



Madrona Children's Theatre

Nurturing the intellectual, artistic,
and personal development of our
Madrona community through
performance opportunities and
extraordinary theatre experiences.

Director: Jenny Cross

Music Director: Mark Press

Asst. Music Director: Nancy Press

Choreographer: Laura McFalane

Producers: Carrie Biggs, Chris Cavanaugh, Farah Kramer, Alison Martine

Join our Facebook Page: MCT WOZ 2025

<https://www.facebook.com/groups/1603412820524382>

Email us at madronachildrenstheatre@gmail.com

Madrona Children's Theatre Key Dates

Auditions

- December 11, 2024, 4-6 pm: general audition
- December 12, 2024, 4-6 pm: general audition
- December 13, 2024, 5:30-7:30pm: call back audition by invitation

Tech Week Dates

- Move into Mountlake Terrace High School: Sunday March 16, 2025 (save the date, we need volunteers!)
- Rehearsals move to Mountlake Terrace High School on Monday March 18th, 2025 4:00pm – 9:30pm
 - Students will take a bus from Madrona
 - Parents/Guardians pick up at Mountlake Terrace High School at the end of rehearsal
- Meals will be provided by MCT

Special MANDATORY Weekend Rehearsals & Events (*Times will be confirmed prior to each event)

- Costume Parade Day Saturday March 8, 2025, 10:00am - 4:00pm* at Madrona
- Orchestra Rehearsal Day Saturday March 15, 2025, 10:00am - 4:00pm* at Madrona
- There will be volunteer needs on weekends as well in January – March for Sets and Costumes

Performance Dates

- Thursday March 27, 2025 – 7:00pm
- Friday March 28, 2025 – 7:00pm
- Saturday March 29, 2025 – 7:00pm
- Sunday March 30, 2025 - 1:00 pm

All Cast Party to follow the Sunday matinee performance. All family members are invited to attend.

Introduction

Welcome to Madrona Children's Theatre! We are excited to have your participation in our show. Each year students, parents, teachers and volunteers from our Madrona Community come together to create an amazing theater experience for both participants and our audience.

Our cast and backstage crew come from the student body of Madrona K-8. All students in 4th – 8th grade are eligible to participate in the show as Actors. 6th – 8th grade students are eligible to participate in Stage Crew. Family and community volunteers work with our students to make the show come together *in a variety of ways*.

Madrona Children's Theatre (MCT) is an organization operating within the Madrona Integrated Team, a Washington State registered not-for-profit Corporation, recognized under U.S. Internal Revenue code 501c3.

Mission & Vision

Mission Statement

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 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

Madrona Children's Theatre (MCT) began in 1993. It began with the goal of producing a professional theater experience / production with children at Madrona K-8. Since then, shows have included: *Tom Sawyer*, *Once Upon a Mattress*, *Beauty and the Beast*, *Grease*, *Cinderella*, *Shrek*, *Seussical*, *Wizard of Oz*, *Willy Wonka*, *James and the Giant Peach* and *Honk*, to name just a few.

At its pre-pandemic height, Madrona Children's Theatre had two casts each year, doing three full-length Broadway shows each for a total of six shows. Cast and Stage Crew typically included over 100 students supported by over 100 parent and community volunteers, a creative team and production team.

This is the second post-pandemic show for MCT, the last show being *Shrek Jr.* We created a strong production last year which sold out every show and created a huge buzz in our community. However, we are still in the rebuilding phase of MCT. In order to grow this program to pre-pandemic heights/*stature* and to make it a positive experience for all, we need **every single family** to step into roles and volunteer positions to support our young artists.

Our Show

In 2025, Madrona Children's Theatre will be following the yellow brick road into The Wizard of Oz! It's off to see the Wizard as Dorothy, Tin Man, Lion and Scarecrow go on an adventure to find the true meaning of family and home. The Wizard of Oz is a classic tale of courage, heart and friendship with a powerful message with abundant opportunities for imaginative sets and costumes, and a host of over-the-top roles for an expandable cast, there's a part for every Madrona actor in this dazzling adventure story.

Auditions & Casting

Auditions are required to participate as a cast member. Everyone who auditions will be included in the production. Auditions are 12/11/24 and 12/12/24 with callbacks on 12/13/24.

