

# Orange County Children's Theatre



## MEMBERSHIP APPLICATION

FAMILY NAME \_\_\_\_\_ START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

FATHER \_\_\_\_\_ MOTHER \_\_\_\_\_

EMPLOYERS (for grants) \_\_\_\_\_/\_\_\_\_\_

CHILDREN: (Please list last name if different)

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

ADDRESS \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Street) (City) (Zip)

PHONE NUMBERS Cell (\_\_\_\_) \_\_\_\_/\_\_\_\_ Home (\_\_\_\_) \_\_\_\_/\_\_\_\_

EMAIL ADDRESS(ES) \_\_\_\_\_

- \_\_\_\_\_ GENERAL MEMBERSHIP - \$15.00 yearly donation. Entitled to one vote at General Membership Meetings. Provides accident insurance for cast members. Will receive all OCCT mailings.
- \_\_\_\_\_ PATRON MEMBERSHIP - \$50.00 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 - \$100.00 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, plus a special recognition plaque.
- \_\_\_\_\_ AFFILIATE MEMBERSHIP - \$500.00 tri-annual (every 3 years) membership. Includes all of the above, plus single special recognition plaque and one signed cast t-shirt per show.
- \_\_\_\_\_ LIFE MEMBERSHIP - \$1000.00 one time donation. Includes all of the above for life, plus your name will be engraved on the OCCT plaque.
- \_\_\_\_\_ MAILING LIST - Free. Will receive show, audition, and workshop announcements.
- \_\_\_\_\_ Please call me, I am interested in helping. Contact # \_\_\_\_\_

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.

MAIL TO: Orange County Children's Theatre  
P.O. Box 182  
Stanton, California 90680

# CAST FEE WORKSHEET and AD COMMITMENT FORM

## Annie Jr., 2009

**Cast Member Name:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Phone Numbers: Cell:**(\_\_\_\_)\_\_\_\_-\_\_\_\_ **Home:** (\_\_\_\_)\_\_\_\_-\_\_\_\_

**E-mail** \_\_\_\_\_@\_\_\_\_\_

Cast Fee	Membership Fee	T-Shirt Order	Cast Party	Ad Commitment \$25	Ads	Sponsor	Permission Form	Cast Contract Signed
<b>\$175.00</b> Regular Cast	\$15 ____	# ____ \$	_____	Check	\$25	\$250		
	\$50 ____	12	@\$6	# _____	\$35			
<b>\$85.00</b> Telegrammer	\$100 ____	# _____	Total	Cash	\$60			
<b>\$200.00*</b> Refundable Deposit	Current	\$20	_____		\$110			
					\$150			
					\$250			
<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>		

\*REFUNDABLE deposit is for at least 15 hours of pre-production and working at least 4 show productions.  
**Deposit Check will not be cashed if volunteer commitments are met.**

Total Due \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Deposit Check : \$200.00

Credit Card \_\_\_\_\_ M/C or Visa



## ORANGE COUNTY CHILDREN'S THEATRE

CAST MEMBERS NAME: \_\_\_\_\_ PARENT/VOLUNTEERS NAME \_\_\_\_\_

Each cast member's family is responsible for 15 pre-production hours and at least 4 production show commitments. Please log your hours with the committee head of each committee that you work with and make sure your hours are accounted for. It is your responsibility to have your hours logged and the committee heads responsibility to report them to the production team.

I understand for my \$200 volunteer hour deposit check to be returned I must work at least 15 pre-production hours and at least 4 production shows.

Signature of Parent/Volunteer \_\_\_\_\_



**ORANGE COUNTY CHILDREN'S THEATRE**

**“Anniejr.” Show Shirt Order Form**

Cast Member's Name \_\_\_\_\_

Phone Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

**Orders must be turned in by Saturday, August 1<sup>st</sup>, 2009.**

These 50/50 cotton shirts will have a list of the cast members on the back, and the show design and show name on the front. Please fill in your order below, attach your check and return a board member. All orders must be paid for when you turn in your form. No late orders will be accepted. Remember many cast members, along with parents and family members who help on the show days will want to wear show shirts, plus its great advertising, so be sure to get yours.

