



ORANGE COUNTY CHILDREN'S THEATRE
CAST FEE WORKSHEET

Please **PRINT** clearly.

EMAIL:
(If you'd like them
to also receive info)

CAST MEMBER NAME:

PARENT NAME:

CELL#:

EMAIL:

PARENT NAME:

CELL#:

EMAIL:

FEES			AMOUNT DUE
CAST FEE	\$300 CAST	\$120 TELEGRAMMER	\$
MEMBERSHIP (GENERAL MEMBERSHIP REQUIRED)		CIRCLE ONE	
	\$25 \$100 \$175 \$250 \$600 \$1,000		\$
(If no payment -Board to verify if member current)_____			
EXTRA T-SHIRTS ORDERED (Cast shirt is included in cast fee)	See total from t-shirt order form		\$
EXTRA CAST PARTY TICKETS (Cast member is included in cast fee)	_____ # @ \$12= _____ # (Siblings ages 6 to 10) @\$5 _____ # (5 and under free)		\$
EXTRA DVD's (1 is included in cast fee)	_____ # @ \$20=		\$
AD FOR PROGRAM (Minimum \$25 Ad fee is required)	(CIRCLE ONE)		
	1/8 page \$25 1/2 page \$100 Inside Front/back cover \$250 1/4 page \$50 Full page \$150		\$
AD CREATION FEE:(Optional: If we create your ad)	\$10 AD CREATION FEE		\$
DONATION TO OUR SCHOLARSHIP FUND (optional):			\$
TOTAL FOR ALL CAST FEES:			\$
PAYMENT: CHECK#_____ AMOUNT \$_____ CASH \$_____			Treasurer Initials:
CREDIT CARD (3% FEE ADDED)	MC VISA		
All families must give Volunteer Hours Deposits: 1 check for \$150 for pre-production hrs. 1 check for \$150 for working 4 shows (These 2 checks (postdated to 8/21/18) will be returned to you, after last show, when hours worked are verified. If hours are not verified, checks will be cashed)			Board member initial that received

Orange County Children's Theatre



MEMBERSHIP APPLICATION

FAMILY NAME _____ START DATE: ____/____/____

FATHER _____ MOTHER _____

EMAIL ADDRESS: Father: _____ Mother: _____

ADDRESS _____ / _____ / _____
(Street) (City) (Zip)

PHONE NUMBERS Cell (____)____/____ Home (____)____/____

EMPLOYERS (for grants) _____ / _____

CHILDREN: (Please list last name if different)

NAME	YEAR BORN	SCHOOL
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please select which membership you'd like: **(All families are required to be at least general members)**

_____ GENERAL MEMBERSHIP - \$25.00 yearly donation. Entitled to one vote at General Membership Meetings. Provides accident insurance for cast members. Will receive all OCCT mailings.

_____ PATRON MEMBERSHIP - \$100.00 yearly donation. Includes the above, two tickets to each OCCT production and publication of your name in each OCCT program that year.

_____ FRIENDS OF THE THEATRE MEMBERSHIP - \$175.00 yearly donation. Includes all of the above, plus a complimentary business card size ad in each OCCT program that year.

_____ SPONSOR MEMBERSHIP - \$250.00 yearly donation. Includes all of the above, except a quarter page ad in each OCCT program that year.

_____ AFFILIATE MEMBERSHIP - \$600.00 tri-annual (every 3 years) membership. Includes the two tickets to each production, the business card size ad plus a show T-shirt from each production.

_____ LIFE MEMBERSHIP - \$1000.00 one-time donation. Includes all of the above for life, And the option for a show T-shirt from each production.

Orange County Children's Theatre IRS tax ID is: 23-7099408.

Our California State Franchise Tax ID is: D-06183220.

All donations are fully tax deductible.



ORANGE COUNTY CHILDREN'S THEATRE

PERMISSION SLIP/MEDICAL RELEASE FORM/WAIVER OF LIABILITY INDEMNIFICATION

I, the undersigned parent or legal guardian of _____ a minor, requests that he/she be permitted to participate with Orange County Children's Theatre. I have been advised of the rules, regulations, and expectations of the theater and agree to abide by them and to fulfill our obligations as required. If I have any questions regarding participation in this event I will ask a member of the Administrative Board of OCCT immediately and not wait for a problem to arise.

I will permit photographs and videos of my child taken at this event to be used for publicity and other purposes by authorization of the Administrative Board of OCCT.

