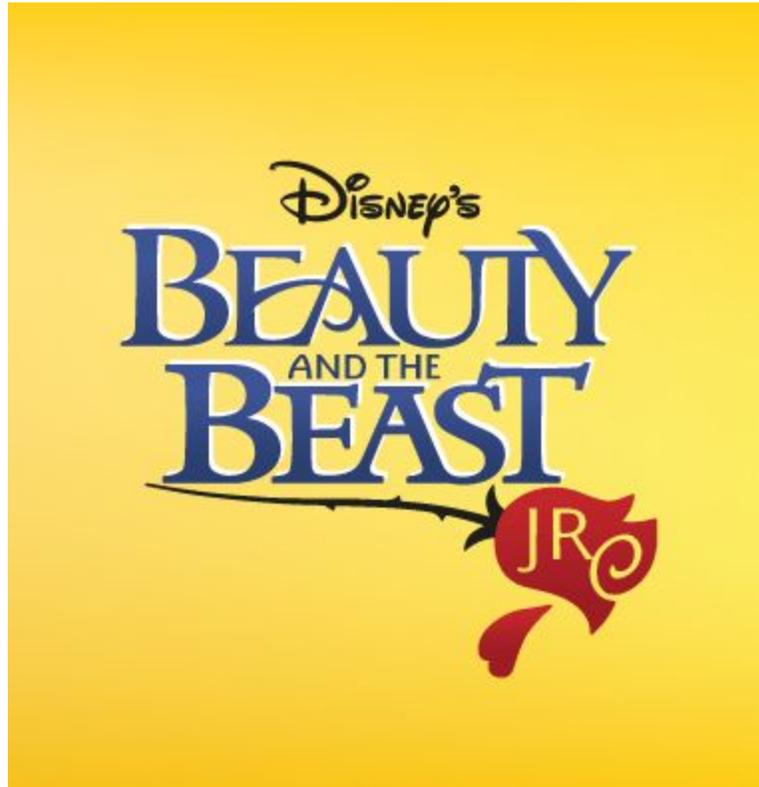


**Seth Boyden Demonstration School  
Presents**



**Performances  
5/31, 6/1 & 6/2, 2019**

**“Home is where the heart is”  
Come be a part of this classic Disney tale.**

## Greetings 5<sup>th</sup> Graders and their families!

We hope you are ready for a fun-filled theatrical learning experience! We are so excited that our students will be performing *Beauty and the Beast JR.* Not only will it be a fun musical for **all** our children to enjoy (it has 23 featured roles and many fun ensemble roles ), but it is also filled with many great thematic undertones perfect for 5<sup>th</sup> graders to embrace. Some of those themes are: empathy, tolerance, kindness, personal fortitude (strength) and family. Let's not forget the LOVE of READING!

In the following pages, we share important information regarding Seth Boyden Demonstration School's production of *Beauty and the Beast JR.*, which **will include all 5<sup>th</sup> grade students who wish to participate as cast or crew.** You will find details about the show, key dates, and the necessary forms for participation. Please read this **entire packet.**

- *Beauty and the Beast JR.* Synopsis page 2
- Participation Information page 2
- Rehearsal Commitment Policy page 2
- Crew Specific Workshop/Role Assignments and Descriptions page 3
- Cast Auditions and Callbacks page 4
- Casting Announcement page 4
- Rehearsal Dates page 4/5
- Rehearsal Details and Dismissal Info page 6
- Parent Volunteer Info page 6/7
- Forms Due & Contact Email page 7
- Creative Team page 8
- Forms: Interest & Conflicts Form, Participation Contract, Dismissal Form page 9-11

**\*\*\* Completed forms are due by FEBRUARY 28th \*\*\***

We know it is going to be a fun and rewarding next couple of months and look forward to sharing this experience with you and your child.

*Sincerely, your Director*

*Kelly Heinze*

[musical@sethboyden.com](mailto:musical@sethboyden.com)

Amanda Gardiner-Producer

Regina Bradshaw-Musical Director

Holly Raye-Stage Manager, Crew Head

Heather Kushner-Choreographer

## ***Beauty and the Beast JR. Synopsis***

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Based on the original Broadway production that ran for over thirteen years and was nominated for nine Tony Awards, and the Academy Award-winning motion picture, *Disney's Beauty and the Beast JR.* is a fantastic adaptation of the story of transformation and tolerance. *Disney's Beauty and the Beast JR.* features some of the most popular songs ever written by Alan Menken and the late Howard Ashman, along with new songs by Mr. Menken and Tim Rice. The classic story tells of Belle, a young woman in a provincial town, and the Beast, who is really a young prince trapped under the spell of an enchantress. If the Beast can learn to love and be loved, the curse will end and he will be transformed to his former self. But time is running out. If the Beast does not learn his lesson soon, he and his household will be doomed for all eternity.

