

Fall Play Information

The Miraculous Journey of Edward Tulane

August 29, 2024

To all students and families interested in Lincoln School's 2024 fall production:

Welcome to the wonderful world of theatre at Lincoln School! Our program emphasizes participation and teamwork: everyone who auditions is cast in the show, and every actor and crew member is important to the production. We love to have lots of students involved!

Putting on a show is complex, and requires a lot of communication. This letter contains a large quantity of important information (please do read it all), but I know it can be overwhelming. Please know that I am very happy to talk in person, on the phone, or by email at any point if you have questions, desire clarification, or if you just want to touch base regarding the play for any reason.

About this year's fall play:

The Miraculous Journey of Edward Tulane is an award-winning play by Dwayne Hartford, from the book by Kate DiCamillo (who also wrote *Because of Winn Dixie* and *The One and Only Ivan*). Edward is a vain and self-centered toy rabbit, whose life and outlook are gradually changed by the different characters he meets on his journey. Past directors have said:

"Preparing and performing this show was a very sweet journey. The story needs to be told, for it will touch every person in your audience in many different ways. How the story is told on stage is imaginative, visually appealing and creative. Although written for children, this story goes way beyond that."

"This was my favorite play I have ever produced."

The play has more than 30 characters and an active ensemble, allowing for very flexible casting. The episodic structure makes the show easily divisible into distinct sections for rehearsal. Students in grades 6, 7 and 8 are welcome to audition, and everyone who auditions (and returns their permission forms) will be cast.

While there is not a participation fee for the play, families will be asked to provide items for their child's costume (we have some items in our costume stock, but we do not have the range of styles and sizes to cover every actor). Of course, we also trust that families will buy tickets to see the show! *Our production budget is entirely funded by our ticket proceeds.*

Participation in a school production is fun, educational, and rewarding. It can create memories that last a lifetime. It is also a significant time commitment and a lot of hard work. Before signing up, it is important that both students and parents understand the commitment they are making. So please keep reading!

Rehearsals:

Rehearsals are held after school in the auditorium, Tuesdays and Thursdays from 3:00-5:00, and Wednesdays from 12:55-4:00. There is one weekend rehearsal on Sunday, November 3, and there are a number of longer rehearsals in the final weeks. Read on for more information about mandatory rehearsals.

An important part of the permission form packet is the **availability calendar**. This lists all the possible rehearsal times. Please fill it out very carefully, as it is a crucial element of both casting and scheduling (I need to make sure that actors who are cast in the same scenes can actually attend on the same days). Limited availability may limit the roles that are possible for that actor.

A detailed rehearsal schedule will be distributed via email and Google Classroom about one week after the cast list is posted. It will also be posted on the drama board and online on my teacher web page.

Attendance Policy:

Theater is a communal process and a team effort: one student's absence affects all their fellow actors and crew members. You are not just making a commitment for yourself; you are making a commitment to the whole production team. More than two unexcused absences from scheduled rehearsals may result in a student's role being reassigned. Unexcused absences from any mandatory rehearsals may result in the role being reassigned to an understudy, or removal from a scene. In the unfortunate case of illness or emergency, please notify me as soon as possible via phone or email. The more advance notice I have, the more likely it is that I can adjust the schedule to reduce the impact on the rest of the company.

An absence on a day marked with a "Yes" on the availability calendar will be considered to be unexcused except in cases of illness or emergency. Please remember to consider tutoring, music lessons, sports, math team, transportation, and dental/medical appointments when completing the calendar. **Please keep a copy of the calendar for yourself!**

Transportation:

In past years, families have worked together successfully to coordinate carpool schedules. If you need help figuring out rides or contacting others, please contact me and/or the METCO office as soon as you know that your child is participating. Boston resident students will be dismissed in time for the late bus on all Tuesdays, Wednesdays, and Thursdays until the mandatory rehearsal period begins (see dates and times below). For mandatory rehearsals, all students need to stay for the full rehearsal time.

Mandatory Rehearsals:

In the final weeks of the production, attendance for the full duration of every rehearsal is required. Parties, family vacations, and sporting events (including tournaments/playoffs) do not count as emergencies. If transportation is a challenge, please plan ahead. Other commitments, including things such as music lessons, dentist/doctor appointments, sports, and extra help from teachers, need to be rescheduled so as not to conflict with mandatory rehearsals.

Please ensure that your child can attend all of the mandatory rehearsals before auditioning for the play. Please contact Ms. Hall prior to auditions if you have any questions about this policy.