Furthermore, I hereby authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis rendered under the general or special supervision of any member of the medical staff and emergency room staff licensed under the provisions of the Medicine Practice Act or a dentist licensed under the provisions of the Dental Practice Act and on the staff of any acute general hospital holding a current license to operate a hospital from the State of California Department of Public Health. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power to render care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. It is understood that every effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatments will not be withheld if the undersigned cannot be reached.

In consideration of acceptance of my child's registration for this activity, I hereby agree to indemnify and hold harmless Orange County Children's Theatre, its officers, administrative board, trustees, employees, and volunteers from any liability, claim, or action for damages resulting from, or in any way arising out of the participation in the activity listed above by my child. This authorization is to remain in effect during the time of enrollment in the activity listed above unless revoked in writing.

Parent's or Legal Guardian's Name (Print)

Parent's or Legal Guardian's Signature

Phone

Date

Physician

Physician's Phone

Insurance Plan

Please describe any medications being taken by cast member or state "NONE":

Date of last tetanus shot ___/___/___ Allergies _____

Emergency Contact _____ Phone # _____

Cell Phone # _____ Email address _____



Cast Contract

Orange County Children's Theatre

_____ in accepting the role of _____ in Orange County Children's Theatre production agrees to follow the rules and regulations set forth by the directors and producers of the show.

1. **Be on time** for every rehearsal and show.
2. **Be prepared** with pencil, paper, script, good attitude and anything else required by the director.
3. **Eat before you come to rehearsals and performances.** Bring food for Saturday rehearsals if you cannot leave.
4. **NO eating or drinking allowed in the theater or rehearsal rooms.** Come prepared with water. **NO GUM CHEWING.** Anywhere.
5. **Appropriate dress is required for rehearsal.** This includes clothing that you can move in easily, but must properly cover you. This includes close toed shoes at all times.
6. **Attendance is critical.** Tardiness and absences are NOT acceptable. Others depend on your being ready and prepared. If you are ill, notify one of the producers as early as you can so scheduling changes can be made. Absences make for unprepared actors. ***Added conflicts must be approved by the director, VP and producers. Added conflicts may result in the cast member being removed from a number, scene, or role.**
7. There will be a sign-in sheet to monitor cast arrival. Cast members initial by their name when signing in. This is to ensure the safety of the cast and promptness of rehearsal times.
8. All cast members must be signed out at the end of an OCCT event by a parent or responsible adult.
9. **Never leave the theater or rehearsal alone.** Tell the adult in charge where you are going.
10. **Children under 18 may not leave the premises in a car with another cast member or another adult without a signed permission form on file with the producer from their parent.**
11. **Cell phones may be used at appropriate times.**
12. **We are not responsible for lost or damaged items.**
13. **Arrange for pickup promptly after rehearsals and shows.**
14. Keep hands, feet, and any objects to yourself.
15. **Clean up after yourself!**
16. **No running in the theater or rehearsal rooms/hallways.**
17. **Show respect for fellow cast and tech members and all adults.** No teasing, gossiping or touching others' belongings.
18. **Use "inside" voices. Profanity is strictly forbidden.**
19. **When an adult is speaking to the cast, no other speaking is permitted.**
20. **I will be off book (know my lines) by the agreed upon date set by the director.**
21. **As an actor or member of tech, I will learn new skills, meet new people and have FUN.**
22. **I will not miss any rehearsals during Tech Week.**
23. **No costumes are allowed to go home without prior approval of costumer.** You are responsible for the costume during the run of the show.
24. **Assigned costumes must be put back neatly where they belong.**
25. **The costumes are the decision of the Producer, Director and Costumer.** Cast members and their parents are not permitted to ask for a different costume because they do not like it.
26. Do not touch sets, props or tech equipment unless directed to do so.
27. The back stage area is not open to friends or visitors at any time without the permission of the producers.
28. **Violation of any of these rules may result in the cast member being dropped from role/show.**
29. **All fees are considered tuition and are non-refundable.**
30. **OCCT has a zero tolerance for bullying. Any incidence in bullying/harassment to another cast member will be grounds for dismissal from our program.**

Cast member signature

Date

Parent signature

Date



ORANGE COUNTY CHILDREN'S THEATRE

CAST BIOGRAPHY

Please provide a biography of yourself, written in the **first** person that is **70 words** or fewer in length. The biography that you present will appear in the program, so make it fun and informative. List things such as age, school, past productions in which you have appeared, special interests and hobbies, or other items you feel might be interesting to your audience. Please do not begin the bio with “my name is...” because your name will appear next to your photo and bio. **SUBMIT YOUR BIOGRAPHY TO: bios@occt.org** BY Monday, June 11th. Look on our website under past shows to see examples of bios in our program.

