



Auditions:
November 7
callbacks Nov 9

Rehearsals:
Nov 14-Feb 28
Tech Weekend/Week Feb 23-28

Performances:
Feb 29-Mar 10, 2024
Thursdays - Sundays

Dear Students, Parents, and Guardians,

Thank you for your interest in Squalicum Drama Club's 2024 musical, *Guys and Dolls*! This is a transition year for Squalicum Drama. Our beloved Mr. Parker has taken a job in Minnesota, and the Club has new advisors. Please allow us to introduce ourselves!

Jen Lois: Drama Club Advisor; *Guys and Dolls* Director.

Jen has been involved with SQHS Drama for several years, running the website, social media publicity accounts, and ticket sales (she got involved through her husband, Mr. Reinholtz—see below!). She also performs these duties and many more as Managing Director for the summer independent nonprofit program, Squalicum Musical Theatre Institute. Jen has worked with many of your students already, knows what an amazing program they have created, and is super excited to advise the Drama Club and serve as Director for *Guys and Dolls*! You can call her "Jen" or "Lois." By day, Jen works at WWU as a sociology professor, but you can email her anytime at jennifer.lois@bellingshamschools.org

Mr. Reinholtz: Drama Club Co-Advisor; *Guys and Dolls* Technical Director.

For the last five years, Mr. Reinholtz has been the head theater technician at SQHS and worked closely with Mr. Parker as Tech Director for SQHS plays and musicals (a role he will continue in). You've probably seen him behind the tech booth, building the set, and working with student crews! He also performs these duties and more as Tech Director for Squalicum Musical Theatre Institute (the same summer nonprofit his wife Jen—see above—is involved in). Mr. Reinholtz is a science teacher at SQHS, so students can catch him in person (room B211), and anyone can email him at timothy.reinholtz@bellingshamschools.org

More on our production team for *Guys and Dolls*!

Ms. Linde: Music Director

Ms. Linde is brand new to SQHS this year! She teaches Choir and Drama, so she has worked with many of your students already. More of Ms. Linde's accomplishments will be listed here soon, but we are super excited to have her musical expertise in this fun show!

Marina "MC" Clever: Director of Choreography

Marina Clever is a choreographer and teaching artist based out of Bellingham and Seattle. MC has worked with so many of your students already in SQHS's *Big Fish* (2022) and *Little Shop of Horrors* (2023) as well as Squalicum Musical Theatre Institute's summer shows, *Mamma Mia* (2022) and *Legally Blonde* (2023)! Their choreo will be amazing!

Marti Reinholtz: Production Swing

Marti is our daughter and will be volunteering her time to support multiple aspects of the show. She will swing among any tech or production crews depending on who she can support on whatever day. Marti has been involved in musical theatre for 10 years and has worked under 13 different directors in 5 different theatre companies/programs. For the last two years, she has also served as a sound technician for SQHS drama's productions when needed. We have relied on Marti's perspective in everything we've done related to drama; she will be a great team player for *Guys and Dolls* in this transition year!

Now, on to the details! Both this packet and our website (squalicumdrama.com) have lots of information on *Guys and Dolls*! Please review it and if you'd like to audition or serve on a tech crew, please do the following:

Step 1: Students: Go to our website and fill out the online [Audition Form](#) by **November 6th** or [Crew Application](#) by **December 7th**

Step 2: Students and Parents/Guardians: Please carefully review and complete all of the relevant information in this packet! Cast and Crew all need hard copies of the forms SIGNED BY PARENTS/GUARDIANS! If you can't print these forms easily, please stop by Mr. Reinholtz's room (B211) to obtain hard copies to bring home for parents/guardians to sign!

- Auditioners can bring these SIGNED FORMS to auditions (or hand them in to Mr. Reinholtz in room B211 or to Jen at a Drama Club meeting before **November 7th**).
- Crew applicants can bring these SIGNED FORMS to Mr. Reinholtz in room B211 (or bring them to a Drama Club meeting). **Crew decisions will be made on a rolling basis and positions may be limited.** Apply and submit these signed forms early! We will try to notify applicants by December 8th.

Step 3: Students and Parents/Guardians: When you visit our website, please also carefully review our [REHEARSAL CALENDAR](#)! This is a google calendar you can add to your own, and it will be updated periodically so should reflect real-time scheduling changes.

Keeping updated on the show!

