CYT Baton Rouge presents…

SHOW MANUAL

Show Director: MacKenzie Byrd
Assistant Director: Bekah Branton
Music Director: Shelby Runyan
Choreographer: Tonja Rainey
Stage Manager: Bekah Branton
Show Coordinator: Michele Nichols

Dates / Times:
Thursday, February 20       10:00 am & 7:00 pm
Friday, February 21          7:00 pm
Saturday, February 22        2:00 pm & 7:00 pm
Sunday, February 23          3:00 pm

Performances @ LSU Shaver Theater
Dalrymple Drive (corner of Dalrymple & Infirmary Dr.)
Located in the Music and Dramatic Arts Building
Welcome to our Show

We are so excited that you and your family have committed to join our CYT family in this awesome adventure! This manual will help you throughout our show!

*If you have any questions, don’t hesitate to ask one of our seasoned CYT parents or you can email or call the Show Coordinator, Mrs. Michele Nichols, at shows@cytbatonrouge.org (225)*

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**NOTE**: THIS SHOW MANUAL MAY BE UPDATED DURING THE SESSION. IMPORTANT DATES AND INFORMATION WILL BE POSTED HERE AND ON THE CALLBOARD. YOU NEED TO CHECK BOTH OFTEN.
# Table of Contents

## Communications
- Contact Information .................................................. 4
- Family Account ......................................................... 4
- Callboard ................................................................. 5
- Remind App ............................................................... 5
- Parent Hub ................................................................. 5
- Production Fee ......................................................... 6
- Parent Involvement ...................................................... 6
- Show Rehearsals ......................................................... 7

## Fundraisers
- Chick-Fil-A Nights ...................................................... 8
- Barnes and Noble Book Fair ......................................... 8
- Raffle Ticket Contest ................................................ 8
- Playbill Ads ............................................................. 9
- Show Tickets ............................................................ 10
- Tech Week ............................................................... 11
- Actor’s Kit ............................................................... 12
- Costumes ................................................................. 13
- Parent Calendar ........................................................ 14
- Show Week Calendar .................................................. 15
- LSU Parking Info ....................................................... 17
- Production Feedback Responses ..................................... 18
COMMUNICATIONS

Contact Information

Show Coordinator  Michele Nichols  shows@cytbatonrouge.org

<table>
<thead>
<tr>
<th>Production Team</th>
<th>Team Leader</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costumes</td>
<td>Angela Pitts</td>
<td><a href="mailto:Apitts3636@gmail.com">Apitts3636@gmail.com</a></td>
</tr>
<tr>
<td>Front of House</td>
<td>Jennifer Jordan</td>
<td><a href="mailto:jenniferjordan16@yahoo.com">jenniferjordan16@yahoo.com</a></td>
</tr>
<tr>
<td>Hair and Make-Up</td>
<td>Mary Giroir</td>
<td><a href="mailto:Ezekiel371@cox.net">Ezekiel371@cox.net</a></td>
</tr>
<tr>
<td>Marketing</td>
<td>Tonja Rainey</td>
<td><a href="mailto:tonja@cytbatonrouge.org">tonja@cytbatonrouge.org</a></td>
</tr>
<tr>
<td>Playbill</td>
<td>Amy Barnum</td>
<td><a href="mailto:playbill@cytbatonrouge.org">playbill@cytbatonrouge.org</a></td>
</tr>
<tr>
<td>Props</td>
<td>Paula Payne</td>
<td><a href="mailto:paulapayne4095@bellsouth.net">paulapayne4095@bellsouth.net</a></td>
</tr>
<tr>
<td>Rehearsal Monitors &amp; Green Room</td>
<td>Stephanie Purdy</td>
<td><a href="mailto:s2tapurdy@yahoo.com">s2tapurdy@yahoo.com</a></td>
</tr>
<tr>
<td>Sets</td>
<td>Donna Iverstine</td>
<td><a href="mailto:diverstine@bellsouth.net">diverstine@bellsouth.net</a></td>
</tr>
<tr>
<td>Stage Manager</td>
<td>Bekah Branton</td>
<td><a href="mailto:rnlbranton@gmail.com">rnlbranton@gmail.com</a></td>
</tr>
</tbody>
</table>

Family Account

You need to be familiar with your family account. Through this account, you can do many things:

- Register for classes
- Sign up for auditions
- Create your cast bio that will be in the playbill. This needs to be done by Production Fair.
- Purchase souvenirs (includes extra t-shirts and DVDs of the show)
- Check your Callboard messages
Callboard

This is how we COMMUNICATE with Cast members.