*Orange County Children's Theatre
reserves the right to edit all biographies.*

Deadline to submit bio:

June 11th

Please send your biography to:

bios@occt.org

If you have any questions, you may contact production secretary.

Thank You!!



SHOW DUTIES

Orange County Children's Theatre Pre-Production Committees

As parents of children in this show, you have a wide variety of activities you may choose from to provide the volunteer hours necessary to make this show a positive experience for you and your child. Each family is expected to provide 15 hours of volunteer service pre-show, and volunteer to work at least 4 shows. ***Two postdated (to 8/21/18) checks of \$150 (made out to OCCT) will be required. These will be returned to you at the cast party if your volunteer requirements have been met.*** This will allow us to compensate non-cast teens and young adults who may be asked to step in and fill work duties or to buy things which could have been made at a lower cost.

Our goal is to make this a fun and positive experience for both the Cast members and the families. If you have any special skills, interests, or potential contributors to OCCT, please make the Producer(s) or any Board member aware and let us know so that we may continue to offer the best value to our members and our patrons.

COSTUMES: The Costume Committee will: make the additional costumes needed for the production, keep the costumes in good repair during the show, insure that everyone makes their costume changes when required, and get cast members to put their costumes and shoes away at the end of each performance.

PROPS: The Props Committee will: be responsible for purchasing, locating or making props, and ensuring all props are at rehearsals and shows, in good condition. The Director will decide what props are needed and who will need them. OCCT has a large number of existing props in storage. During the performances, the Props Committee members share the workload backstage to distribute/collect all props.

SETS: The Sets Committee will: bring sets and materials from storage, build, paint, maintains, tears down, and returns to storage all needed sets. Members of the sets committee share workload back stage during the performances moving sets as required.

MARKETING/PR: The Marketing/PR Committee is responsible for: distributing flyers and posters to schools, libraries, businesses, etc. and is responsible for contacting the local media to print information about our show. This committee is responsible for soliciting donations through advertising in the program.

PROGRAM: The Program Committee is responsible for assisting in the creation of the program, editing, ad coordinating and printing arrangements/pickup.

SUPERVISION: This group supervises the outside area for night rehearsals and lunch on Saturdays.

Each cast member's family is responsible for at least 15 pre-production hours and for working at least 4 of the 8 shows. Please log your hours with your committee head of each committee that you work with to make sure that your hours are accounted for. The chair will notify you of their committee's pre-show needs. Tech Week and Show volunteer needs will be identified at the parent meeting prior to Tech Week. Please put parent's name by the committee(s) they will work with.

Sets: _____ Supervision _____

Costumes: _____ Program: _____

Props: _____

Marketing/Publicity: _____

Mother's Name: _____ E-mail: _____

Father's Name: _____ Email: _____

SCRIP is HERE!

You can put your everyday dollars to work for OCCT without spending any additional money!

WHAT IS SCRIP? Scrip is a fundraiser that raises money by selling gift cards at face value. The retailers give a percentage back to OCCT. You spend nothing extra!!

HOW DOES IT WORK? Gift cards from MAJOR retailers are purchased through OCCT and redeemed by you at full face value (just as if you bought them at a store). OCCT buys the cards at a discounted rate and the difference is money raised. (varies by retailer).

Example: You pay \$20 to OCCT and get a \$20 gift card to Chipotle (or any retailer you choose). OCCT pays \$18 for the card and the extra \$2 is money raised. (Rebate percentages vary by retailer- some up to 16%)

\$\$ HOW MUCH CAN WE EARN? \$\$

Think about what you spend each month on everyday purchases...

Sample Monthly Order: (See order form for available retailers and percentages.)

<u>Cost/Value of Card</u>	<u>Rebate:</u>	<u>Cost/Value of Card</u>	<u>Rebate:</u>
Food-Vons \$300	\$12	Coffee-Starbucks \$25	\$1.75
Gas- Shell \$100	\$2.50	Entertainment (AMC) \$25	\$2
Gifts-Bath&Body Works \$25	\$3.25	Dining-Chipotle \$50	\$5
Clothing (Old Navy) \$25	\$3.50	Miscellaneous (Wal-Mart) \$100	\$2.50

Total Rebate: \$32.50

That's \$32.50 raised for OCCT without spending any extra money!

Purchase cards for places where you do your weekly shopping, give as gifts, or offer scrip to your family and friends to purchase. *Put your shopping dollars to work for OCCT!*

HOW DO I ORDER SCRIP?