(Source: Musical Theatre International)

## **Participation Open to All 5th graders**

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**Anyone who wants to be a part of the musical will be included.** All 5<sup>th</sup> graders are welcome and encouraged to participate. Performing in a musical is an exciting experience that students will remember for the rest of their lives. There are a wide variety of featured and ensemble roles as well as crew roles available.

## **Rehearsal Commitment**

Regardless of the size of the role your child has in the musical, the role is important and impacts every student involved. If your child is in the cast (not crew) and misses rehearsal, then every other student in that scene is impacted and as a result, that scene might need more work which means the rehearsal schedule gets impacted. It's a snowball effect that negatively impacts the musical production as well as the quality and productivity of your child's time at rehearsals.

**It is for this reason that we follow a "3 Strikes and You're Out" rehearsal policy.**

If your child misses three rehearsals for reasons other than illness or family emergency/important planned ahead family event, his/her role will be given to someone else. Same will apply if your child repeatedly leaves rehearsal early or comes late for another commitment, i.e. dance class or soccer practice. All conflicts have to be approved in advance. (*See Interest/Conflict Form*)

**We will do our best to work around planned ahead conflicts.** (*See the Interest/Conflict Form*)

We want **EVERY** 5th grader to be able to make this commitment and understand that difficult choices have to be made at times. Given this rule, we have provided a rehearsal schedule in advance for your review so that you can make the decision together with your child if the play is a commitment that they can make.

**Please note that your child will not be required to come to every rehearsal.** We will do our best to get a schedule out to you every week so you can plan ahead. It is not a perfect science and sometimes your child might have to come to rehearsal unexpectedly if a specific scene or number needs extra work, but that will happen rarely.

Please block off the enclosed rehearsal/show dates on your calendar (pg 5) and complete the Interest/Conflict form to be turned in by 2/28. **Adding new conflicts after rehearsals begin will not be acceptable.**

## **Can't make the performer's commitment? Try Crew!**

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All students who definitely want to be in the **Crew MUST attend 3/6 Crew meeting with Holly Raye, Stage Manager.**

### **\*\*\*CREW\*\*\* Assignments, Descriptions, and Time Commitment**

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#### **Wednesday, March 6th, 3:30 to 5:30 pm**

At this mandatory meeting for any student who definitely wants to be in stage crew, our Director, and Stage Manager will meet with the students and teach them about all of the roles and then match each student with the best crew role given his/her experience and interests. After this meeting, our Stage Manager will fill the following crew positions:

- **Assistant to Director (1 student)** will support Kelly Heinze at rehearsals and during final production; must attend all rehearsals as will stand in and read lines if necessary and will need to know all of the ins and outs of the shows.
- **Assistant Sound Technicians (1 to 2 students)** will learn how to manage body microphones and playback of the play's soundtrack. Sound technicians will attend rehearsals beginning in April. Sound Technicians will be present at Tech Week and all shows.
- **Assistant Lighting Technicians (1-2 students)** will learn how to operate the spotlights and will be responsible for operation during live production. These students will come to rehearsals beginning in late April.
- **Curtain Handler (1 student)** will manually operate the curtains during the shows and will join rehearsals in March throughout the run of the show.

If your child can not make the time commitments above for the roles, then he/she should not show interest in this role as it will be given away if more than 3 rehearsals are missed.

After this meeting, our Stage Manager will also assign students to the following crew teams. Students who decide after casting that crew is preferred will be able to join one of these (and not one of above) groups. These group assignments are fluid if students change their minds throughout. Students in these groups will not have to be at all shows. A schedule will be made so each student gets a fair share of the work.

- **General Stage Crew** will create scenery with the guidance of an adult and be responsible for moving/managing it during the shows. (Timing is TBD as it depends on how early we can get an adult volunteer. Scheduling will be determined by the group. Last year it was just a few 2-hour sessions and possibly 1 Saturday.)