<b>Anniejr. SHOW SHIRT ORDER</b>							
<i>List quantity of each</i>	<b>Youth Medium</b>	<b>Youth Large</b>	<b>Adult Small</b>	<b>Adult Medium</b>	<b>Adult Large</b>	<b>Adult Extra Large</b>	<b>Extra Extra Large @ \$14.</b>
<b>T-Shirts @ \$12</b>							
<b>Sweatshirts @ \$20</b>							
<b>TOTAL</b>							

**Amount Enclosed** \_\_\_\_\_

**Check Number** \_\_\_\_\_

If ordered today you may include this purchase with your credit card payment.  
After registration today Checks only

**DUE: Saturday, August 1st, 2009.**

# Orange County Children's Theatre



## PROGRAM ADVERTISING ORDER SHEET

Orange County Children's Theatre supports the children of our community by offering live experience in all aspects of Theater Arts. We are currently working on our production of "Anniejr.". As a non-profit, volunteer, organization (IRS tax ID 23-7099408), we are in need of support from the community. The cast member bringing you this appeal is helping raise the funds necessary to open our show. Less than half the cost of our productions can be raised through ticket sales alone. To place an advertisement in our show program that will be given to all attendees, please make your choice from the following (*dimensions are width by height*):

<b>Business Card (3 ½ by 2 inches)</b> .....	<b>\$ 25.00</b>
<b>¼ Page (3 ½ by 4 ¾ inches)</b> .....	<b>\$ 35.00</b>
<b>½ Page (7 ½ by 4 ½ inches or 3 ½ by 10 inches)</b> .....	<b>\$ 60.00</b>
<b>Full Page (7 ½ by 10 inches)</b> .....	<b>\$110.00</b>
<b>Inside Front/Back Cover (7 ½ by 10 inches)</b> .....	<b>\$150.00</b>
<b>Back Cover (7 ½ by 10 inches)</b> .....	<b>\$250.00</b>

Camera ready artwork must be received by **August 1<sup>st</sup> 2009**

**Payment must accompany ad.**

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

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**

Please return to the soliciting cast member or mail to:

**Orange County Children's Theatre**

**P.O. Box 182**

**Stanton, CA 90680**

**(714) 502-2244**

**Cast Member** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Advertiser** \_\_\_\_\_ **Phone** \_\_\_\_\_

\_\_\_\_\_ **FAX** \_\_\_\_\_

**Size Ad Desired:**    \$25    \$35    \$60    \$110    \$150    \$250

**\*Each cast member must sell a minimum of \$25.00 of ad space.**



# 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 Orange County Children's Theatre 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 Orange County Children's Theatre.

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 Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Phone \_\_\_\_\_  
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 \_\_\_\_\_  
Name Relationship Phone

Cell phone number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Pager/Beeper Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_



**ORANGE COUNTY  
CHILDREN'S THEATRE**

**SHOW BIOGRAPHY  
Please Email your Bio.**

Remember to include:

NAME: \_\_\_\_\_  
(As you want it in the program)

CHARACTER: \_\_\_\_\_

SHOW: \_\_\_\_\_

Please provide a biography of yourself, writing in the first person that is **125** 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 use the space provided. Print clearly! Please do not begin the bio with “my name is...” because your name will appear next to your photo and bio. Orange County Children’s Theater reserves the right to edit all biographies.

**DUE The Week OF July 4th**

Please email to [Prodsecretary@occt.com](mailto:Prodsecretary@occt.com)

# SHOW DUTIES

## “Anniejr.” - Summer 2009

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. In addition to general supervisory duties, other duties may include:

**PRODUCTION MANAGERS:** **Rachel Harkavy, and Chris Love** will oversee all rehearsals and shows, making sure that the various jobs are being done and are on schedule. They will take roll at each rehearsal, make sure that actors and crew are informed of any scheduling changes, distribute any written material provided to each cast member, insure that parent supervision understands where cast members belong that day, help the director as required, and generally insure that everyone knows what is happening.

