

# Breitling Youth Theater

Play \_\_\_\_\_ 1<sup>st</sup> Parent Meeting \_\_\_\_\_ 2<sup>nd</sup> Parent Meeting \_\_\_\_\_

## Checklist

**Welcome to Breitling Youth Theater! We are thrilled to have your child join us. Keep these sheets handy at all times and note the deadlines.**

\_\_\_\_ I understand if I pay by check or credit card, separate checks must be written or separate credit card transactions must be made for  
1. Scripts & Music CDs    2. Tickets    3. Registration    4. Tuition    5. T-Shirt    6. Picture DVDs & Video DVDs(optional)    7. Make-up (Optional)

\_\_\_\_ I have paid the script fee of \$20

\_\_\_\_ I have paid the Music CD fee of \$15(if your child is in a musical).

\_\_\_\_ **I will attend the 2 parent meetings and be on time. Meetings for my child's class are \_\_\_\_\_ & \_\_\_\_\_.**

\_\_\_\_ I have paid the ticket packet fee of \$75 by the 15th of my child's second month of class.

\_\_\_\_ I have sent in my child's bio to [ActingForChildren@hotmail.com](mailto:ActingForChildren@hotmail.com) and made the bio 55 words or less.

Bios longer than 55 words will be returned to me to be trimmed down. Instructions are on the website.

I understand that if I do not send in a bio for my child, they may not have one in the program.

**Bios Due date:** \_\_\_\_\_

\_\_\_\_ I turned in my t-shirt form. T-shirts are \$15 / XL & larger sizes are \$18

**T-shirt Order Form Due date:** \_\_\_\_\_

\_\_\_\_ I have submitted a Congratulations AD for my child to be placed in the program.

1/2 page AD is \$35, Full Page AD is \$65 **Congratulation ADS Due date:** \_\_\_\_\_

\_\_\_\_ (Optional) I have sold Business ADS for the program and received a \$10 discount for 1/2 page ads and \$15 discount on Full Page ads sold.

Discounts can be taken off my tuition or off of a Congratulations AD.

**Business ADS due date:** \_\_\_\_\_

\_\_\_\_ My child needs the following for their costume: \_\_\_\_\_

This information will be given to you at the parent meeting or sent out by email. All items need to be turned in at one time.

\_\_\_\_ I turned in the items needed for my child's costume(labeled with their name)to the costume director. **Costume Due date:** \_\_\_\_\_

\_\_\_\_ (Optional) I have turned in my Video DVD & Picture DVD form with my child's last month tuition – **Early Pricing DVD Due date:** \_\_\_\_\_

Video DVD is \$15/ Picture DVD is \$8. Some pics are put on the website but these are not nearly all the pictures and they are not high resolution.

Video DVD price increases to \$20, and Picture DVD price increases to \$12 at the Dress Rehearsal and thereafter.

When I Order 30 days after the last performance, the price increases to \$25 Video DVD, \$15 Picture DVD.

\_\_\_\_ I emailed my RSVP for the cast party to [ActingForChildren@hotmail.com](mailto:ActingForChildren@hotmail.com) -

**Cast Party RSVP Due date:** \_\_\_\_\_

-Total # includes Student, Family & Friends that want to attend- this can be an estimation-

Dutch Treat- **Cast Party Date & Time** \_\_\_\_\_ **Cast Party Location** \_\_\_\_\_

\_\_\_\_ I realize that if I do not I want to purchase a t-shirt, or DVDs, or Congrats AD, I must still turn in a blank form with my student's name filled out and a note saying "we do not wish to participate" on each form.

\_\_\_\_ I have purchased the correct stage make-up and I will apply this to my child before they go to dress rehearsals and performances.

Check the website for make-up instructions – no nail polish or earrings unless told that your child needs it for their costume.

\_\_\_\_ (Optional)I have turned in money for make-up to be applied to my child for dress rehearsals and performances. (\$10 each application).

Payment & Make-up reservations are only accepted 24 hours before Dress Rehearsal or prior to that. If my child comes without make-up applied and I have not made a make-up reservation & paid in advance, they will not get make-up applied.