- **Props** will make the actual props under guidance of an adult and will be responsible during shows for ensuring props are where needed when needed. (Props will be made starting approximately April and ending early May. The group of students and parent leader will create own schedule to get things done per Stage Manager and Producer’s deadlines. Some props will be made; some purchased. Starting May 20th, 4 props kids will be needed at each rehearsal. Rotating schedule will be made.)

**\*\*\*CAST\*\*\* Auditions and Callbacks**

**Auditions: Monday 3/4/19 & Wednesday 3/6/19, \*\*\* 3:30 to 5:30 pm \*\*\* (Snow date Tues %)**

**Callbacks: Monday, 3/11/19, \*\*\* 3:30 to 5:30 pm \*\*\***

All Students who want to have a role in the musical, must attend on March 4th and 6th. Students must simply state if interested in a featured or ensemble role. (*See Interest/Conflict Form*) There will be no advanced preparation required for the auditions. **On Wednesday night 3/6, the Director will email those students whom they wish to see again on Friday for callbacks. This said, please also save Friday 3/8 in case your child is needed.** Please reassure your children that being called back just means that Kelly Heinze and her team need to see more from those students and that it does not mean your child will not receive a featured role.

*\* Those interested in Stage Crew do not have to attend Auditions. See previous section.*

As you can see, there are a variety of roles, listed in no particular order (\*Ensemble)

Narrators (4)	Silly Girls-(3-6)	Chip-son to Mrs. Potts/teacup
Belle-confident heroine	Lumiere-candelabra/maitre d’	Enchantress-casts spell on Prince
Maurice-Belle’s dad	Cogsworth-clock/butler	Monsieur D’Arque-sinister man takes Maurice to the “Cookie Jar”
Beast-a transformed prince	Mrs. Potts-teapot/cook	Castle Staff-many roles!
Gaston-egotistical brute	Babette-maid/feather duster	Villagers-many roles!
Lefou-loyal to Gaston	M’dame Grand de la Buche- opera singer/wardrobe	

**Casting Announcement**

**Sunday, March 10th via email**

The goal for the auditions is to assess the best role for each student. Every student who is interested will be cast in a role. The independent professional creative team of Kelly Heinze and Regina Bradshaw will make all casting decisions. No parent will participate in any way in the casting process. The cast list will be communicated via the [musical@sethboyden.com](mailto:musical@sethboyden.com) email to parents on Sunday, March 10th.

**Beauty and the Beast JR. Rehearsal Dates**

All Rehearsals, except if noted, are from **3:30 to 5:30 in the Auditorium.**

**Report to Upper Gym at 3:15-bring snacks, no trips to Quik Chek!**

Students in the cast are expected to save **ALL** rehearsal dates (found below.) A more specific schedule will be provided every week beginning 3/10/19. *(keep in mind schedule might be tweaked due to needs and productivity)*

A separate, more specific, crew schedule will come out on March 6th.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>March</b> 3:30-5:30 Unless noted	11 FULL CAST & CREW	X	13	X	15
	18	X	20	X	22
	25	X	27	X	29
<b>April</b> Read Sunday emails to determine your specific days BUT save all dates 3:30-5:30 Unless noted	1	X	3	X	5
	8	X	10	X	12
	NO SCHOOL	NO SCHOOL	NO SCHOOL	NO SCHOOL	NO SCHOOL
	22	X	24	X	26
	29	X			
<b>May</b> 3:30 to 5:30 Unless noted			1	X	3
	6	X	8	X	10
	13	X	15	X	17
<b>May (cont'd)</b>	20	21* HOLD	22	23 Student body preview time TBA ----- 3:30 to 6:30 <b>MANDATORY FULL COSTUME RUN</b>	24  X
	NO SCHOOL	<b>5/28-5/30 TECH WEEK-MANDATORY 3:30 TO 6:30 Full Cast, Crew, volunteers</b>			31 Performance

			5pm Call 7pm show
<b>June</b>	Performance Saturday 6/1 4pm, call time 2pm Performance Sunday 6/2 2pm, call time 12pm,		

## Rehearsal Details, Bussers and DISMISSAL

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### What to Bring

Despite our best efforts, there will be some down time at rehearsal. It is impossible to have it otherwise so we strongly encourage students to bring to each rehearsal:

- Water and a snack
- Homework or quiet activity (books are great)
- Actor's Script & pencil

Students may NOT use cellphones during rehearsal.