Our Show-Related Instagram: [sqhstheatreshows](#)

Our Facebook page: [Squalicum High School Theatre](#)

Our website: www.squalicumdrama.com

In this packet of information, please note the following:

- Show and Audition Information
- Production Crew Information
- Conflict Form
- Commitment Contract

*****Conflict Form and Commitment Contract (signed by parent/guardian) must be returned by due dates!*****

Before you get involved, please look over all the information and very closely cross-reference the dates with your personal schedules. Once you commit to this production, we do expect you to honor this commitment and have an incredible experience creating the magic of *Guys and Dolls*! We want this process to be as exciting and fun as possible; this means that everyone must be present when expected and always be an integral part of the team.

This is going to be an amazing educational and creative experience for everyone involved! You can reach us with concerns or questions any time at: jennifer.lois@bellingshamschools.org

Your SQHS Drama Advisors,

Jen Lois and Mr. Reinholtz

SHOW and AUDITION INFORMATION

Our **audition process** and *Guys and Dolls* character bios are explained in detail at our website. Please see our “[audition information](#)” page. You will also be able to read more about the show and the characters in several links provided on that page.

Please fill out the online **Audition Form**, found on our website, **by November 6th**, at the latest.

What to bring to auditions on November 7th:

In addition preparing your one-minute song cut and a one-minute monologue (as explained on our website), please also bring the following to your audition:

A recorded instrumental track for your vocal audition—You may save this on your phone or other device and we will play it from there. Please edit it to the one minute you’ll be using, if possible.

Comfortable clothes and shoes—You want to be able to move and learn dance steps comfortably.

Conflict Form—This helps the directors know who is going to be gone and if there are too many potential absences to be considered for a large role.

Commitment Contract—This is a contract between directors, participants, and families to verify that everybody understands the commitment and expectations of this large undertaking.

TECH CREW INFORMATION

No show is complete without the incredibly strong technical crews supporting it! Crew participation is just as important as those who are onstage learning lines, singing songs, and wearing costumes. We've divided our crews into the following teams—hopefully you've already indicated your preferences in the online form you submitted. (Please note that POSITIONS MAY BE LIMITED, and we hope we can accept all applications!):

- Technical Design: lighting, sound
- Artistic Design: costumes, makeup, hair
- Stage Crew: paint and decorate set, run show from backstage
- Properties: find, create, and manage props

COMMITMENT LEVELS

In some ways, crew participation is more flexible than being in the cast, but in other ways it's less flexible. Read on to learn about the time commitment in crew!

“Run Crew” (Rehearsal Period, Tech Weekend, Tech Week, + Every Show):

Run Crew are the crew members who build the show and run the performances. This crew requires high levels of commitment and, while there is some scheduling flexibility early on, there is very little scheduling flexibility once tech weekend begins. Crew members who run the show **MUST** be on site for tech weekend, tech week, and every show date, as well as be able to participate enough during the regular rehearsal period to be ready for tech weekend! If conflicts arise with these dates, or you miss too many days crucial to your role, it may be reassigned. Priority will be given to applicants who can commit to Run-Crew levels of commitment.

“Pre-production Crew” (Rehearsal Period and/or Limited Availability):

If you are not available for all of the “run crew” dates, you may still be able to participate in crew activities leading up to the shows, such as painting set, creating props, costuming, lighting, sound, hair, makeup, etc. You can also attend during tech week, come to the shows, and take your bows with the rest of the crew, but we cannot assign you responsibilities during the show. Missing too many rehearsal days may mean we can't accept your application or we can only assign you limited duties. This is determined on a case-by-case basis.

TO APPLY FOR CREW

Part 1: Fill out the online **Crew Application** found on our website. This form helps the tech director know who everybody is, what their strengths are, and what crew roles they may be interested in.

Part 2: Return the two forms (below) signed by a parent/guardian to complete your application! **PLEASE NOTE** Crew positions may be limited and we will be **making some decisions on a rolling basis** as applications come in. The sooner you submit your crew application, the better since positions may fill before the application closes on December 7th.

Conflict Form—This helps the tech director know who is going to be gone and if there are too many potential absences to be considered for particular crews at particular times.

Commitment Contract—This is a contract between the directors, participants, and families to verify that everybody understands the commitment and expectations of this large undertaking.

SUBMIT SIGNED FORMS to Mr. Reinholtz in room B211.