What to Bring to Auditions

Volunteers will check in each student for auditions. Each student auditioning should have already completed the Online Audition Form PRIOR to their audition date. Students should bring the following items with them to auditions:

- Completed **MCT Payment Plan Form** (see attached) and payment if not paid online
- Completed and signed **MCT Student & Parent Contract** - (see attached)
- Completed **MCT Conflict Form** (see attached)
- A 'headshot' of the student - a recent school picture works great!
- A water bottle

The Audition Process

Madrona Children's Theatre auditions are meant to be part of the educational process. The students will be given all the tools they need when they arrive. After meeting the director, music directors and choreographer, (AKA *the Creative Team*) they will fill out a student audition form about themselves. Next, 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. Finally, they will show all they have learned to our director, music directors and choreographer.

The Creative Team provides the guidelines for student preparation and helps the students every step of the way to give a great audition. The audition 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!

We understand that some students may have accommodations such as an IEP or 504 and may need to see audition materials in advance. If this is the case for your student, please text producer Carrie Biggs at 425-327-2496.

Helpful tips for a GREAT Audition

- Have a positive attitude - visualize success and be supportive of others
- Be prepared to follow the audition materials
- Be well rested and well hydrated
- Use your biggest voice - project when speaking and singing
- Stand up tall with your head high. This builds confidence and is great posture for singing & speaking
- Make eye contact when introducing yourself and talking with the Creative team
- Take risks, have fun, and GO BIG!

Callbacks

Callbacks are an opportunity for the Creative Team to see more from a student. Not every student who auditions will need to come to callbacks. Callbacks are by invitation, and the Creative Team will notify the students they would like to see at callbacks.

Conflicts with Audition times

The only reason(s) accepted for missing auditions are

- Previously scheduled absences
- Sudden illness

***Please let producers know ASAP if this looks likely for your student and they will coordinate with the Director to try to make accommodations.**

Casting

Casting a show is never easy, especially with the wide variety of talent in our school. Many different criteria are used in making casting decisions including: talents demonstrated at auditions, previous experience, dedication and availability, and how the cast all fits together. It is the job of the directors to find the best performers to fit each role and the best role for each performer.

Although the first cast list will be posted ASAP the actual final cast will not be decided until the end of December. Sometimes actors choose not to participate in the play after casting has been decided. Because of this you may be asked to fill a different role. All decisions are made by the Creative Team and are final.

***Auditioning for a featured or lead role does not guarantee you will be cast in that role.**

Rehearsals

Rehearsals are where student learning takes flight! At each rehearsal, students can expect to start with a vocal and physical warm up, then break into small groups for choreography, vocal work, and scene work. The creative team will devise a plan for what must be accomplished at each rehearsal. At the end of each rehearsal, students will be given the next day's schedule so they know what to expect.

Regular rehearsals will be held on Tuesdays and Thursdays from 4:15pm to 6:00pm (and may go later as we get closer to the show). Students will gather in the Commons immediately after school. This is where students will be picked up at the end of rehearsal.

Additional rehearsals may be necessary for several reasons, including snow day make-ups and the need to spend some additional time on specific scenes or songs.

Additional and make-up rehearsal days will be Fridays from 3:15pm - 5:00pm, but other days may be scheduled as needed. Families will be notified as early as possible regarding any additional rehearsals.

During Tech Week at Mountlake Terrace High School, rehearsals will go until 9:30pm.

The MCT Rehearsal Calendar will be posted as far in advance as possible, but is subject to change.

<http://www.madronabearfacts.com/calendar/events-calendar/>

Expectations and Responsibilities

Acknowledgement of MCT Expectations

To ensure that participation in MCT is a positive learning experience we require a parent or guardian and student to carefully read through and sign the ***MCT Student & Parent Contract*** in order to have a full understanding of MCT expectations. This applies to all levels of participation including stage crew.

It is an expectation of participation that students and a parent or guardian read through the ***MCT Information Forms Packet*** (this document) and the ***MCT Student & Parent Contract*** together carefully. Your signatures on the contract assure that you understand and agree to the rules of participation.

Completed ***MCT Student & Parent Contracts*** can be turned in at auditions and **MUST** be turned in by the first rehearsal 1/14/2024. Students will not be permitted to rehearse until a signed contract is received.