**You** will need to check the Callboard for all Cast News and Rehearsal Schedules.

*Here’s how:*
Login to Family Account - There you will see “Messages” – the # will tell you how many messages you have.

1) Click on the #
2) Click on the message that has an unread button. Red means you haven’t read it. Green means you have read it.
3) Callboard can also be found at bottom of the current show page

Remind App

**Sign up for “Remind App” reminder texts:** text @cytbr to 81010 to be added to the remind app. You will receive text messages to alert you when there is a callboard post, or when we need to send out important group information.

Parent Hub

Apart from the Callboard and this Show Manual, the Parent Hub page on our website gathers the documents and information you need as a show parent and/or cast member. Have a question? Check the Parent Hub: [https://www.cytbatonrouge.org/parenthub/](https://www.cytbatonrouge.org/parenthub/).
PRODUCTION FEE

A one-time production fee of $200.00, per child, will be added to your family account on our website, www.cytbatonrouge.org. This fee helps cover some of CYT’s costume and show expenses. This needs to be paid online on your family account by Sunday, November 24, 2019. You’ll need to login to your family account to make this payment. Late fees will be applied after this date.

There may be other items you need to purchase for your child, depending on their character in the show. Families are responsible for providing shoes, undergarments, and makeup kits.

PARENT INVOLVEMENT

Parent involvement is essential and mandatory. The success of our production heavily depends on CYT parent participation. CYT doesn’t hire individuals to make costumes, build sets, get props, do hair and makeup, or to market/promote the show - all our parents work together to make this happen!

Because you are needed, we actually have a parental involvement requirement for the show.

1. **Pre-production** service hour requirements are a minimum of 20 hours leading up to production week. Pre-productions teams meet at various times before show week. They are sets, props, costume, playbill and marketing teams, rehearsal monitors, and parking lot Dads.

2. **Show Week** service hour requirements are for at least one adult from each family to volunteer on a production team during show (or tech) week for at least one dress rehearsal and two performances. You’ll be trained for certain jobs.

Thank you SO much for committing to this process.

Our hope is that you will find your own community within the parent groups at CYT. We value the whole family as part of this organization and want everyone to feel connected.

Don’t forget to sign the volunteer code of conduct form that was handed out during the production fair. A copy of this form can also be found on our website on the Parent Hub page.
SHOW REHEARSALS

LOCATION: New Life Church
365 Staring Lane, BR, LA 70810

TIME: Fridays, 5-9 pm
Saturdays, 12:00-4:00pm

Holidays: Nov. 29 – 30 (Thanksgiving)
Dec. 20-28 (Christmas/New Year)

Attendance (Rehearsals & Performances)

Rehearsal schedules will be posted on the CALLBOARD each week.

Cast members are required to be at all rehearsals (that they are called for) and performances.
On time means 10 minutes early! Roll will be taken at all rehearsals. Doors open 30 min early to allow for social time.

- Please do not leave early from rehearsals unless pre-approved with Stage Manager.
- Lead characters may be called for extra rehearsals outside of regular scheduled times. Director will contact you directly if needed.

Excused absences:
Conflict dates already submitted on Audition Form & sick days are excused. You are allowed 2 excused absences (same as conflict dates) from rehearsals and 2 excused absences from classes. (This is individual days, not weekends.)

If you have an emergency and can’t make it to a rehearsal, you can text or call our Show Coordinator and let her know your situation.

FUEL Breaks for rehearsals

Please send snacks and a refillable water bottle with your child for rehearsals. No caffeine or sugary drinks! Water only!!

