invited to attend



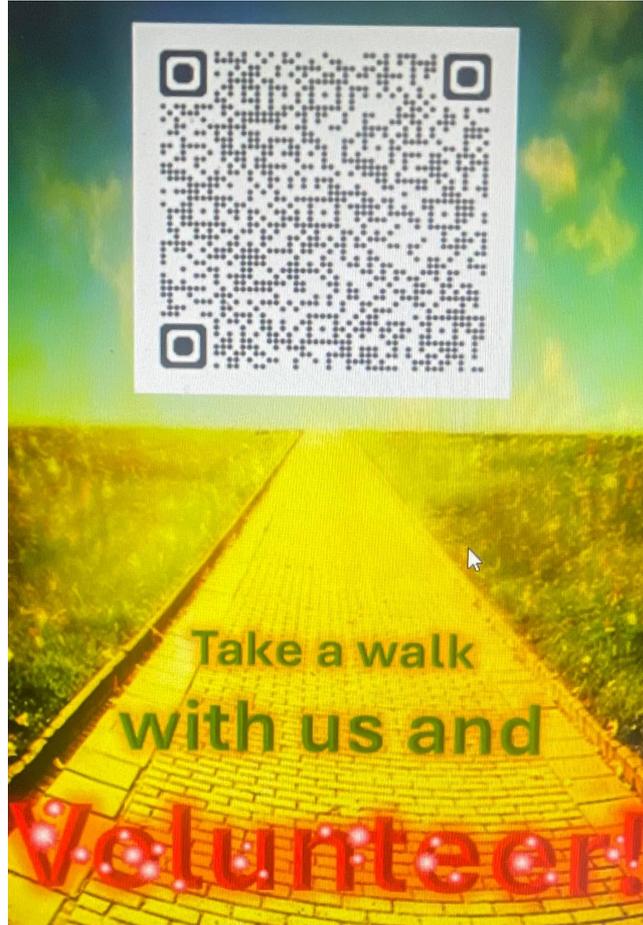
Forms

- **Online Audition Form**
 - Used to sign up for auditions and provide the creative teams with needed information about the Actor
 - Must be submitted by 12/9/24
- **MCT 24/25 Information Packet**
 - Informational document describing the requirements and expectation for MCT participation, costs, fee structures, key dates, etc.
- **MCT Student & Guardian Contract**
 - Contract required to demonstrate that the student and parent have read, understand, and agree to follow the responsibilities and expectations for participation set in the MCT Information Packet
 - Document:
- **MCT Payment Plan Agreement Form**
 - Used to indicate participation fees payment method and schedule.
 - Turn in at or prior to auditions (with payment if paying by check)

Questions?



Submit Participation Fees electronically



Sign up for an Audition



Join the MCT WOZ 2025 Facebook Page