School and Rehearsal Attendance

- Attendance at rehearsals is crucial to the success of our shows. We expect students to attend rehearsals and key event dates. Exception will be made in the following situations:
 - Illness / Family emergencies
 - Pre-arranged absences/tardies
- **Students who are absent from school may not participate in MCT activities scheduled for that day.**
- Report your student's absence to the production team via text, 206-351-6607, or email, madronachildrenstheatre@gmail.com, by 3:30pm on the day of the absence. We are not provided absence information from the main office and will worry about your student if they don't show up
- All known scheduling conflicts (extra-curricular activities, pre-arranged travel, etc.) must be noted on the **Conflict Form** and arranged with the production team as far in advance as possible.
- **Absences from rehearsals and key events that are not pre-approved are considered unexcused**
 - **First absence** - The producers will review attendance requirements with the student
 - **Second absence** - A notification will be sent to the parent contact with attendance requirements and next steps if the student continues to be absent or tardy
 - **Third absence** - After a student's third absence contact will be made with the parents and notification of possible removal from the production or recast (if applicable) will be given.
- Students who are continually tardy to rehearsals will also be subject to the unexcused absence policy listed above
- Students must attend a full day of school on the performance dates unless they have prior permission from administration.

Students

Student Responsibilities

- Come prepared to learn and have fun!
- Complete all classwork assignments and maintain your grades. Your first job is as a student!
- Learn assigned lines within the timeline assigned by the Director
- Be on time and sign 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

Cell phones

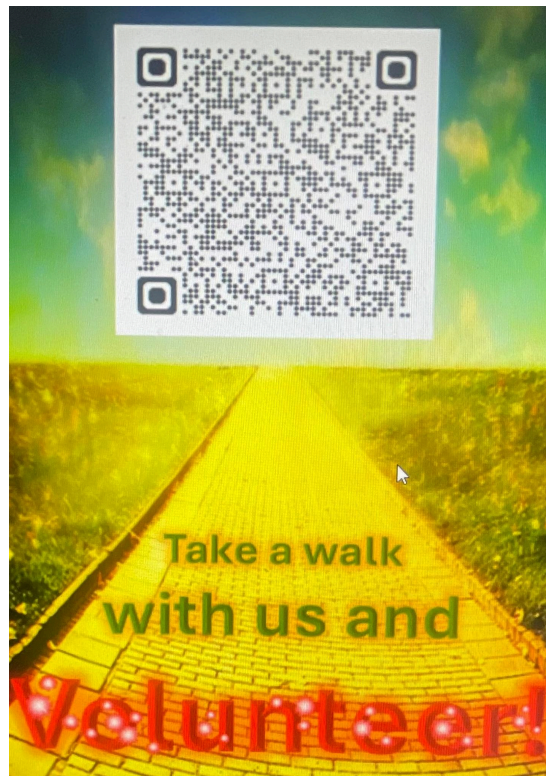
- In line with school policy, no cell phones out during active rehearsal time
- If cell phone use becomes disruptive the student will be given a warning and asked to put the phone away. If the behavior continues the phone will be confiscated until the end of rehearsal.
- **Absolutely no posting of recordings 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

Parent Responsibilities

- 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) and any rented costumes or property of MCT at the end of the production. **A fee may be assessed for missing or damaged items.**
- 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.
- Bring concerns to the producers

If an issue or concern arises, please remember that ***the production team is here to help and will work with you to try to resolve problems and provide support where needed.***



Volunteers

Over **1200 volunteer hours are needed** to make our show come together! We understand each family has other commitments – work, school, sports, church, family time, etc. We also know we can't do this without you. Some of our volunteers commit to 100s of hours to create our sets, costumes and other needs to put on a spectacular show. We require each family to volunteer a **minimum of twenty five hours** with MCT. This may seem like a lot, but a little here and a little there adds up quickly. And we have fun!!!! So whether you prefer to do projects from home, can only help on weekends or have limited time to commit until show time, we will work with you and your schedule. In addition, we require each family to provide at least 2 dozen baked goods items for the Bake Sale during show nights.

Here are a few examples of volunteer opportunities with MCT:

- Supervise children during rehearsals and tech weeks
- Sewing projects that can be done at home
- Build and paint sets and props
- Order and pick up food for tech rehearsals
- Donate auction items
- Bake for the bake sale
- Head up a creative department
- Support MCT fundraisers

Current Department Head/Volunteer Needs:

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! As a department head, you will have the opportunity to get to know the actors, other parent volunteers, and be part of the group of leaders that make this production possible!

- Props
- Auction
- Graphic Artist
- Program Ad Sales
- Stage Crew

Other opportunities will be available over time, and we need your participation for the success of this production!

