

West Side Story Handbook



Performance Schedule

Friday, April 5th at 7:30 pm, call is at 5:00/5:30 pm

Saturday, April 6th at 7:30 pm, call is at 5:00/5:30 pm

Friday, April 12th at 7:30 pm, call is at 5:00/5:30 pm

Saturday, April 13th at 7:30 pm, call is at 5:00/5:30 pm

Sunday, April 14th at 2:30 pm, call is at 12:30 pm

Rehearsal Schedule

Rehearsal schedules have been distributed. Updates can be found weekly on the FHSvocalmusic.com website.

Other Important Dates

January 21 - Brown Paper Tickets site will be up and functioning, \$15.00 a ticket, \$12.00 for discounted presale through cast member (each cast member receives 10 tickets to sell at discounted price of \$12.00 each, can request more if needed), plus 1st Facebook event.

NOTE: These are NOT the student tickets, which sell for \$7.00 apiece... those must be purchased in the FHS cafeteria at lunch or at the door with an FHS student ID.

January 22 - Mandatory Parent Meeting at 7:00 pm in F-109.

February 25th - West Side Story Apparel orders due (black short and long-sleeved t-shirts, hoodies).

March 15th - All playbill booster and program ad forms are due.

March 18th - Sign Up Genius for show volunteer schedules will be available for sign up.

March 22nd - West Side Story DVD orders due

April 1st - Cast Pre-Sale requests and monies are DUE!! After the 1st, all general admission ticket prices will be \$15.00, available at the door.

April 1st - April 4th - No Conflict/Tech Week

April 1st - 12th - Student Cafeteria Sales - student tickets are available at \$7.00 with FHS ID only.

April 3rd (or April 10th) - Student assembly performance

April 5th - Opening Night!!!!

April 14th - Cast party: details to follow

Student Behavior Policies

Participation in West Side Story is a rewarding experience and our goal is to maintain a high level of professionalism. Students are expected to put the show first and schedule everything around it. The policies outlined below are intended to ensure successful rehearsals and performances.

1. Respect and undivided attention are expected at all times when rehearsing and performing. Each person must respect fellow cast, and crew members, and refrain from inappropriate comments or touching, etc. Appropriate language is expected at all times. Disruptive and disrespectful behavior is never tolerated and actions that endanger yourself and others will cause you to be removed from the production.
2. Cast and crew members are responsible for cleaning up after themselves!!!!
3. If you are in danger of failing a class you may be removed...so DON'T BE IN DANGER!
4. No outside shows are allowed if they interfere with this rehearsal schedule.
5. If you have an issue with a cast member, please put it on hold until April 15th!

All students are expected to behave in accordance with these policies at all times.

**Schedule updates will be available on the Vocal Music Department website:
FHSvocalmusic.com**

Attendance

For the benefit of the show, we expect that all cast members will be at all rehearsals. However, we understand that there are situations and prior commitments that may prohibit participation in all scheduled rehearsals. Therefore, we are allowing for **3 absences** including illness. In the case of a prolonged illness please contact Mr. Walton to make special arrangements.

****Do not take an absence for a poor reason and then caught later on because you are ill and expect special treatment.**

Students will be allowed **3 lates** for any reason; the 4th late will become an absence.

Parent Participation

Your child has the wonderful opportunity to participate in a high-quality production that cannot happen without parent participation. We need parents to commit to the following:

- 1) Volunteer to help at least two performances of the show's run.
- 2) Supply a part of your child's costume. (You will receive more information about this.)
- 3) Donate to the concession stand.

Parent Volunteer Positions

Ticket Pre-Sales: Lenise Owens and Jennifer Welch

Front of the House/Door Sales Coordinators: Lenise Owens and Jennifer Welch

Costume Coordinator: Rebecca Nice Parrone

Prop Coordinator: Kim Silva

2 people to help with props: Cali Furlong, Rishika Chakraborty

Set Construction Coordinator: Anthony Francese

Helpers (As many as we can get!): Sign Up Genius

Publicity Coordinator: Chris Schwarz

Apparel Coordinator: Erica Baez and Tyf Furlong

DVD /Poster Sales: Suzi Francese

Program/Boosters: Avis Goode

Concessions Coordinators: Sumi Chakravorty and Stella and Eddie Ayala

Cast Shout Outs /Shower with Flowers Coordinator: Carol Stewart

We need parent volunteers to step up and head the committees who have no coordinator and to help all of the parent coordinators who are listed above. Your time and talent are greatly appreciated. **Please email Choir Parents if you can volunteer for any of these positions at fhschoirparents@gmail.com.**

