



Encore!
Home School Productions
A 501 (c)(3) non-profit organization

Parent Packet

Disney's *Newsies*, April 11-14, 2019

Thank you for being part of Encore! Encore only exists because of parents who are involved in the production process. So, thank you for partnering with us and for being involved in the lives of all our kids! Your active participation on this team is necessary and valuable to make the show happen!

Parent Requirements

1) Dues:

- a) \$55.00 per child. Family cap of 3+ children is \$165
- b) Please make checks payable to Encore Home School Productions
- c) Give your payment to Christine Monroy by January 11

2) Fundraising:

- a) \$250 per child. Family cap of 3+ children is \$725.00
- b) This year's production budget is \$30,000.
- c) Last year fundraising averaged over \$1,000 per family, and that again is our goal.
- d) Sales cannot be combined from different fundraisers to reach incentive goals.

i) Usborne Cards

- (1) Starts TODAY! Orders accepted through January 25th.
- (2) You earn \$13 per box sold.
- (3) Every 10 boxes sold earns you a free cast t-shirt.

ii) R&K Subs

- (1) Starts February 12th, through March 1st.
- (2) You earn \$2.25 per sandwich.
- (3) Every 50 items sold earns you a free cast t-shirt.

iii) Ticket Sales

- (1) Top three families who sell the highest quantity of tickets win our show DVD
- (2) You earn the full value of your total tickets sold.
 - (a) Premier Reserved Seats \$15 (\$18 at the door)
 - (b) General Reserved Seats \$12 (\$15 at the door)
 - (c) Group tickets of 12 or more \$10

iv) Gifts in-Kind

- (1) Gifts in-Kind are items donated to be used for the production that have a monetary value (paint, flowers, food, fabric, props, set supplies, makeup, costumes, gift cards for concessions, etc).
- (2) You earn 100% of the value donated.



Encore!
Home School Productions
A 501 (c)(3) non-profit organization

v) Patrons

- (1) Money donated to Encore by family, friends, or businesses.
- (2) Patrons will be highlighted in our Program unless they wish to remain anonymous.
- (3) You earn 100% of the donation.

vi) Well Wishes

- (1) Notes written to cast or production crew members printed in the Program.
- (2) \$3 per line of 60 characters, you earn 100% of what you sell

vii) Program Ads (please ask for 300 dpi)

- (1) Top three families who sell the highest quantity of ads win our show DVD
- (2) We sell ad space in our Program varying from \$40 to \$500.
- (3) You earn 100% of the ads you bring in, this is the fastest and easiest way to raise money.
 - (a) Premium Color Ads (**only three available**)
 - (i) When you have a commitment for a Premium Color Ad you must call or email Program Administrator, Cathy Sharp sharpest.petrosky@gmail.com to secure the ad since they are limited. This is a first come, first served basis, so do not wait! *These sell fast, it's easy money.*
 - (b) Color Ads, full page only (**unlimited**)
 - (c) Digital Color Ads (**10 available**)
 - (i) When you have a commitment for a Digital Color Ad you must call or email Program Administrator, Cathy Sharp sharpest.petrosky@gmail.com to secure the ad since they are limited. This is a first come, first served basis, so do not wait! *These sell fast, it's easy money.*
 - (d) Black and White Ads, various sizes (**unlimited**)
- (4) You **MUST** refer to our Solicitor list on our website before approaching any business to be sure we are not overlapping in our asking.
 - (a) You can easily search the alphabetical list by business name.
 - (b) If you no longer are going to approach a business you have signed up for, **PLEASE** contact Program Administrator, Cathy Sharp sharpest.petrosky@gmail.com to delete your name from that slot.
- (5) If you would like to pursue a business that is not on the list or has no family name attached, please contact the Program Administrator, Cathy Sharp sharpest.petrosky@gmail.com



Encore!
Home School Productions
A 501 (c)(3) non-profit organization

Volunteering: Each family must have a Parent or 18+ substitute Volunteer in each area

3) Pre-Production Job(s) - now until tech week

- a) Jobs begin now and continue up to move-in of the set
- b) Jobs will be in the following areas:
 - i) Rehearsal monitors
 - ii) Set production
 - iii) Set dressing
 - iv) Set moving
 - v) Costumes (Make-up and Hair)
 - vi) Props
 - vii) Advertising and Public Relations

4) Production Job(s) - tech week through striking the set

- a) Jobs start at move-in and continue through final show.
- b) Everyone works three of the four shows.
- c) Jobs will be in the following areas:
 - i) Rehearsal monitor
 - ii) Set dressing
 - iii) Costumes
 - iv) Props
 - v) Concessions
 - vi) Ushers
 - vii) Lights
 - viii) Sound/mics
 - ix) Tickets
 - x) Stage crew
 - xi) Cast party

5) Strike Job(s) – immediately following final show

- a) Everyone helps strike immediately after the final show
- b) Jobs will be assigned during show week

Additional Expenditures:

1) Required

- a) Jazz or character shoes (We have a bin of used shoes you may borrow)
- b) Concession item for Shows. Ann Snyder will have a sign-up sheet in March
- c) You may be asked to provide parts of your child's costume (pants, shirt, etc)