There will also be snacks and water for sale at rehearsals for $1 each.

Super Saturday

On Saturday, February 15, we will have an extended final rehearsal before we move into the theater. The cast will do two complete run-throughs with props. In between run-throughs we will eat a meal together. Chick-Fil-A will provide nuggets and salad for this meal. Parents will provide sides and desserts.
FUNDRAISERS

Character Night at Chick-Fil-A

Thursday, January 30th @ the Airline/Highland store

Monday, February 3rd @ Siegen store

We need a minimum of 30 students in attendance for each night!
Please sign up at rehearsals for one or both nights.

Performance times: approximately 6PM and 7PM at Chick-fil-A.

What to wear: Certain characters will go in costume (TBD), and everyone else will wear our show t-shirts.

What happens there: We will go to the restaurant, sing a few songs, have pictures taken with the customers and sign autographs. Families typically eat (at their own expense) between the two performances, this is optional.

Chick-Fil-A will in turn provide two meals for our cast and crew during Fantastic Friday and during show week between Saturday performances.

Character Meet ‘n Greet

FEBRUARY 1
Our fundraiser for this session is a Character Meet ‘n Greet. Check out our website for more information. Please share this information with all you know! Thanks for your help!

Outreach

We will be having a shoe drive! More details TBA
PLAYBILL ADS

We have Playbill ads for sale. This is a great opportunity for you to advertise your business and/or congratulate your child in the show and to also help us produce the Playbill. The CYT Playbill also helps us raise funds for the show -- beyond the cost of the Playbill -- if we sell enough ads!

**Cast Encouragement ads** are a great way to give a SHOUT OUT to those you want to congratulate. They only cost $20. Here is an example of what these text-only ads look like:

**NEW LOWER PRICES ON PLAYBILL Ads!** Here are the other types of ads that are available for the *Tarzan* playbill: (discounts are available when you buy an ad for more than one show!)

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Playbill Ad **Deadline is Saturday, February 1, 2020.**

The form is on our website under PDFs on the Parent Hub, or by clicking here: https://www.cytbatonrouge.org/_local/pdfs/Playbill_ad_contract.pdf
SHOW TICKETS

All ticket sales are FINAL
Please consult your calendar and confirm with your family before purchasing or requesting tickets. Should something come up or change in your schedule, we are not able to honor ticket changes.

Parent Volunteer Tickets
If you’ve gone beyond the required 20 hours, Thank you! As a reward – for 30 or more hours – you will be eligible to receive a free ticket to one show of your choice. Make sure to record your volunteer hours with your team leader.

VIP Volunteer Tickets
Any parent who works at least 75 pre-production hours will receive TWO RESERVED SEATS/TICKETS to one show of their choice. Your Production Team Leader will submit VIP volunteer ticket requests, so please be sure to sign in with your Production Team Leader each time you volunteer. Volunteer hours from multiple pre-production teams will be combined (if you work on more than one team), but volunteer hours are not transferrable to another person.

Pastor Tickets:
Local pastors who have never been to a CYT Baton Rouge show can get two free tickets to one show. Each family may request these 2 tickets for their pastor. We want to get the word out to local pastors who have never seen one of our shows. Please email tickets@cytbatonrouge.org with your pastor’s name, phone number, and email so we can send them an invitation. The deadline to submit pastor ticket requests is Saturday, January 25, 2020.

Group Ticketing:
Group ticketing allows you to purchase tickets at the group rate for at least 15 family members and/or friends who are all able to attend the same show. Please PRINT ONLY ONE COPY of your group ticket. This allows for more efficient entry into the theater. If your group arrives at different times, then you can leave your group ticket (email print out) at the ticket office so they can check off your party as they arrive.

REMEMBER ALL TICKET SALES ARE NON-REFUNDABLE.

ALL TICKETS SALES ARE FINAL. PLEASE BE SURE OF YOUR DATES BEFORE YOU PURCHASE THEM.