CONFLICT FORM

NAME _____

Auditioners return at auditions on Nov 7

Crew applicants return asap, or before Dec 7

Using this [preliminary rehearsal calendar](#) (from our website) as a guide, please list **ALL** known conflicts that you will have with scheduled rehearsals/production days. If you are cast, we will use this information to make the master calendar, so please be as complete as possible. If you are applying for crew, we will use this information to match the needs of the show. This includes any commitments that you know of, such as sports, lessons, doctor’s appointments, etc. ****Please note that we can work around a reasonable number of conflicts, but too many will preclude you from being considered for a role in the cast. Crew teams may be more flexible, depending on timing.****

For November and December, cast will generally rehearse after school two days a week; crew may meet once or twice but won’t start up in earnest until January. After winter break, we will meet three days a week until Tech Weekend (Feb 23-25), which will begin our LONG days. Tech Week (Feb 26-28) will be evening rehearsals, so expect late nights. The shows run Thursday – Sunday for two weekends (Feb 29-March 10), with set strike after the last show.

Any conflicts that arise after submitting this form should be shared with Jen (cast) or Mr. Reinholtz (crew) asap, but definitely **before** you miss the day. Please, PLEASE be upfront and honest about missing rehearsal or production days. We would much rather know about absences well in advance so we can work WITH YOU to make the best possible choices for the entire cast, crew, and team!

BELOW PLEASE LIST ALL CONFLICTS THAT MIGHT INTERFERE WITH CAST REHEARSALS/CREW PRODUCTION DAYS:

COMMITMENT CONTRACT

NAME: _____

Auditioners return at auditions on Nov 7

Crew applicants return asap, or before Dec 7

***You won't be cast or considered for crew if this form is missing!**

As members of SQHS Drama Club's 2024 production, *Guys and Dolls*, students will be required to work hard and in a positive manner in a community setting to produce a live stage production. Teamwork is our main goal. The statements below are general expectations to abide by so we may take great pride in our work, both on- and offstage!

Please read the following carefully, sign it, and then have a parent/guardian sign it, even if you are 18!

As an actor/crew member, I acknowledge the following:

- I have looked at the rehearsal schedule and commit to attend all rehearsal and production dates required of me.
- All known conflicts will be reported prior to auditioning for the show or applying for crew. If unavoidable conflicts arise, I will immediately communicate them to my director (via app or email).
- I understand that missing 7 total days or any day during tech weekend/tech week may result in my removal from the show and/or a reassignment of my role or crew position.
- I will report illnesses and known exposures to directors before attending rehearsals or production days. I realize I may be required to stay home or wear a mask, even if I'm not sick, to protect myself, others, and the show.
- If cast in the show, I will be prepared for rehearsals by learning my music, lines, and choreography on time.
- I understand that our choreographer cannot re-teach dances I miss, which may mean I'm not in that dance.
- I will practice my choreo/music/lines over winter break so when we return, I remember what we've learned.
- I will be kind. I commit to being inclusive and welcoming of all cast and crew members. We are a team!
- I will respect all of the rehearsal and show space by keeping it clean and organized. I understand it is a privilege to use the space and the items that belong to others.
- I will help with set strike after the final performance, as indicated in the calendar. I respect our group effort.
- I (participant/parent/guardian) agree to show respect to all cast, crew, directing team members, and adult volunteers. I will display integrity at all times.
- I will not be a disruption to the cast, crew, or directing team during the program. My focus and cooperation will be at the highest level during the entire process.
- I will be on time to rehearsal, production days, and performance call times.
- I will set an example for others with my work ethic, positive attitude, and gracious acceptance of my role in the cast or crew. We support each other!
- I will not talk negatively about others in the cast, crew, or directing team (including, but not limited to, social media).
- I will not touch any props, costumes, set pieces, or anyone else's script unless I am instructed to do so.
- *****ABOVE ALL—I will always do my best at rehearsals, production days, and performances to be kind and support everybody around me while having an amazing and fun experience with the entire cast and crew!!**

I, _____ (← print student name) understand that I must follow the guidelines listed above. I also understand that if I fail to uphold this agreement, I may be removed from the production.

Student's Signature

Date

I, _____ (← print parent/guardian name) understand the above expectations that are required for my child to participate in SMTI's program.

Parent/Guardian's Signature

Date