1. Print out the order form (see attached).
2. Choose which cards you would like to order.
3. Submit order form with check payable to OCCT to Jenny LeBlanc.

OR ONLINE By registering online, you can do your order over the internet and won't need to fill out a paper form each time.

1. GO TO WWW.SHOPWITHSCRIP.COM
2. CLICK REGISTER, Sign up with an existing program. Our enrollment code is **EFBCDLCA55L3L**, select a username and password and security questions, etc. Once registered, you will be able to enter your order through the express order tab. There are hundreds of retailers that I wasn't able to fit on our paper form so search for your favorites. Once I receive payment, I will order all the cards. It's that easy! **IF YOU WOULD LIKE TO USE PRESTOPAY FOR ONLINE PAYMENT, YOU CAN ENROLL IN THAT AS WELL.** (Payment as a debit from your bank)

ANY QUESTIONS, PLEASE CONTACT JENNY LEBLANC jenushka@cox.net or text 714 749-4815 THANK YOU FOR YOUR SUPPORT!!!

Orange County Children's Theatre

PROGRAM ADVERTISING ORDER SHEET

Orange County Children's Theatre supports the children of our community by offering a live experience in all aspects of Theater Arts. We are currently working on our production of Seussical the Musical to be held at the Historic Huntington Beach High School Theater on August 10-19. As a non-profit, volunteer organization (IRS tax ID 23-7099408), we are in need of support from the community to help us raise the funds necessary to open our show. Less than half the cost of our productions can be raised through ticket sales alone, therefore we are encouraging local businesses to place an advertisement in our show program that will be given to all 2,400 attendees (primarily families with children of all ages). Please make your choice from the following ad sizes:

1/8 page.....	\$ 25.00
1/4 Page.....	\$ 50.00
1/2 Page.....	\$100.00
Full Page.....	\$150.00
Inside Front/Back Cover.....	\$250.00
Back Cover.....	\$400.00
Advertising on Website.....	\$

Camera ready artwork must be received by July 7th.

Payment must be made before you turn in artwork.

**You can email your ad artwork, scanned documents
or photos in a JPG or TIF file (300 dpi) to ads@occt.org**

If you would like OCCT to design the ad (NOT CAMERA READY), the fee is \$10

Please make checks payable to: **Orange County Children's Theatre**

_____ <-- Check here if you are interested in supporting OCCT annually through advertising on our Website
or in our Email Notices.

Please return to the soliciting cast member or mail to:
**Orange County Children's Theatre 10631 Bloomfield St. #5
Los Alamitos, CA 90720
(714) 502-2244**

Cast Member _____ **Phone** _____

Advertiser _____ **Phone** _____

Size ad desired- \$25 \$50 \$100 \$150 \$250 \$400

All payments should be made out to OCCT and given to the Treasurer.
Questions about Ads can be email to ads@occt.org <mailto:ads@occt.org>

Ads that are not received by July 11th will not be included in the Seussical show program.

OCCT Program Ad Sizes and Prices (Please circle which you would like to purchase)

Back Cover: \$400.00

Full Page: \$150.00
5.25"w x 8.25"h at 300 DPI
(1575px x 2475px)

Half Page: \$100.00
5.25"w x 4.1"h at 300 DPI
(1575px x 1230px)

Inside Front/Back Cover: \$250.00

Quarter Page: \$50.00
2.44"w x 4.06"h at 300 DPI
(732px x 1218px)

1/8 Page: \$25.00
2.44"w x 1.97"h at 300 DPI
(732px x 591 px)

ADS IN PROGRAM

All families must purchase a minimum of a
\$25 1/8 page ad per cast member

Cast Member _____

Parent's Name _____ Phone _____

I am designing my own ad ____ OR

I want OCCT to design my ad (Fee \$10)_____

Camera ready artwork must be received by July 7th.

Payment must be made before you turn in artwork.

You can email your ad artwork, scanned documents
or photos in a JPG or TIF file (300 dpi) to ads@occt.org

If you would like OCCT to design the ad (NOT CAMERA READY), the fee is \$10

Please make checks payable to: **Orange County Children's Theatre**

- Size ad desired- \$25 1/8 page (mandatory minimum)
- \$50 1/4 page
- \$100 1/2 page
- \$150 Full Page
- \$250 Inside front or back cover
- \$400 Back cover

TOTAL COST FOR AD \$ _____

OCCT Program Ad Sizes and Prices (Please circle which you would like to purchase)

Back Cover: \$400.00

Full Page: \$150.00

Half Page: \$100.00

Inside Front/Back Cover: \$250.00

5.25"w x 8.25"h at 300 DPI
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