Other ticket policies can be found on our website at: https://www.cytbatonrouge.org/shows/#Frequently-Asked-Questions

Show Ticket Contest:
There will be no ticket contest this session.
Move-In Day

This is an important day. **Monday, February 17th is Move-in Day into the theatre.**

Parents, we need your help!

**We need about 5 truck/trailers to move the sets from warehouse to the theatre and some strong backs.**

If you are able to come and help with the move, please let **Danny Iverstine** know via email and he will let you know what time and where you are needed.

Move-Out/Strike

**EVERYONE STRIKES!**

Move-out/Strike is immediately after our last show on Sunday, February 23, 2020. We will need about 5 trucks & trailers to move the sets and props back to the warehouse. We also need some moms to help transport the costumes and props back to the CYT warehouse.

Backstage DO’S and DON’TS

We understand that you want to see your children perform, and we are asking you to “see” them from the audience during performances. Dress and tech rehearsals are **closed**.

**No one is allowed backstage unless you have signed up for a backstage job.** We have so many sets coming on and off the stage, and it can get very distracting if we have parents/cast members walking around. Thank you for helping us with this.

Everyone working backstage will be required to wear a bracelet. You will receive the bracelet from your team leader each day at the theater.

Cast members will be required to sign-in and sign-out each day of tech week. They will enter the theater to the right side of the building and go straight to the back of the theater, where they will sign in. They will exit through the same door. Parents will need to come to the building to pick up cast member and sign them out.
ACTOR’S KIT

Every cast member needs a container like this: Clear and about 30 quart size. LABEL EVERYTHING you bring to the theater...even the box and lid. All Cast members must bring their actor’s kit to dress rehearsals and performances.

Actor’s Kits Contain the Following:

1. Antiperspirant
(Not perfume/body mist/deodorant) Because we are in close quarters, constantly moving, and wearing the same costumes repeatedly, we ask that all cast members (regardless of age) apply and reapply antiperspirant for and throughout each dress rehearsal and show.

2. Costume pieces & shoes

3. Make-up
Every cast member will need a basic stage makeup kit. You can purchase it online (use AmazonSmile) by searching for “Mehron Mini-Pro Student Makeup Kit”. Make sure you specify the right color for your child’s skin.

CYTBR Basic Stage Makeup Video: https://youtu.be/kudFBcZkYXw

Items marked below with an asterisk * are included in the Mehron kit.

<table>
<thead>
<tr>
<th>Male Stage Make-up:</th>
<th>Female Stage Make-up:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Foundation *</td>
<td>• Foundation *</td>
</tr>
<tr>
<td>• Pink/natural lip stick *</td>
<td>• Blush *</td>
</tr>
<tr>
<td>• Mascara</td>
<td>• Eye Liner</td>
</tr>
<tr>
<td></td>
<td>• Eye Shadow</td>
</tr>
<tr>
<td></td>
<td>• Mascara</td>
</tr>
<tr>
<td></td>
<td>• Lipstick with matching lipliner</td>
</tr>
</tbody>
</table>

Note: To replace individual pallettes in your kit, you can find them here:

4. Makeup remover wipes

5. Hair brush, bobby pins, hairspray: LOTS of bobby pins!! Bring bobby pins with you to get your hair done. Keep them in your box when you take them out at home

6. Button down or zipper large shirt to protect your costume (Dad shirts work well)

7. Books, coloring books (but NO electronics)
Phones will be checked in with the Rehearsal Monitor and may be used if absolutely necessary.

8. Extra snacks and LABELLED WATER BOTTLE!!
Costumes

** A list of costume needs for your cast member will be posted on the callboard as soon as we have one.

When it is time to eat, you MUST wear something over your costume. Bring an oversized button down or zipper shirt to wear over your costume when drinking or eating.

Items you will need to purchase for yourself:

• **GIRLS: Nude cami & compression shorts** – to wear under your costume. You will change into your costume at the theater, so you must have these under your clothes when you change.

• **BOYS: “Muscle” shirt and compression shorts** – also, for modesty purposes when changing in and out of costume, boys must have these under garments. It also helps to keep sweat off of costume.