Sunday 11/3	12:00-5:00
Tuesday, 11/5	3:00-5:00
Wednesday, 11/6	12:55-4:30
Thursday 11/7	3:00-5:00 *This rehearsal may be canceled if we are in good shape. It's the start of a long weekend. No guarantees though!
Tuesday, 11/12	3:00-6:00
Wednesday, 11/13	12:55-4:30
Thursday, 11/14	3:00-6:15
Monday, 11/18	8:00-2:50 In school
Tuesday 11/19	3:00-6:30
Wednesday, 11/20	1:00-5:00 Performance (at 3:00)
Thursday, 11/21	5:30-9:00 Performance (at 7:00)
Friday, 11/22	5:30-9:00 Performance (at 7:00)

Audition Schedule and Information:

Come one day, or both if you want to! All auditions are in the auditorium.

Wednesday, 9/4	After school	1:00-2:30
Thursday, 9/5	After school	3:00-4:30

Tuesday, 9/10 Cast list posted, first rehearsal 3:00-5:00 for everyone*.

*For all non-mandatory rehearsals "everyone" means "everyone who indicated they were available on that date. For all mandatory rehearsals "everyone" means "everyone in the cast."

Auditions will involve a warm-up, some improvisation and movement, and reading from the script. No preparation is needed, but advance copies of audition scenes are available in Google Classroom. Permission, medical, and availability forms *must* be returned prior to auditioning. **Actors will only be cast if they have returned all their permission forms.** Please note that only auditioning actors are allowed at auditions, no spectators, please!

How do we cast? It is like putting together a very complex puzzle, matching actors and roles and ensuring that there are no holes! We consider a number of things: expression and emotion, truth and believability, sense of character, movement, stage sense (Do they fidget? Do they turn their back?), volume, interaction with others, response to direction, and willingness to take risks. We also look for good effort, focus, listening, and a positive attitude. We don't consider actual age, but we do consider "Stage Age" - how old an actor seems to be when they are on stage - especially when thinking about who can convincingly play older or younger characters. Likewise, for gender we do not consider actor gender, rather who can play the role convincingly. (We aim for shows with many gender flexible roles.) We do not consider physical appearance.

We do use availability calendars when casting, to ensure that actors in scenes together have compatible availability - so please fill in the calendar carefully and accurately!

Overall, we try to place each student in a role in which they will be successful, and to find a role for every student and a student for every role. In the end, each role is what you make of it, and ALL parts are important, interesting, and challenging!

Volunteering:

School productions are enriched (and made possible) by the creativity, support, and hard work of family volunteers. There are many ways to get involved. Some jobs can be done from home, others involve working at school; some jobs are in advance, others are during show week; some jobs are big, some are small. A volunteer form is included in this packet; I would be grateful if you would take the time to complete it.

As for all school volunteers, adults who will be working with students must have a current CORI background check on file with the Lincoln Public Schools. Many of you will have already completed this process if you volunteer elsewhere in the school. The folks in the school office can help you complete the paperwork: it is very quick, and only needs to be done every three years.

Communication:

Communication with students happens primarily through Google Classroom. All cast and crew members should join the Google Classroom called "Edward Tulane" with the code: **45wjdin**

Communication with families is primarily through email. Email is also the most reliable way to reach me, though I am happy to respond to an email with a phone call if you wish. As I work on both the Hanscom and Lincoln campuses, I do not always receive phone messages promptly.

I look forward to working with you and your children this fall. Again, please call or email if you have any questions or concerns, now or further down the road.

On with the show!

Kristin Hall
Pronouns: she/hers
Drama Director
khall@lincnet.org

Extracurricular Activities Medical Questionnaire

THIS INFORMATION WILL ACCOMPANY YOUR STUDENT WHEN EMERGENCY ROOM ADMISSION IS APPROPRIATE AND PARENTS/GUARDIANS ARE NOT AVAILABLE.

THIS FORM MUST BE COMPLETED FOR EXTRACURRICULAR ACTIVITY AND SUBMITTED TO THE SCHOOL NURSE **PRIOR TO THE START OF EACH SEASON** A STUDENT PLANS TO PRACTICE, COMPETE, PERFORM AND/OR PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY.