2) Optional

- a) Cast T-Shirt
- b) DVD of show (sold during Tech Week)
- c) Professional Photographer Picture CD or show DVD (sold during Tech Week)



Encore!
Home School Productions
A 501 (c)(3) non-profit organization

Organizational Job Chart

The following jobs are under the Director

Director: Vicki Dincher

vdincher@comcast.net

Assistant Director: Jill Panyard

jillpanyard@gmail.com

Assistant Director: Bergen Sunday

everyday_sunday17@hotmail.com

Music Director: Coleen Steindel

csteindel13@gmail.com

Choreographer: Dena McKell

damckell@msn.com

Set Manager: Jamie Lamb

jleightlamb@gmail.com

Costume Manager: Julie Ware

julieware45@gmail.com

Prop Manager: Erin Sunday

bretskysunday@hotmail.com

Stage Crew Manager: Ashley Umberger

mountdew48@gmail.com

Light Board Manager: Allie Rischel

allisonremsnyder@yahoo.com

Sound Manager: Nicoli Clark

clark.nicoli@gmail.com

The following jobs are under the Producer

Producer: DanaRae Brouillette

danaraebrouillette@msn.com

Assistant Producer: Kim Noss

kalkan@verizon.net

Volunteer Coordinator: DanaRae Brouillette

Danaraebrouillette@msn.com

Concessions Manager: Ann Snyder

6snyderfamily@gmail.com

Program Manager: Cathy Sharp

Sharpest.petrosky@gmail.com

Fundraising Manager: Allie Rischel

allisonremsnyder@yahoo.com

Ticket Manager: Debra Erb

Rivendell@alumni.brown.edu

Advertising/PR Manager: Deanna Slamans

Deannaslammans@gmail.com

Head Usher: Deanna Slamans

Deannaslammans@gmail.com

T-shirts, Photo, Video Manager: Chris Monroy

mommonroy@gmail.com

Cast Party Manager: Nicole Hunsicker

nicmom4@gmail.com



Encore!
Home School Productions
A 501 (c)(3) non-profit organization

Clearances: Background Checks required for every volunteer over the age of 18

- i) PA Child Abuse History Clearance
- ii) PA State Police Criminal Background Check
- iii) FBI Clearance requirements only for the following people:
 - (1) Those working with Costumes during tech week and shows
 - (2) Those working with microphones during tech week and shows
 - (3) Directors and producers
- iv) Waivers and Release from Liability for each family
- v) Assumption of Risk Waiver
- vi) Acknowledgment of Encore! Policies

#1: Child Abuse Clearance Check

<https://www.compass.state.pa.us/cwis/public/home>

This will take about 30 minutes from start to finish. You will need your previous addresses (or as much info as you can remember about street and city names). You will also need names of any person you have lived with since 1975.

You will need to "Create Individual Account" and follow the steps to do that. Then you will be able to do a clearance for a volunteer position for Learning Center. When you are asked for a code you should click that you do not have a code. This clearance form will take about two weeks, it will be emailed to you and you should request a hard copy to be mailed to your house too.

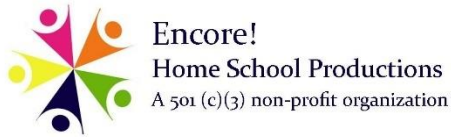
#2: Pennsylvania State Police criminal record check, also known as PSP check.

<https://epatch.state.pa.us/Home.jsp>

You will click on the yellow "New Record Check" and follow the instructions. This one will only take about 5 minutes. You will need to print your clearance form at the end of this.

#3: FBI Clearances

- 1) The FBI clearance is only required if you have NOT been a continuous resident of PA for the last 10 years OR if you are a volunteer who works directly with students (directors, producer, those working with costume, and sound).
 - a. www.identogo.com Cost: \$27.50. This clearance is only required if you have NOT been a continuous resident of PA for the last 10 years OR if you are a volunteer who works directly with students (such as directors, producer, and costume assistants).
 - b. If you have been a continuous resident of PA for the last 10 years and you are a volunteer other than listed above, you may submit a disclosure statement http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf



Important Dates

Thursday, January 3, Fundraiser #2, Usborne Cards, (due Fri, Jan 25)

Friday, January 25, Fundraiser #2 ends, money due (delivery mid Feb)

Saturday, February 2, Paint day, 9am-3pm, all cast 12 and up

Saturday, February 9, Paint day, 9am-3pm, all cast 12 and up

Monday, February 12, Fundraiser #3, R&K Subs (due Fri, Mar 1)

Friday, March 1, Fundraiser #3 ends, money due (delivery mid Mar)

Friday, March 8, Program Ads, well wishes, patrons, GIK due

Friday, March 8, Cast t-shirts ordered, payment and sizes due

Saturday, March 9, **Possible** Fundraiser #4, (If needed, Wildwood Cleanup)

Saturday, March 30, Set Move In day, all cast 12 and up

Friday, April 5, Tickets needing to be refunded due date!!!

Saturday, April 6, Tech Day, 10am-10pm

Thursday, April 11, Opening Night!

Sunday, April 15, Final Show, Strike Set, Cast Party!!!

Monday, April 16, End of show depression sets in, go buy ice cream!