Expenses & Payments

Cast Participation Fees

The participation fee for Wizard of Oz is \$150 for the first child and \$100 for each additional child within one family. There is a possible script deposit of \$25. This deposit will be held until the end of the production and returned when the script is checked back in. If your student's script is damaged, not returned, or your student would like to keep their copy, we will keep and process your deposit at the end of the production. In order to hold your payment, please write a separate check for the script deposit. If you choose to pay electronically, we cannot hold your payment but will issue a refund when scripts are checked in.

The participation fee includes direction from MCT's Creative Team, bus transportation from Madrona to Mountlake Terrace High School during Tech Week, dinner during Tech Week, a costume bag and a t-shirt for each actor! Full or partial scholarships are available by application. Please speak with a production team member if you would like more information on scholarships.

Costume & Shoe Purchases

Generally, costuming is provided by MCT, but in certain cases you may need to provide an additional costume item for your student. Thrift stores are a great resource! We ask that actors provide an under layer to enable quick changes backstage with no embarrassment. Details will be provided by the costume department.

Jazz shoes are required for most roles in theater. Students are encouraged to provide their own shoes if this is possible for families. If this presents a barrier to families, or for those who may be trying out theater for the first time, renting jazz shoes from MCT may be a better option. We offer shoe rentals on a first-come, first-served basis. The rental cost for jazz shoes is \$10, which pays for cleaning and periodic replacements. An additional fee will be assessed for rental shoes not returned at the end of the production.

Payments

Payment is due for cast members at the time of auditions. Families may choose to pay the entire fee up front or choose a payment plan. The first payment of ½ the total fee amount is due at the time of auditions and the remaining balance is due on the first rehearsal day (January 14, 2025).

- Please complete the ***MCT Payment Plan Form*** indicating which option you prefer and bring it to auditions
- There are several ways that Participation Fees can be turned in
 - Prior to auditions in the MCT box located inside the main office
 - At auditions
 - Online using the MIT Square site accessible via link or QR code:
 - madrona-integrated-team.square.site



Optional Expenses

None of the following purchases are necessary in order for your child to participate in this production. All of these purchases support the Madrona Children's Theatre and help to pay for the overall expense of putting on our production.

Additional T-Shirts / Sweatshirts / Tote Bags

Each actor receives a t-shirt and tote bag included with their participation fee. However, additional t-shirts, sweatshirts and tote bags can be purchased for students and other family members. Cost will vary by item.

Tickets

You will need to purchase tickets to see your child in this year's production. Ticket prices are usually \$15 for adults and \$12 for children. Ticket prices will go up at the door to encourage presales.

Photos

Photos will be taken of your child for the production. These include headshots displayed during our shows and photos of the cast in their costume during Tech week and Dress rehearsals. Photos will be available online for you to purchase after the production is over.

Sponsorships in the Programs

Every production has a digital program that is accessible to everyone going to the play. You can put an Ad in the program congratulating your child on being in the play/*musical*. In addition, businesses can purchase advertising space in ¼, ½, and full page sizes. Information on pricing is to be determined.

Gift Basket / Raffle Items

Each year MCT raises money with a silent auction and raffle. Families are asked to provide donated items for baskets and to provide raffle and auction items. This is 100% profit for MCT. If you can provide a large ticket item, please contact the Auction Coordinator. You will be provided with a gift receipt for your donation.

Communications & Resources

MCT communicates with families through email and existing Madrona K-8 communication channels.

- 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
 - You must first register for Office Notes on Madrona Bear Facts
 - 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/>



Theatre Administrative Board (TAB)

The Theatre Administrative Board for Madrona Children's Theatre is responsible for general oversight of MCT. Duties include, but are not limited to:

- Director and Producer appointing
- Approval of Creative Team and Assistant Producer hiring
- Approval of Director's show selection
- Review and approval of annual budget
- Ensuring MCT decisions and activities are consistent with MCT Guidelines

To view MCT Guidelines in full please see MCT website, at

<http://www.madronabearfacts.com/student-activities/madrona-childrens-theatre/>

TAB Members for 2024/2025

Brian Beaky	Teacher Representative
Dr. Fabian Castilleja	Madrona K-8 Principal
Carrie Biggs	MCT Producer
Chris Cavanaugh	MCT Producer
Farah Kramer	MCT Producer
Alison Martine	MCT Producer
Gina Gale	MIT Representative
Rémy 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



MCT Payment Plan Agreement Form

(Please turn in this form along with your headshot or school photo at your audition)

Actor Name: _____ Primary Phone: _____
Parent/Guardian Name: _____ Email Address: _____

Payment Method

Indicate the method of payment. Please note that a small fee will be added to electronic payments.

