



Carroll Theatre
COMPANY

Carroll Magnet Middle School

The Stowaway

Parent Information

Rehearsal Calendar

- Rehearsal and Crew Call times are located at: [Google Calendar Link](#)
- More lines of communication will be opened shortly. **Working on creating a talking points group. Please reach out if you have any questions. bfrost@wcpss.net

Required Forms* – due Friday, January 17, 2024

- Signed Production & Performer Agreement - your student should have already completed this in their audition/interview form. Be sure to read it to know what they agreed to so that you can help hold them accountable.
- [CTC 3 Strike Policy for Attendance, Behavior and Pickup](#).
- [Student Registration](#) (THIS ONLY NEEDS TO BE FILLED OUT IF YOU DID NOT COMPLETE IT FOR HIGH SCHOOL MUSICAL)

*Registration link and other forms are located on the [Forms tab](#) of the website and are included in this packet.

No Absences, Tardiness or Excuses (N.A.T.E)

Starting Feb. 18 - During N.A.T.E. weeks all cast and crew are expected to be at every rehearsal. It is expected that you will make arrangements to miss other club meetings for these rehearsals. Tutoring, private or group lessons, celebrations, and appointments should be scheduled at times other than posted rehearsals.

Costume Information

Actors:

- Costumes - This show is set in the future but costume design will try to make it as close to our own clothing as possible - many characters will find their costumes in their own closets or from thrift stores if they want something specific based on the costume team's design. We will provide specialty costumes for those that need them.
- Makeup - All actors would wear light makeup to include foundation, under eye concealer (if needed), mild highlight and shadow(to be determined by the costumes/makeup team) and black mascara and lip cover (optional).
- Hair - Specific hairstyles will be discussed with each actor as it relates to their character. Actors should not make any major changes to their hair color or length between now and the end of the show unless specifically approved by Mr. Frost.

Please stress, no sharing make-up to avoid contamination! This rule is from before COVID!

Crew*:

- Black sneakers
- Black pants
- Long sleeve black t-shirt
- If you have light colored hair please wear a black hat.

*Subject to change based on costume design.

IMPORTANT NOTES – EVERYONE NEEDS TO WEAR AND BRING DEODORANT!!

Personal items used for the show need to **STAY** at the school once we have our first dress rehearsal. **No costumes are ever taken home.**

NO FOOD IN OR NEAR the costumes. This is a strict rule. Costumes are expensive, and we do not want to have to replace or clean them between shows.

Grades

All cast and crew must maintain their grades while in the production. One of the most important things you can do when you are struggling is to ask for help!! Please reach out to your core teachers and Mr. Frost if you are struggling to balance school and show responsibilities. Your academics come first and we will all work together to keep you on track.

Production Fee

Our Theatre program does not get funding from the school system and is therefore investment based. In order to sustain the program and to produce quality shows, a student's financial contribution is expected for each show.

Our production fee for the spring show is \$100 and covers production fees, cast meals on show nights, crew calls and on competition day, show shirt, construction materials, director's gift, U-Haul rental, poster, program printing, cast party and more.

Carroll Theatre is open to **ALL** and confidential student assistance is available to those in need. Assistance can be requested by a parent/guardian on behalf of the student. Payment plans can also be arranged. For confidential assistance, please email [Mr. Frost](#).

If you are able to sponsor another student by donating money towards their production fee, please let Tara Bennett, our treasurer know. Thank you for helping theatre happen for all students at Carroll.

Volunteers

Volunteers are a vital part of our family and our success. In the coming days you will receive an email from our current CTC Booster Board outlining our needs in the coming year. Some immediate needs include:

- CTC Booster Vice President
- CTC Booster Assistant Treasurer
- Set Construction Crew
- Parent Volunteers during Rehearsals (primarily in the quiet/study room)
- Parent Volunteers during Show Week

Do you have a special skill that you can share with us: photography, graphic design, copy editing? Are you part of a business that can help us? Maybe you work at a business that can help us with feeding our cast and crew or with t-shirt design and printing? Do you have a connection to help us get discounts on construction materials? Please let us know!

Public Shows

- Feb 26 (4 p.m.) Primary Cast
- Feb 27 (6 p.m.) Primary Cast
- Mar 5 (4 p.m.)**UNDERSTUDY PERFORMANCE

Tickets

Will be sold in person on show nights. Cash or credit cards (via Square) are acceptable forms of payment.

Show Week Volunteers

SignUP Genius will be LIVE 2-3 weeks prior to the show for the below volunteer opportunities. Those working on a show night will meet at 5:15 pm for a short training. Volunteers may watch the show for free if working, however, volunteers may miss a little at the beginning and around intermission and it is requested they sit in the back to not disturb the audience if coming in late. (Subject to change based on needs).

Flower and Candy Bouquet Sales

- We will have flower and candy bouquets for your favorite Cast or Crew member any night of the show. Let CTC do all the work for you! We will need volunteers to assemble the bouquets and volunteers to sell them before the shows and during intermission.

Concession Stand

- Donate and volunteer your time before the show and during intermission. An Amazon wishlist link will be sent with the sign-up genius.

Cast Meals

- Sign up to pick up catering and help serve and clean up on show days. On show nights, students are fed a meal between school and the show.

Ticket Table

- Sell tickets and collect funds via cash or square. Admit patrons into the show. Assist Ticket Manager with any assigned tasks.

Celebration Stars

- Sell celebration stars before the show and during intermission.

NCTC Competition - March 8

Competition

The North Carolina Theater Conference Middle School Play Festival will take place in Reidsville, NC on March 8th. It is an all day festival from 7:20 a.m. (if we are the first show) until after the awards ceremony at 8:30 p.m.

Transportation

Reidsville is about an hour and a half away. We will need parent volunteers for carpooling and transportation and will have more information and paperwork regarding that as we get closer. (If you are planning to attend the competition and would be willing to be a carpool driver please send me an email). The plan is to meet at Carroll and to leave at 6 a.m. (I'm requesting that we are not the first show in the morning) and we would return by ~11:30 p.m. that evening for parents who did not travel to pick up their students from Carroll.

Cast/Crew Meals

We will provide two meals(lunch and dinner) and snacks/etc for breakfast. Please make sure to bring a water bottle and any other additional food you might want.

As always please reach out with any questions or concerns.

bfrost@wcpss.net