

March 24, 2010

Dear Parents of Improv students,

The time has come to plan for the Improv show that the 7th and 8th grade students will present on May 1st-May 3rd. As you know, the students, along with Mary Strickland and Sandy Nesvig, are working hard to create a show that will be long remembered.

This letter will answer questions and provide an easy way to complete necessary paperwork. There are some changes this year, so take a minute to look over this information.

**PLEASE RETURN THE ATTACHED RESERVATION
FORMS TO SCHOOL BY MARCH 31ST.**

Rehearsal Notes: The "polishing" phase of Improv will begin soon. At that time not all students are required at all rehearsals all of the time. Schedules will be posted listing who, what, where and when. Parts of the show that require everyone's presence will begin at 2:30 PM. Students should know when they are rehearsing. Beginning in April:

- Many rehearsals will last until 5:00 PM.
- Additional rehearsals will be added, including the possibility of Saturday rehearsals.
- When the runs begin, "BLACKS" should be brought to school in duffel bag. Items need to be labeled individually. Students will be notified by the directors when they should bring their blacks.

Costume requirements are:

- Girls: black turtleneck, 2 black tights (not shiny), and black shorts.
 - Boys: black turtleneck, black pants (not jeans), and 2 black socks.
- If an undershirt is worn, it must be black.
- NO LOGOS MAY BE VISIBLE. Use black electrical tape or black marker to cover small logos, remove large logos.
 - Costumes are kept at school in a labeled duffel bag.

Gala Notes: The main purpose of the Gala is to benefit the Creative Arts Program. The cost for a ticket to the Gala is \$10.00 per person (this includes a reserved seat to the show.) This money provided the opportunity to make major improvements to the Creative Arts Program. To date, proceeds from the Gala have purchased new stage curtains, three new lamps, sound equipment, a light board and a mirrored ball. This support is so important to the program. THANK YOU!

The Gala is an **adult only** reception celebrating the talents of the children and staff. Hors d'oeuvres and beverages are served and it is a wonderful opportunity to visit with friends. **ALL** parents of Improv students are asked to donate two dozen hors d'oeuvres. These are to be delivered to the church kitchen on a disposable plate or container on Thursday April 29th before 4:30. PLEASE INDICATE ON THE ATTACHED FORM WHAT TYPE OF HORS D'OEUVRES YOU CAN PROVIDE.

Gala Reserved Seats: For reserved seats on Thursday night (Gala performance), tickets are purchased for \$10.00 per seat. **The Gala is an adult only event.** Children may attend the performance following the reception. They may sit in the back or pay \$10.00 for a reserved seat. Remember, the Gala is a fundraising event. Children may not sit on the floor in front of the chairs.

Reserved Seats for Friday/Saturday night: Exclusive of the Gala performance, each Improv student is allocated up to four reserved seats for the Friday OR Saturday evening performances. Of course, these seats are free. Please complete the section on the attached form indicating a preference for Friday or Saturday, and how many seats. The tickets may be split between nights, however the combined total may not exceed four.

Roses: Traditionally, parents want to give their child an opening night congratulatory gift. A theatre tradition is a single rose on opening night. This is not an obligation, but roses are available for order on the attached form. The rose is available at the Gala for you to pick up and deliver to your child after the performance.

Cast Party: Traditionally, there is a cast party held after the Saturday night performance. A fee is assessed on the attached form. For the last few years, the party has been held at the Nokomis Community Center. Parents of each grade will chaperone the event. This is for Improv students only.

Friday Dismissal: Those students with completed classwork will be dismissed for the day on Friday, April 30th, following the morning performance. The permission slip for dismissal is on the attached sheet. **STUDENTS WITHOUT A SIGNED PERMISSION SLIP WILL NOT BE DISMISSED. NO PHONE CALLS WILL BE PERMITTED. REMEMBER, ONLY STUDENTS WITH COMPLETED CLASSWORK WILL BE ALLOWED TO LEAVE.**

Performance Schedule:

Thursday, April 29th	9:00 am
Thursday, April 29 th	7:00 pm (Gala 5:45)
Friday, April 30th	9:00 am
Friday, April 30 th	7:00 pm
Saturday, May 1st	7:00 pm

Student's Schedule

Wednesday, April 28 th	2:00 Make Up 3:00 Full dress rehearsal
Thursday, April 29 th	7:45 Make Up and Breakfast 9:00 Performance 5:45 Make Up 7:00 Performance
Friday, April 30 th	7:45 Make Up and Breakfast 9:00 Performance 11:30 Dismissal for the day** 6:00 Make Up 7:00 Performance
Saturday, May 1 st	6:00 Make Up 7:00 Performance

Some of these times are subject to change somewhat depending on the length of the show.