• **Shoes**
  - We do have some shoes in our warehouse, so if shoes are required that you don’t own, please let the Costume team know so they can check our collection.
  - Jazz shoes or character shoes are sometimes required (not for everyone). We will let you know what type of shoes you will need by week 5.

• **Personal Items:** If you were asked to provide items to go along with your costumes, it is your responsibility to bring your purchased pieces to and from the theatre in your actors' boxes. Label these also.
  - If you want to use a personal item as part of your costume, you must label it clearly and have it approved by costume team leader (who will approve it with the appropriate director). But we recommend that you do not bring anything of value because CYT and the costume team are not responsible for lost or damaged items.

**NOTES:**

• Costumes will NOT be brought home. They will be placed back on the hanging rack after each show.

• **Be a Good Steward!**

The costume committee has spent hours each weekend enhancing costumes and creating many of them from scratch. Make sure to thank them for all of their hard work and show them your thanks by making sure to take absolute care of everything they hand to you. Hang up what needs to be hung up and do NOT put any of the hats, belts, dresses, etc. on the ground. Keep up with your hanger, bags for accessories, etc.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, November 24</td>
<td>Production Fair</td>
<td>• Parent meeting</td>
</tr>
<tr>
<td></td>
<td>2PM – 4PM</td>
<td>• Parents sign up for Pre-production &amp; production teams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1st rehearsal for cast members</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cast bio paragraph due - update on family account</td>
</tr>
<tr>
<td>Saturday, January 11</td>
<td><strong>Poster Blitz</strong></td>
<td>• <em>(Optional)</em> Help hang posters around town to advertise our show!</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• New Life @ 9:15 am</td>
</tr>
<tr>
<td>Saturday, January 25</td>
<td>2nd Mandatory Parent Meeting</td>
<td>• Director’s gift donations/payment <em>(Do NOT make checks out to CYT Baton Rouge for this)</em></td>
</tr>
<tr>
<td></td>
<td>12 Noon – 1pm <em>(light lunch provided)</em></td>
<td>• Deadline to request two pastor tickets for pastors who have never seen a CYT show</td>
</tr>
<tr>
<td>Thursday, January 30</td>
<td>Chick-fil-A Night #1 (Airline/Highland)</td>
<td><em>(Optional)</em> Bring your cast member to sing. Sign up if you can attend.</td>
</tr>
<tr>
<td>Saturday, February 1</td>
<td>Deadline</td>
<td>• Playbill ad forms &amp; payment due</td>
</tr>
<tr>
<td>Monday, February 3</td>
<td>Chick-fil-A Night #2 (Siegen Lane)</td>
<td><em>(Optional)</em> Bring your cast member to sing.</td>
</tr>
<tr>
<td>Saturday, February 15</td>
<td>Super Saturday</td>
<td>Last name begins with A-J: Bring something to share for the Cast Meal.</td>
</tr>
<tr>
<td></td>
<td>10 am – 4 pm</td>
<td>Sign up at:</td>
</tr>
<tr>
<td>Sunday, Feb. 16</td>
<td>NO REHEARSAL</td>
<td><strong>Get some rest!</strong></td>
</tr>
<tr>
<td>Monday, Feb. 17</td>
<td>Move-in to Theater</td>
<td>Schedule on next page</td>
</tr>
<tr>
<td>Feb. 18 - 19</td>
<td>Tech Week at Theater</td>
<td>Serve on production team for at least (1) dress rehearsal.</td>
</tr>
<tr>
<td></td>
<td><em>(see calendar- next page)</em></td>
<td></td>
</tr>
<tr>
<td>Feb. 20 - 23</td>
<td>Performance Days</td>
<td>• Serve on Production Team for at least (2) shows.</td>
</tr>
<tr>
<td></td>
<td><em>(Also see Show Week calendar below)</em></td>
<td>• <strong>Saturday</strong>: Last name begins with L-Z Bring a side dish (veggies, or dessert) for Cast Meal. Sign up here:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Sunday</strong>: Help pack up and clean theater/stage and return things to warehouse.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Sunday</strong>: Meet at Jason’s Deli on Corporate Blvd. after strike. Mention CYT when you buy your meal and a portion of the sales go to CYT. <em>(Optional)</em></td>
</tr>
<tr>
<td>Feb. 22</td>
<td>Saturday Cast/Crew Meal</td>
<td></td>
</tr>
<tr>
<td>Feb. 23</td>
<td>Strike Theater</td>
<td></td>
</tr>
<tr>
<td>Feb. 29</td>
<td>Cast Party: TBA</td>
<td>Cast, Crew, &amp;. Family are invited. Everyone brings a side or needed item.</td>
</tr>
</tbody>
</table>
SHOW WEEK CALENDAR - February 17 - 23