**STAGE MANAGER:** This person will: be at all rehearsals and performances to take directors notes for staging requirements, props, lighting, script changes, etc. Is responsible for all cues during the shows, with an emphasis is on making sure everyone is with the script, knows their cues, is in the right place, has the necessary props and sets, and that actors are costumed correctly.

**COSTUMES:** *OCCT* owns a large stock of costumes. The Costume Committee will: make the additional costumes needed for the production, keep the costumes together during the play, insure that everyone makes their costumes changes when required, and get cast members to put their costumes and shoes away at the end of each performance. **Rachel Harkavy** is the board contact.

**MAKE UP:** The Make Up Committee: applies stage makeup to all performers and assists with hair arrangements during dress rehearsals and plays. During the regular rehearsal schedule, demonstration training will be done. **Jen Riddle** is the board contact.

**PROPS:** The Props Committee will: be responsible for finding items in storage, somehow getting or making props, and to have props at all rehearsals and plays, 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 workload backstage to distribute/collect all props. **Kristi Lent** is the board contact.

**SETS:** The Sets Committee will: bring sets and materials from storage, builds, paints, positions, 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. **Mike Gooch** is the board contact.

**BOX OFFICE:** The Box Office Committee is: responsible for reservations, tickets pre-sales, sales at the door, ticket printing, setup of the show picture board, taking tickets and distributing programs at the door, general ushering, etc. **Erika DenHartog** is the board contact.

**PROGRAM:** The Program Committee is responsible for: the typesetting of the program, cast photo arrangements, paste-up, printing arrangements, and artwork for the program cover/show shirts. One person is needed to specifically sell advertising. A newsletter person is required to prepare any written notifications needed during rehearsals, etc. **Sandi Shaw** is the board contact.

**PUBLICITY:** The Publicity Committee is responsible for: distributing flyers and posters to preschools, schools, libraries, businesses, etc. and is responsible for convincing the local media to print information about our show. **Sandra Levy** is the board contact.

**CAST PARTY:** The Cast Party Committee is responsible for organizing a cast party that is inexpensive, but fun. This may include restaurant arrangements, food preparation, or pot luck organizing. **Laura Murphy** is the committee contact

**SUPERVISION:** The Supervision Chairperson is responsible for scheduling all parents to supervise the rehearsals and plays. All capable parents are required to volunteer for Supervision and Security. **Frank Jean** is the contact.

**SOUVENIR SHOP:** The Crafts Committee is responsible for making and selling crafts for each performance. **Lorraine Ross** is the board contact.

**REFRESHMENTS:** The Refreshment Committee is responsible for the setup and sale of refreshments during performance intermissions. The scheduling of all cast parents to bring 'goodies' is included. **Lorraine Ross** is the board contact

**TELEGRAMS:** The Telegrams Committee is responsible for selling telegrams and Coordinating the Telegrammer Moms in their quest to deliver the telegrams. **Lorraine Ross** is the board contact.

**TELEGRAMMER MOM(S):** Telegrammer Moms are responsible for monitoring the Telegrammers during rehearsals and performances. They will also be in communication with the Stage Manager during performances and be responsible for have the Telegrammers in place at the beginning of Act 1 and just prior to the end of Act 1. Due to the unique requirements of our youngest Cast Members, 2 or more Mothers or female legal guardians or a current Telegrammer are required for this duty.

**TRANSPORTATION:** Prior to Tech Week and at the end of the final show a large truck (not just a pickup, but a few would work) is needed to transport sets, costumes, props, etc. from our storage garages to/from the theater. **Frank Jean** is the board contact.

**CLEAN UP:** All capable parents and cast members are required to assist in cleanup at the venue prior to the Cast Party. No Cast member will be releases until their respective areas are cleaned and they are specifically release by the Producer (Rachel Harkavy), Vice President (Frank Jean), or President (Chris Love).

~OCCT~

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, and potential contributors to OCCT, please make the Producer(s) or any Board member aware of them so that we may continue to offer the best value to our members and our patrons.