



# New Family Production Packet

## Welcome to TMTTO!

We're thrilled you're joining our family, and we want to make sure you have a positive experience with our program from the very beginning. This packet includes an overview of our process and what to expect at each stage of our production. If you have questions at any point, please feel free to email [tmtto@craterian.org](mailto:tmtto@craterian.org).

### Performances:

*Craterian Theater at the Collier Center  
23 S. Central Ave, Medford, 97501*

### Rehearsal Hall:

*Collier Creative Center (three blocks from the Craterian)  
50 N. Fir Street, Medford, 97501*

### Scene/Costume Shop:

*Collier Creative Center (three blocks from the Craterian)  
50 N. Fir Street, Medford, 97501*

## **Behavior Expectations and Policies**

*Our rehearsal process moves at a very quick pace, and we want everyone to be inspired and empowered by the experience. This means we need our performers and families to adhere to the following expectations:*

- The use of alcohol, drugs, or smoking is not permitted by TMTO performers. Weapons are not allowed on TMTO premises.
- Be respectful of your creative team, parent volunteers, and fellow cast members. Bullying or disrespectful behavior toward any Company member will not be tolerated.
- Be aware of your language and conversation topics, especially around our younger members.
- Be mindful of other's personal space, as well as our rehearsal space. Please clean up after yourself.
- Remain at the rehearsal hall/Craterian for the duration of your rehearsal time, unless otherwise specified by the Creative Team. Bring snacks/water with you, as you will not be able to leave to get food.
- While rehearsing, please stay focused and keep talking to a minimum – we want you to have fun with your friends, but we also need to make good progress every day! Cell phones must be off and put away during rehearsal.

## **Family Volunteer Opportunities**

*In order to make our productions happen, we need your help! There are a variety of ways you can lend a hand during our production process, and these opportunities will introduce you to other TMTO families, directly impact the success of our shows, and make TMTO a memorable experience for all. Some opportunities are helpful to have prior related experience, but others we will happily teach you. For each hour your family volunteers, you will receive \$10 back from the Participation Fee, up to \$100 per family.*

*Some opportunities we may email you about are:*

- Backstage Supervision during tech week and performances
- Costume construction, alteration, etc. during rehearsal process
- Hair and Makeup during tech week and performances
- Props construction during rehearsal process
- Scenery construction, painting, decorating, etc. during rehearsal process
- Microphone-wrangling during tech week and performances
- Scenery transportation into and out of the theater

# Auditions, Callbacks, and Rehearsals

- Auditions are open to family members; if you'd like to watch the process, please join us in the back of the auditorium/audition space.
- Callbacks and rehearsals are closed to family members; we want our performers to focus solely on their work, and we find it easier for them to do their best in a closed environment. We appreciate your understanding.
- We do take rehearsal conflicts into account when making casting decisions, so please indicate your conflicts as accurately as possible. We understand that last-minute conflicts can arise, but we ask that you do your best to keep these from happening, and that if additional conflicts come up, you provide a timely explanation (additional conflicts will be approved at the Director's discretion). Please alert us of any changes to your conflicts ASAP; it is important that we accurately track who is at rehearsal.
- If you are cast in the ensemble, you will not be needed for every rehearsal listed on the rehearsal calendar. If you are cast in a principal role, you will be needed for most, if not all, rehearsals. Occasionally, we may need to add extra rehearsals not originally listed on the calendar, but we will always ask you first.
- If you are cast in the ensemble, we will do our best to feature you as much as possible, according to your strengths as a performer, the needs of the script, and other factors. We want you to feel proud of your role in the show, and we believe that no matter how you are cast, you will have a rewarding experience if you approach the show with a positive attitude and dedication to doing your best!
- All important information, schedules, and volunteer opportunities will be distributed via email. Please check your email frequently, as our rehearsal schedules can change at any time. We will always do our best to give you as much advanced notice as possible – but it is vital that you read and absorb everything we email you. We will never reach out to you unnecessarily!
- You will be charged a small fee for the script for each production you participate in. We will give you directions on how to acquire your script prior to the first rehearsal.
- Please bring your script and a pencil to every rehearsal. Also, the sooner you memorize your lines, lyrics, and choreography, the better!
- Please wear clothes you can move/dance in to every rehearsal, even if it is simply for blocking or music. You never know when we'll need you to move around! Please wear safe, close-toed shoes to every rehearsal as well (no flip-flops, sandals, Heelies, etc). Girls, if you choose to wear a skirt/dress, please wear shorts or leggings underneath. No bare midriffs or revealing clothing.
- Please note: you may be required to buy your own shoes/tights/show-specific underclothes for the show. You'll be notified by our Costume Designer if that is the case. All cast members will be required to provide their own show makeup per instructions from our Makeup Designer.

## Photo Shoot and Playbill

- We will have a cast photo shoot in the weeks leading up to performances. This is to take individual photos of each cast member to include in our performance playbill. You are welcome to wear what you'd like!
- Depending on the show, we may ask senior/graduating cast members to write a 60-word bio to go along with their photos in the program. Other cast members may have their age, school, and/or number of previous TMTO shows listed with their photos.

## Tech Week and Performances

- Tech rehearsals involve adding the lighting, sound, costumes, set, and props into our production. These rehearsals happen the week leading up to opening night.
- Tech rehearsals can be long/grueling, so make sure you're getting good rest, eating well, and taking care of yourself.
- Tech rehearsals may run longer than stated on the schedule; we thank you in advance for your flexibility.
- All costume pieces will be checked in at the end of each tech rehearsal and performance.
- Only designated family volunteers will be allowed backstage during tech rehearsals and performances. This is to ensure the safety of everyone in the building. Thank you for understanding!

Additional questions or concerns? Email [tmto@craterian.org](mailto:tmto@craterian.org).