*The Show is ___ hours long.*
CAST CALL means you are completely dressed (hair, makeup and your full first costume of the show) Makeup/Hair team will decide when they will want certain characters to be at theatre and will notify those characters of this so they will have plenty of time to get everyone with special makeup/hair done by CAST CALL.

<table>
<thead>
<tr>
<th>DATE:</th>
<th>Rehearsal Type:</th>
<th>CAST:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SATURDAY, Feb. 15</td>
<td>Super Saturday at New Life</td>
<td>Chick-Fil-A will provide the meal. If your last name begins with A-J go to Signupgenius.com to bring something:</td>
</tr>
<tr>
<td>10am – 4pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNDAY, Feb. 16</td>
<td>NO REHEARSAL</td>
<td>Get some rest!!</td>
</tr>
<tr>
<td>MONDAY, Feb. 17</td>
<td>Sets Crew</td>
<td>Meet at the warehouse to load sets and bring them to the theater. Moving and placing sets through scenes, and marking stage floor.</td>
</tr>
<tr>
<td>4PM</td>
<td>Props Crew</td>
<td>Meet at New Life to transport props and set to the theater.</td>
</tr>
<tr>
<td></td>
<td>Costume Crew</td>
<td>Costume crew meets at New Life to transport costumes to the theater.</td>
</tr>
<tr>
<td>5PM</td>
<td>Theater Orientation</td>
<td>All cast &amp; crew: Meet in the theater house to get oriented!</td>
</tr>
<tr>
<td>6:30PM</td>
<td>Set rehearsal</td>
<td>Set team</td>
</tr>
<tr>
<td>7:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUESDAY, Feb. 18</td>
<td>ACT 1 &amp; 2 Tech rehearsal</td>
<td>All Cast called</td>
</tr>
<tr>
<td>5:00 - 9:00</td>
<td></td>
<td>Some costumes and hair/makeup will be needed. We will let you know closer to the date.</td>
</tr>
<tr>
<td>WED, Feb. 19</td>
<td>Dress Rehearsal</td>
<td>All cast called</td>
</tr>
<tr>
<td>5:00 - 9:00</td>
<td></td>
<td>Bring your actor’s kit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Come to the theater with your hair and your makeup done, as per whatever the hair and makeup team has advised you. Immediately get dressed and then head out to the stage.</td>
</tr>
<tr>
<td>DATE:</td>
<td>Rehearsal Type:</td>
<td>CAST:</td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>THURSDAY, Feb. 20</strong></td>
<td><strong>2 Performances</strong></td>
<td><strong>CAST CALL at 9:00 am and 6:00 pm</strong>&lt;br&gt;Certain Parent Production Team members will need to be at theater at 8:00 am and 5:00 pm (same applies for all shows). We do NOT stay at theater between shows.</td>
</tr>
<tr>
<td>Performances are at 10:00 am and 7:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FRIDAY, Feb. 21</strong></td>
<td><strong>1 Performance</strong></td>
<td><strong>CAST CALL at 6:00 pm</strong>&lt;br&gt;Certain Parent Production Team members will need to be at theater at 8:00 am and 5:00 pm (same applies for all shows).</td>
</tr>
<tr>
<td>Performance is at 7:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SATURDAY, Feb. 22</strong></td>
<td><strong>2 Performances</strong></td>
<td><strong>CAST CALL at 1:00 &amp; 6:00pm</strong>&lt;br&gt;CFA feeds the cast/crew between shows All cast stays at the theatre between shows. If you last name begins with J-Z go to Signupgenius.com to bring a side dish (veggies, dessert, etc.)</td>
</tr>
<tr>
<td>Performances are at 2:00 pm and 7:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUNDAY, Feb. 23</strong></td>
<td><strong>1 Performance</strong></td>
<td><strong>CAST CALL @ 2:00</strong>&lt;br&gt;AFTER the SHOW <strong>EVERYONE STRIKES</strong> (move all of our stuff- sets, costumes, props, etc. out of the theatre). It is ALL HANDS ON DECK!!!</td>
</tr>
<tr>
<td>Show at 3:00 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LSU Parking