### Bussers

If your child rides the bus, please let us know so we can inform the teachers in charge of bussing. (form)

### \*\*\* Dismissal from Rehearsals \*\*\*

To help keep our students safe, they will be dismissed from the auditorium at 5:30. (later during tech week)

- We are not responsible for students if you opt for **SELF-DISSISSAL** (form).
- Students who do not self-dismiss must be greeted at the auditorium door by party responsible for pick up. If your child is leaving with a friend, you must notify us ahead of time. (form)

### Parent Volunteer Commitment

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Last but not least, the success of our show is highly dependent on the active participation of parents at rehearsals and on volunteer support committees. It takes a village to put on a production. The following are ways in which you can help.

We are still in need of many volunteers. Please see below opportunities and email the core team ASAP telling us how you can help [musical@sethboyden.com](mailto:musical@sethboyden.com) We would like these committees to have heads by January 2nd.

### ***Beauty and the Beast JR. Committees - Preferred Seating***

**These committees have a greater time commitment and therefore you will receive preferred seating in the 2nd and 3rd rows for one show.**

- **Rehearsal Managers (2 per rehearsal)** These parents commit to being at rehearsals and will be "trained" on how to sign in students and how to release students. You will also be responsible for ensuring students follow all the school rules at rehearsal. (March, April May)

- **Tech Week Parents (4 total)** These parents will attend all tech week rehearsals in order to gain complete understanding of when microphone changes occur, when actors need to go backstage, and when actors need to get on stage. These parents will also work 2 of the 3 shows. (May through 6/2)
- **Volunteer Coordinator for Rehearsal Managers (1)** Create the sign-up genius for rehearsals and email parents night before rehearsal reminding them of volunteer needs during rehearsal. (March, April, May)
- **Costumes (3 to 4)** Susan Holtz will head up costumes but parents are needed to help order, distribute, and organize costumes for tech week/shows AND if possible, help make costumes. (April, May)
- **Set construction/implementation (2)** Responsible for organizing, creating, and installing stage sets conceptualized by Set Designer Dana McGuffey (April, May)
- **Props Head (2)** Organize props crew to make and/or source props. (April, May)
- **Ads (1 lead, 4 other)** Obtain ads for our Playbill - this is a huge part of our income for the show (April)
- **Volunteer Coordinator for Performance dates (1)** Organize volunteers for shows. (Early May)
- **Concessions (2 leads, 4 othes)** Purchase items for concession, and run concessions (May)
- **T-Shirts (1)** Design T-Shirt (have company and template) and order (Late March)
- **Cast Party (2 to 3)** Arrange cast party for Sunday after last show (May)
- **Videography (1)** Make high quality video of the show. Record at 2 of the 3 shows. (5/31-6-2)
- **Pre-show Montage (1)** Takes or collects rehearsal footage and creates a 5 minute "making of" montage (May)
- **Playbill Creation/Printing (1 total)** Create playbill and have copies printed
- **Ticket Sales (2)** organize sale of online and on location ticket sales (May)

### **Other Expectations**

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We will ask that every child purchases or brings in their own base costume. This will consist of either leggings and a tank top or a specific color of pants and t-shirt and sneakers or a dress shoe. Our costume lead will let you know what your child needs for their base costume.

### **Registration Forms due February 22nd.**

Please complete one set per child.

**Questions:** [musical@sethboyden.com](mailto:musical@sethboyden.com)

## Director's Biography and Production Team

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**Kelly Heinze (Director)** began her performance career at the age of 13, first performing in community and regional productions and continuing on to enjoy a professional career in Musical Theatre across the country and abroad. She holds a B.F.A. in Musical Theatre from Point Park University and an M.S. in Education with an emphasis in Secondary English Literature. Kelly has her K to 5 NJ teaching certification and is also certified to teach K to 12 Theatre. For the past 20 years in Millburn, Maplewood, and South Orange, she has directed and cultivated a successful early childhood music education curriculum called Music Together and has serviced over 22 thousand families in 20 years. In theatre production, most recently she had directed Junior productions of Suessical and The Lion King at Seth Boyden Demonstration school in Maplewood, NJ. Kelly has 4 children (Seth Boyden alums) who are her proud examples

of how music learning supports all learning. She has dedicated her entire adult life to the arts education of young people and a fulfilling life it has been!