**Only students who have completed all classwork will be dismissed early.

Please feel free to contact me if you have any questions.

Anne Stickney
astickney@annunciationmsp.org

ANNUNCIATION IMPROV CLASS OF 2010
PROUDLY PRESENTS AN OPENING NIGHT

GALA

Thursday, April 29th at 5:45 pm in the Church Community
Room

\$10.00 per person

GALA TICKET includes:

Hot and Cold Hors d' oeuvres and Beverages
Reserved Seating for the 7:00 performance

**Proceeds will benefit the Creative Arts Facilities
Improvement Fund**

ORDER YOUR TICKETS TODAY!! Seats will be assigned upon receipt of ticket
order with payment. Make checks payable to Annunciation School.
Return order form by Wednesday, March 30th.

Seat assignments will be available for pick up at the Gala.

Name _____ Phone _____

Student's Name _____

Number of tickets _____ at \$10.00 each for a total of \$ _____

Extra donations gratefully accepted. \$ _____

TOTAL ENCLOSED: \$ _____

PLEASE RETURN THIS SHEET TO THE OFFICE
BY WEDNESDAY, MARCH 30TH.

Hors D'oeuvres

Student Name _____ Parent's Name _____

Quantity 2 dozen Hot Cold

Friday and Saturday Reserved Seating

Student Name _____ Parent's Name _____

Number of Seats Friday pm _____ Number of seats Saturday pm _____

***Remember, total may not exceed four. PLEASE MAKE A NOTE ON YOUR CALENDAR TO REMIND YOU WHAT DAY YOU ORDERED YOUR SEATS!**

Rose Reservation

Student Name _____ Parent's Name _____

Number of Roses _____ (\$4.00 each)

Cast Party and Gifts

At this time, it is also necessary to collect \$12.00 per student to cover the costs of directors' gifts and the cast party. Please attach a check to this form to cover this cost and the cost of the rose (if ordering one). Thank you.

Gifts and Party	\$12.00
Rose	\$ _____
TOTAL	\$ _____

Early Dismissal Permission Slip

I, the parent/guardian of _____, give permission for my child to be dismissed after Friday morning's performance at approximately 11:30 am. I understand that if my child's classwork is NOT complete, they must stay in school. I realize that transportation will be my responsibility.

Parent/Guardian Signature _____

EVERYONE'S HELP IS NEEDED

PLEASE SIGN UP FOR AT LEAST ONE WAY TO HELP! OUR KIDS HAVE WORKED SO HARD, LET'S SUPPORT THEIR EFFORT BY SIGNING UP FOR SOMETHING. SOME THINGS CAN BE DONE THE EVENING OF THE SHOWS!!
Check as many as you want, but please sign up for at least one.

- _____ **Advertising and Invitations** (blurb in church bulletin and Weekender. Staff and special guest invitations sent out)
- _____ **Gala** (Decorating the Community Room, make memento for the kids, working with 6th grade parent volunteers)
- _____ **Seating** (process seating requests, make final seating chart, label chairs)
- _____ **Make Up** (helping kids with make up before a performance)
- _____ **Cast Party** (contact the Community Center, arrange for a DJ, order pizza)
- _____ **Chaperone** (bring pop to the party, watch the kids have fun!)
- _____ **Ushers** (be with the 6th graders and monitor the money boxes Before evening performances)
- _____ **Food** (assignments will be given to provide treats for run throughs OR breakfast items to be served before for am shows)
- _____ **Gifts** for Mrs. Strickland and Mrs. Nesvig

There are notes and suggestions from previous years for each of these committees. If you are interested in being a "lead", let me know.

NAME _____

EMAIL _____

PHONE _____

Thank you
.Let me know if you have any questions.

Anne Stickney
astickney@annunciationmsp.org

PLEASE RETURN BY MARCH 31st.