1. B-zone (marked in red on the map) 
   Sign up and pay $10 at 2nd parent meeting for a B-zone parking pass

2. Visitor parking – pay $150 per hour (marked in yellow stripes on map)
PRODUCTION FEEDBACK SURVEY
CONCERNS AND RESPONSES

Thank you for the feedback! Please check the callboard for a link to the feedback form after each show. All feedback is anonymous, and we consider each concern prayerfully.

<table>
<thead>
<tr>
<th>Concerns</th>
<th>Response</th>
</tr>
</thead>
</table>
| Asked to get rid of the cell phone rule       | Even though we would love to allow kids to keep cell phones during rehearsals and show week, we cannot change this rule. Here’s why:  
  1. We want to provide a safe place for your children. Here are 2 examples that have occurred here at CYT BR that demonstrate why we have this rule:  
     a. Taking pics in the dressing room & accidentally getting a pic of someone dressing. Our rule protects your child and the one dressing.  
     b. Access to pornographic pics and videos. You don’t want your child to be exposed to pornography b/c of someone else’s phone.  
  2. We want your children to be focused. Phones distract from staying focused on the show and their entrances.  
  3. We want to foster community. Phones hinder that (interrupting phone calls, texts, games and internet) |
| Get rid of Cell Phone $20 Penalty             | We are getting rid of the $20 penalty for having your cell phone when not allowed. Here’s the new consequence:  
  • If you have your cell phone when you are not supposed to, you will have to miss the next rehearsal. (excused absence)  
  • 2nd offense – miss another rehearsal (unexcused), which could result in not being able to perform in the show  
  • Remember that if you need your cell phone, you can ask to use it.  
  • If you or your child need to contact each other, you can call Show Coordinator or Green Room monitor. (These names and #’s are provided in this manual and at Production Fair) |
| Dismissal at Theater – better flow for pick up and allowing older kids to leave without a parent | • For safety reasons, parents will need to come inside the Theater to pick up your child(ren).  
  • After School Day show, we will bring cast outside so you can pick them up on Infirmary Drive (since parking is so difficult during the day). This is the only day we will do this.  
  • Teen drivers can sign themselves out and leave after dismissal |
<table>
<thead>
<tr>
<th>Set Management</th>
<th>Here are some things we will implement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sets must be completed at the warehouse before going to the theater. No more painting or construction at the theater.</td>
</tr>
<tr>
<td>2.</td>
<td>Two managers at the theater – one to manage flow of sets and one to manage repairs and updates to sets. Great idea!</td>
</tr>
<tr>
<td>3.</td>
<td>Assign more than one person to mix paint for more efficient time</td>
</tr>
<tr>
<td>4.</td>
<td>Assign projects to specific people</td>
</tr>
<tr>
<td>5.</td>
<td>Post “Project List” on warehouse door for team communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Send emails instead of callboard posts</th>
<th>We use to send emails, but:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>many people were not getting the emails b/c email was treated as spam.</td>
</tr>
<tr>
<td>2.</td>
<td>Many people had trouble finding information from previous emails that was important.</td>
</tr>
</tbody>
</table>

The call board solves both of those problems.                                                                 |
1. Easy to find and all in one place                                                                 |
2. Searchable field to find specific information