**Amanda Gardiner (Producer)**

**Regina Bradshaw (Musical Director)**

**Holly Raye (Stage Manager/Crew Head)**

**Heather Kushner (Choreography)**

**Dana McGuffey (Set Design)**

**Susan Holtz (Costumes)**

**TBA (Set Construction)**

**TBA (Props)**

## Interest/Conflict Form

**Audition Dates:** March 4th & March 6th required, March 8th callbacks

**Rehearsal Dates:** (See pg 5) 3:30 to 5:30 March 4th through May 30th (mostly Mon, Wed, Fri)

**Crew Assignment:** March 6th required

**Crew Dates:** (See pg 3)

**Show Dates:** May 31st 7pm, June 1st 4pm, June 2nd, 2pm

I am interested in:

- Featured role or Ensemble
- Ensemble only
- CREW only-performers should not check crew, but may have time to assist with set and props

**Conflicts March 4th through May 17th**

(leaving early or coming late for activities is not acceptable unless approved in advance)

- Mondays \_\_\_\_\_
- Wednesdays \_\_\_\_\_
- Fridays \_\_\_\_\_

**May 20th through May 23rd is Mandatory 3:30-6:30pm**

**May 28th through May 30th is Mandatory technical rehearsals 3:30-6:30pm**

**May 31st performance at 7pm, call time for crew and performers is 5pm**

**June 1st performance at 4pm, call time for crew and performers is 2pm**

**June 2nd performance at 2pm, call time for crew and performers is 12 noon**

**Email:** [musical@sethboyden.com](mailto:musical@sethboyden.com) with questions or concerns

**Dismissal and Contact Form**

**I am a busser**

**Name**\_\_\_\_\_

**Caregiver's Name**\_\_\_\_\_

**Caregiver's Phone Number**\_\_\_\_\_

**Caregiver's Email**\_\_\_\_\_

**I can walk home**

**Name**\_\_\_\_\_

**Caregiver's Name**\_\_\_\_\_

**Caregiver's Phone Number**\_\_\_\_\_

**Caregiver's Email**\_\_\_\_\_

**I will be picked up in the auditorium by**

**Name**\_\_\_\_\_

**Caregiver's Name**\_\_\_\_\_

**Caregiver's Phone Number**\_\_\_\_\_

**Caregiver's Email**\_\_\_\_\_

## Participation Contract to be signed by Student and Primary Caregiver

### Performers

- I understand that full participation in all rehearsals that I am called for and all of the shows is required and I will focus, listen and be respectful to my directors, parent volunteers and fellow students at all times.
- I will bring my rehearsal book and a pencil to every rehearsal.
- I will practice my part at home for at least 15 minutes daily.
- I will keep my script in a safe place when not at rehearsal.
- I will know all my lines and parts by April 22nd
- I will NOT leave the school for any reason on my rehearsal days until pickup time is announced. That includes trips to Quick Chek and leaving early for activities (unless otherwise approved by the director)

### Crew

- I will attend rehearsal on March 6th from 3:30 to 5:30
- I will attend all required rehearsals and shows for my crew position.
- I will NOT leave the school for any reason on my rehearsal days until pickup time is announced. That includes trips to Quick Chek and leaving early for activities (unless otherwise approved by the director)

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### Caregivers

- I will make certain my child is at all rehearsals and shows on time.
- I will provide an afterschool snack for my student. (No trips to Quick Chek are allowed)
- To the best of my ability and availability I will commit to volunteering in some capacity. Check all interests (See pg 6 & 7 for time commitments)

<input type="checkbox"/> Props	<input type="checkbox"/> Set
<input type="checkbox"/> Costumes	<input type="checkbox"/> Makeup/Wigs/Hair
<input type="checkbox"/> Tech-videography/slideshow	<input type="checkbox"/> Rehearsal Chaperone
<input type="checkbox"/> Performance Chaperone	<input type="checkbox"/> Tech week Chaperone
<input type="checkbox"/> T-Shirts	<input type="checkbox"/> Cast Party

**Please note:** If any student demonstrates an unwillingness or inability to adhere to this Participation Contract, their role may be reduced or relinquished.

**SIGNED:**

Student: _____	Caregiver: _____
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