*Note: The school nurse is **NOT** present before, during, or at after-school extracurricular programs. It is the responsibility of the parent/guardian to complete and return this form to the school nurse before their child can participate in each and any activity. Students with current asthma or a life-threatening allergy will NOT be allowed to participate without their prescribed medications or test/snack kits in their immediate possession. NOTE: Glucagon and Diastat CANNOT be administered by a medically unlicensed individual such as a coach or teacher. ALL PARENTS OF STUDENTS WITH HEALTH CONDITIONS REQUIRING EMERGENCY MEDICATION MUST ALSO COMPLETE AND SIGN THE "Non-School Hours Health Directive" form.*

Student's Name _____ DOB _____ Gender _____
Address _____ Grade _____ Home Phone _____
Parent/Guardian Name _____ Parent/Guardian Name _____
Work Phone _____ Work Phone _____
Cell Phone _____ Cell Phone _____

Significant current or past medical problems or injuries:

Allergies (food, insect, latex, medication):

Current Medications:

Emergency Medications Required: ___EPI-PEN ___INHALER ___INSULIN ___DIASTAT ___OTHER

Please Check One:

___ My child does not need any emergency medication.

___ My child will have his/her emergency medication in his/her possession during after-school activities.

Date of last tetanus immunization _____

Physician's Name _____ Phone # _____

Health Insurance Co _____ ID # _____ Group # _____

I authorize the coach/teacher of the Lincoln Public Schools to obtain emergency medical care for my child for illness or injury received during participation in extracurricular activities including travel. Permission is also given to the attending physician to treat said illness or injury. The coach/teacher will make every reasonable attempt to contact parents/guardians in the event of emergency illness or injury. The coach/teacher will carry this signed form to insure proper care and treatment of my child.

Parent/Guardian Signature _____ Date _____

*If your child has emergency medications or specific medical needs, an additional form may be sent to you.

Permission Form and Contract – *Fall Play 2024*

I, _____ (parent/guardian name),

agree to my child, _____'s participation in the Lincoln School's fall production.

- I have completed the availability calendar, and I confirm that it is correct.
- I understand that more than two unexcused absences may result in a role being re-assigned.
- I confirm that my child can attend all the mandatory rehearsals and all the performances.
- I understand that missing a mandatory rehearsal means removal from a scene or the role being reassigned to an understudy (excepting illness/emergencies).
- I have read the whole information letter, and I understand the commitment we are making.

Parent Signature _____

**Email(s) _____

Phone(s) _____

** Email will be the primary method of communication used by the director.
Please list all emails at which you would like to receive play related information.

Student Contract (Actor)

I understand that I need to be at all scheduled rehearsals for my role.

I helped the adult who completed the availability calendar to make sure that it is correct.

If I have more than two unexcused absences, I understand that my role may be reassigned.

I understand that missing a mandatory rehearsal means removal from a scene or my role being re-assigned to an understudy (excepting illness/emergencies).

I agree to spend time outside of rehearsals learning my lines, cues, and blocking (movement).

I will remember to bring sufficient lunch and snack to keep me going through to the end of each rehearsal, and I'll remember to eat only in the designated areas.

I promise to be reliable, responsible, and committed!

Student signature _____

Fall Play Rehearsal Availability

STUDENT NAME: _____

CIRCLE EITHER YES (can attend rehearsal) OR NO (cannot attend rehearsal) FOR EVERY DATE!

Tuesday	Wednesday	Thursday
9/10 3:00-5:00 Yes No	9/11 12:55-4:00 Yes No	9/12 3:00-5:00 Yes No
9/17 3:00-5:00 Yes No	9/18 12:55-4:00 Yes No	9/19 3:00-5:00 Yes No
9/24 3:00-5:00 Yes No	9/25 <i>No rehearsal</i>	9/26 3:00-5:00 Yes No
10/1 3:00-5:00 Yes No	10/2 12:55-4:00 Yes No	10/3 No school No rehearsal
10/8 3:00-5:00 Yes No	10/9 12:55-4:00 Yes No	10/10 3:00-5:00 Yes No
10/15 3:00-5:00 Yes No	10/16 12:55-4:00 Yes No	10/17 3:00-5:00 Yes No
10/22 3:00-5:00 Yes No	10/23 12:55-4:00 Yes No	10/24 3:00-5:00 Yes No
10/29 3:00-5:00 Yes No	10/30 12:55-4:00 Yes No	10/31 3:00-4:30 Yes No
11/5 3:00-5:00 MANDATORY Yes	11/6 12:55-4:30 MANDATORY Yes	11/7 3:00-5:00 MANDATORY Yes <small>(Possibly we will not use this date, but please reserve it in case it is needed.)</small>
11/12 3:00-6:00 MANDATORY Yes	11/13 12:55-4:30 MANDATORY Yes	11/14 3:00-6:15 MANDATORY Yes

Any notes, explanations,
or additional information?
Write it here!