West Side Story Apparel Order Form

Student Name: _____ Parent Name: _____

Parent Phone Number: _____

ORDER FORMS WITH PAYMENT IN ENVELOPE LABELED "WSS SHIRTS" ARE DUE FEBRUARY 25th, 2019.

All shirts are Adult sizes

STYLE	SIZE (circle)	PRICE	QUANTITY	AMOUNT
Short Sleeve T-shirt	S M L XL	\$12.00		\$
Short Sleeve T-shirt	2XL	\$14.00		\$
Short Sleeve T-shirt	3XL	\$15.00		\$
Short Sleeve T-shirt	4XL	\$16.00		\$
STYLE	SIZE (circle)	PRICE	QUANTITY	AMOUNT
Long Sleeve Shirt	S M L XL	\$15.00		\$
Long Sleeve Shirt	2XL	\$17.00		\$
Long Sleeve Shirt	3XL	\$18.00		\$
Long Sleeve Shirt	4XL	\$19.00		\$
STYLE	SIZE (circle)	PRICE	QUANTITY	AMOUNT
Hoodie	S M L XL	\$35.00		\$
Hoodie	2XL	\$38.00		\$
Hoodie	3XL	\$39.00		\$
Hoodie	4XL	\$40.00		\$
			Total Quantity	
			Total Amount \$	
			Check #*	

* Make all checks payable to "FHS CPA". If paying with cash, please enclose the exact amount, as no change will be returned. Place form with payment in an envelope marked *WSS Shirts* in the metal mailbox in the Choir Room (F-109) by Feb. 25th, 2019.

Booster Form

West Side Story

30 words -- \$7.00

The cast is selected, the dates are set, and rehearsals for the spring production of “**West Side Story**” have finally begun! Show support for your family, classmates, or students by taking out a three-line booster, which will run in the program for **all five nights** of the show.

- Just fill out the lines below with your message, **exactly** as you wish it to be printed.
- Include this form **with** your **\$7.00** payment in a **sealed envelope** labeled with **PLAYBILL BOOSTER** and **YOUR NAME**.
- Please make checks payable to: **FHS CPA**.
- Return it to the CPA box in Room F-109 by Friday, **March 8th, 2019**.

Your Name: _____

Phone/email: _____

Name of the cast or crew member: _____

YOUR MESSAGE: *(Make sure your booster is legible)!*

Include this completed form along with your \$7.00 payment in an envelope to the CPA box in F-109 by Friday, **March 9th**. Please make checks payable to **FHS CPA**. You may contact fhsplaybillads@gmail.com with any questions. *You may email your boosters*, but they will **not be printed** if payment is not received by the due date. Please put: **BOOSTER & (cast/crew NAME)** in the subject line & include all information requested on this form.

**Thank You from the CAST & CREW and the FHS Choir Parents Association
for showing your support!**

Franklin High School 2019 Spring Musical

April 5th - 6th and April 12th - 14th

West Side Story

January 22, 2019

Dear Business Friends,

Franklin High School continues its tradition of presenting excellent and exciting productions with this year's production of "**West Side Story**".

The FHS Vocal Music Department welcomes and encourages you to support our community, our students, and their production by placing a business advertisement in the show's program booklet. This program will be distributed to an anticipated audience of 1500+ area residents during the 5 evening performances and is designed so that all ads are certain to be viewed.

The appearance of your business ad in our program booklet will provide financial assistance to these productions, but of equal importance is the very visible statement you will be making regarding your support of the exceptional high school opportunities for Franklin Township students. Each year there are close to 100 students who are involved in our productions on stage and behind the scenes. You will be investing in the future by supporting the development of Franklin High School students today.

The advertising rates for this booklet are attached.