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- \_\_\_\_\_ I can go to Google and type in Breitling Youth Theater and click "Write a review", and write a review for a \$5 discount.
- \_\_\_\_\_ Weekly, I will check the Class Calendar Online to see any changes to my child's class time.
- \_\_\_\_\_ Daily, I will check the email, that I gave to the theater, for any information related to my child(ren)'s classes.
- \_\_\_\_\_ I will notify the theater with updates to my current phone numbers, address, and email.
- \_\_\_\_\_ I realize there will be a \$10 late fee added to my child(ren)'s account on the 16th of each month if tuition has not been paid and that the director cannot delete or take this off my child's account.
- \_\_\_\_\_ I will immediately communicate any issues, problems, or concerns that my child(ren) or myself have so that they can be addressed and resolved promptly.
- \_\_\_\_\_ I realize that Breitling Youth Theater is open to feedback and suggestions. These can best be submitted (anonymously if I like) by putting a note in the red box located in the parent seating area or by sending an email to ActingForChildren@hotmail.com.
- \_\_\_\_\_ I realize tuition can be paid online by credit card on the theater website or by check or cash. I will drop check payments into the redbox located in the parent seating area. I will submit cash to the front desk and obtain a receipt.
- \_\_\_\_\_ I check the calendar weekly for changes to the schedule (especially for extra rehearsals closer to performance date)
- \_\_\_\_\_ Ticket Packets are available for sale until 24 hours before Dress Rehearsal. After that, tickets must be purchased online or at the door at the regular ticket prices.
- \_\_\_\_\_ I have passed out/sold all the tickets I have for the evening/weekend performance so the audience will be as full as possible for the children.
- \_\_\_\_\_ Seats for immediate family members (parents and siblings of student) will be reserved on rows 4-9.
- \_\_\_\_\_ Seating on rows 4-9 is reserved for my family after I submit Bio, t-shirt form, DVD form, Items for Costume, Performance Fee & Cast Party RSVP (y/n) & # and all fees associated with those forms. As well, all tuition fees for my student must be up to date.
- \_\_\_\_\_ Reserved Seating on Rows 1-3 will be available for an extra charge of \$5/per ticket as a fundraiser for the theater.
- \_\_\_\_\_ I realize that BYT, like other children's theaters, has tickets that it gives away for promotion & advertising purposes and to ensure that the children have as full an audience as possible.
- \_\_\_\_\_ I realize that I can volunteer to help out during performances to earn extra tickets or to earn credit for future tuition.
  - Volunteer Positions : Selling Tickets, Ushering, Concessions, Driving Truck or trailer to help move sets to or from The Plaza Theater.
  - Volunteer Positions earn 1 ticket per volunteering position per show, or \$6 credit towards future tuition.
- \_\_\_\_\_ I will only send a text for urgent questions that need to be answered immediately. For non-urgent questions, I will use email.
- \_\_\_\_\_ I understand that my child's headshot for the Program will be taken during the 1st Parent Meeting and that pictures that I send in by email will not be accepted to be placed in the Program.

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\_\_\_\_ Animal crackers, water and activities will be provided for my child backstage during Dress Rehearsals & Performances. When I drop off my student at The Plaza Theater, unless I have been notified of additional items needed, my student will have nothing with them except their script. If my student has food allergies, I will email the director to find out what appropriate snack I can bring for them.

\_\_\_\_ When bringing my child to The Plaza Theater, I will be on time, walk my student in, and check them in. Parents are not allowed backstage. Parents are not allowed in the auditorium until the doors open for the Performance time.

\_\_\_\_ When picking up my child from The Plaza Theater, I will be on time. I realize the theater group has to be out of the Plaza on time & if I am late, my child and an adult may be standing outside the Plaza. I'll pay a \$10 late pick up fee if my child has to be supervised past the pick-up time.

\_\_\_\_ When needed, I will scheduled a time to talk to the director, at the end of their last class time, about my student, how the class has gone, what future class(es) is recommended, etc.

\_\_\_\_ Attendance is taken at the beginning of class. I will do my best to get my student to class on time each week.

\_\_\_\_ I realize my child will get out of class what they put into it. These are qualities of students that want to get the most out of their class and build professional acting skills. Be Prepared, Professional, Prompt!

1. Have Few absences
2. Be 5 minutes early.
3. Take more than 1 class (1 or more Theater classes & 1 Film Acting Class)
4. Follow Classroom & Plaza rules
5. Be respectful towards the Director and all other wardrobe, teaching and office staff
6. Pay tuition and fees on time and turn in forms on time.
7. Pick up students on time.
8. Come to class with the lines memorized that were assigned.
9. Bring script to class every week.