**11/3 SUNDAY 12:00-5:00
MANDATORY**
Yes

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11/18 8:00-2:50 (in school) Yes	11/19 3:00-6:30 Yes	11/20 SHOW 1:00-5:00 Yes	11/21 SHOW 5:30-9:00 Yes	11/22 SHOW 5:30-9:00 Yes

I understand that any absences on dates marked above with "YES" will be considered to be unexcused (except for absence from school due to illness).

Parent/Guardian Signature _____ Student Signature _____

BE SURE TO KEEP A COPY OF THIS CALENDAR FOR YOURSELF!

Fall Play Volunteer Opportunities

Please circle any roles/tasks that interest you.

If you circle multiple jobs, you will not be asked to do everything you circle!

Adult Name(s): _____

☐ I have a current CORI on file with the school office (last 3 years).

☐ I still need to go to the school office to initiate the CORI check.

In advance:

Parent Volunteer Coordinator - in charge of organizing schedules for parent supervisors etc.

Costume Coordinator – gathering, selecting from storage, checking with students (during rehearsals)

STUFFED ANIMAL MAKING & DOLL CLOTHES SEWING – This is the big one. Sewing experience required. Ideally a job shared between many people.

Properties Gathering – nothing too unusual, and not many

Portrait Photographer – to take photos, add names, and print photos for the lobby display

Publicity – press releases, possibly poster design, hanging posters, sign board

Publicity Photographer – work with publicity to take a few rehearsal photos for publicity purposes

Company Party Organizing – plan and run the post-show party for cast and crew

Snack Sale Coordinator(s) – plan and run the intermission/post show snack sale

Sunday 11/3: Rehearsal Supervisors & Costume support 12:00-2:30 (2) 2:30-5:00 (2)

Rehearsal support – an extra adult presence at as many of the mandatory rehearsals as possible

During the production week (November 18-22) and after:

Candid photographer(s) – with camera that will work with theatre lighting and no flash, take photos during dress rehearsals and/or performances; share photos with the director, party organizers (for slide show), and photo distribution volunteer.

Photograph Sharing/Distribution – After the show: select/edit photos. Then, working within district guidelines for privacy and photo use, share photos securely with cast and crew families.

Backstage supervision (Tuesday, Wednesday, Thursday, Friday) (2-3 each day)

Costume supervision (Tuesday, Wednesday, Thursday, Friday) (1 each day)

Makeup (Wednesday, Thursday, Friday) (2-3 each day)

Lobby Display (Monday) - Hang 'Head Shots' and possibly some candid

Snack Sale helpers (Wednesday, Thursday, Friday) – during intermission and post-show

Party set up, supervision and clean up (Friday) – (4-5 people)

"Strike" (Friday after the performance) - help take apart the set and clear the stage, put away props and costumes (while your children are at the party)

Thank you!

Student Audition Form

Full name, as you wish it to appear in the playbill _____
Please write very clearly!

Name you use in rehearsals/school _____ Pronouns _____

Grade _____ Classroom/Advisory teacher _____

The character Lucy, the dog (Please read side E before answering – Lucy is in one full segment – 10 pages.):

- ☐ I would like to be considered for this role, and think it would be fun/a good challenge.
- ☐ I will do it if you need me to.
- ☐ I do not wish to be considered for this role.

Singing (Some characters sing a bit, at various points)

- ☐ I am comfortable singing solos
- ☐ I am comfortable singing with at least one other person
- ☐ I would rather not sing

Do you play a musical instrument confidently enough to play on stage? If so, which one?

Is there an audition side/role you would really like to read today?

Look at the sides in Google Classroom before you answer.

You can list more than one, but we only guarantee one.

How much time do you have? Check one.

- ___ Lots, and happy to use it rehearsing 3 days a week
- ___ A good amount, I'm fine with 2 rehearsals a week generally, 3 some weeks
- ___ Some, I can do 2 rehearsals a week
- ___ Really not a lot, I can do 2 rehearsals a week, but it would be great if some weeks it was just one
- ___ I'm doing a school sport, so I can only come on Wednesdays until 10/25, but then I can come all days.
(Note that you will need to do almost all of the listed Wednesdays to make this possible.)

Be aware that larger roles require more rehearsal time.

Remember that during the mandatory rehearsal period, you'll need to be at ALL the rehearsals.