You may send your camera-ready copy, business card, brochure, or typed message, along with your **payment**, to:

Franklin High School **Vocal Music Department**

ATTN: Tim Walton_**PLAYBILL AD**

500 Elizabeth Avenue

Somerset, NJ 08873

Alternately, we encourage you to **e-mail your ad** to fhisplaybillads@gmail.com as a file in .pdf, .jpeg or .doc format by **March 8, 2019**. Include your ad size/type & payment amount in the email (**or a scan of the form**) & mail your check, or arrange for it to be picked up.

Thank you for your consideration in supporting this very worthwhile Franklin High School project. Please remember, the proceeds from this booklet go directly toward our yearly productions and substantially help to pay for expenses.

If you have any questions or have an ad ready for pickup, please e-mail: fhisplaybillads@gmail.com

Thank you for showing an interest in our students and their accomplishments.

Sincerely,

FHS Choir Parents Association

fhiscoirparents@gmail.com

www.fhsvocalmusic.com

Franklin High School 2019 Spring Musical

West Side Story

April 5, 6 April 12, 13, 14

Ads and payment are due by Friday, March 8th 2019

Advertising Rates

Program Booklet (5 1/2" wide x 8 1/2" high)

Table with 2 columns: Ad Type and Price. Includes options for Cover Sponsor, Prime page, Full page, 1/2 page, and 1/4 page.

Please make checks payable to: FHS CPA (please list Playbill Ad in memo line)

NOTE: We will contact you regarding options if you have sent payment for a Cover or Prime page and there are none available.

Company: _____ Address: _____

Contact Person: _____

email: _____

phone: _____

[] Cash [] Check # _____

_____ Copy e-mailed to fhsplaybillads@gmail.com

If mailing, please allow time for ad to be received no later than March 8, 2019 to:

Mail to: Franklin High School Vocal Music Department
ATTN: Tim Walton_PLAYBILL AD
500 Elizabeth Avenue
Somerset, NJ 08873

FHS Play Student: _____

Play Parent Contact Info (Optional): _____

If you have any further questions or special requests, please email: fhsplaybillads@gmail.com

The FHS Choir Parents Association thanks you for supporting our students.
fhschoirparents@gmail.com www.fhsvocalmusic.com

CAMERA-READY COPY GUIDELINES

1. For best results, send payment early & submit copy electronically to fhsplaybillads@gmail.com

Return payment to: Franklin High School **Vocal Music Department**
ATTN: Tim Walton **_PLAYBILL AD**
500 Elizabeth Avenue
Somerset, NJ 08873

2. Ads submitted as hard copy will be scanned. A white or light colored background, including business cards, with clear, dark lettering and graphics is preferred. Ads with low contrast, with highly detailed small graphics, and especially with dark backgrounds and light printing may not come out well and are printed at your own risk.
3. Please do use staples on the camera ready copy (the staple holes may appear in the ad copy).
4. Contact the **FHS Choir Parents Association** at: fhsplaybillads@gmail.com regarding any special needs that you may have (coupons, etc.).
6. Copy should meet the size specifications of the ads listed on the order form. In general, ads are placed “**as is**”. Decisions regarding enlarging, shrinking, cropping, or filling of odd-shaped cards are made at the editor’s discretion and **will have to be made without consulting you**. If you submit copy for an ad that is larger than the space purchased, it also will be shrunk or cropped at the editor’s discretion, therefore the detail and/or readability may be diminished. Ads **cannot** be reviewed by you for final approval prior to printing, as time does not permit.

*Example of a business card fit to ½ page ad:
(not to scale)*



Thank You from the FHS Choir Parents Association

fhschoirparents@gmail.com

www.fhsvocalmusic.com

West Side Story DVD/Poster Order Form



\$30.00 for DVD, \$30 for Poster, \$55 for Combo

Indicate selection/quantity below:

_____ DVD _____ Poster _____ Combo

Total Payment Enclosed: _____

*Make checks payable to **Artistic Expressions***

Name: _____

Email: _____

Phone: _____

Questions? Contact: suzi@aevideo.us

Orders *MUST* be in by March 22, 2019

NOTE: a minimum of 12 poster orders are required in order to produce a poster for the show.