- Pay by check - make checks payable to MIT
- Pay online via Square: madrona-integrated-team.square.site



Plan Options

<input type="checkbox"/> Option #1 - Payment in full, \$150 per child (additional \$100 per sibling) <i>Full payment due on your child's audition day</i>
<input type="checkbox"/> Option #2 - Pay in two installments <i>First payment of \$75 due on audition date (additional \$50 per sibling)</i> <i>Second payment of \$75 due first day of rehearsal, 1/14/25 (additional \$50 per sibling)</i>
<input type="checkbox"/> Option #3 - Scholarship (See a Producer for scholarship application) <input type="checkbox"/> Full scholarship <input type="checkbox"/> Partial scholarship - indicate the amount awarded \$ _____

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Paid in Full Date Received _____

Scholarship Approved Date _____

½ Payment

1st Payment Date Received _____

Received By (initials) _____

2nd Payment Date Received _____



MADRONA CHILDREN'S THEATER

STUDENT & PARENT CONTRACT 2024-2025

Our goal at Madrona Children's Theater (MCT) is that all students experience a professional, safe, supportive environment. To accomplish that goal, please take a moment to look over the contract and sign.

PARTICIPANT'S NAME: _____

BIRTHDATE: _____

PREFERRED PRONOUN: SHE/HE/THEY

Parent/Guardian Contact:

Name: _____ Relation: _____

Home Phone: _____ Cell: _____

Email: _____

Emergency Contact 1:

Name: _____ Relation: _____

Home Phone: _____ Cell: _____

Emergency Contact 2:

Name: _____ Relation: _____

Home Phone: _____ Cell: _____

Is the program participant under the care of a Health Care Provider?

Provider Name: _____ Contact #: _____

Please list any medical or behavioral concerns, allergies, medications or physical conditions that may affect your child's participation, or which an Emergency Medical Technician should know if they are unconscious:

PLEASE READ THE FOLLOWING WAIVERS AND SIGN BELOW:

By signing this waiver, I accept that any *photos or video footage* taken during the rehearsals/performances may be used in marketing or publicity for MCT.

By signing this waiver, I am stating that I will not hold Madrona Children’s Theater responsible for any *injury* that may occur from participation in all MCT programs and performances.

In case of emergency involving my child, and if I am unable to be contacted, I hereby give my permission for MCT to secure emergency medical treatment for my child. I hereby authorize a medical doctor or medical facility to do what is necessary to maintain the health of my child. I realize that MCT does not carry medical insurance for students and that I am responsible for the health expenses of my child.

Participant Signature: _____

Parent/Guardian Signature: _____ Date: _____

PLEASE INITIAL THE FOLLOWING STUDENT & PARENT/GUARDIAN AGREEMENTS AND SIGN BELOW:

PARTICIPANT:

I will be off book (my part memorized) and have blocking learned by the date designated by the Director.

I will work cooperatively and listen to the instructions of the production staff and volunteers at all times. I will treat other participants with respect and dignity, and will not use unkind words or actions towards any participant, production staff or volunteer.

I will keep my belongings tidy and clean up after myself after all meal and snack times.

If I do not adhere to the expectations outlined above, I understand that I risk losing the privilege to participate in the show.

_____(initial)

PARENT/GUARDIAN:

I am responsible for arriving on time to pick up my child and will sign them out from all rehearsals. I will notify MCT producers in advance if my child will be late or absent from any rehearsals. My family will volunteer to the best of our ability for at least the suggested 25 total hours of work over the course of rehearsals and production to help ensure a successful show.

_____(initial)



MADRONA CHILDREN'S THEATER CONFLICT FORM 2024-2025

Participants Name _____

Parent/Guardian Name _____

Phone Number _____

Regular rehearsals beginning 1/14/25. Every Tues and Thurs 4:15pm - 6:15pm

Possible Friday rehearsals as needed from 3pm - 5pm

Costume Parade - Saturday 3/8/25 10am - 4pm

Sitzprobe - Saturday 3/15/25 10am - 4pm

Tech Weeks - 3/17 - 3/26 - rehearsals at MLTH 4pm - 9:30pm

Show Dates 3/27, 3/28, 3/29, 3/30

Please list ANY conflicts that would affect your actors participation during the above listed dates and times:
