

Mentor Expectations - SPCT 2024 Summer Shows

Please read and digest all of the following information to decide if this opportunity is right for you - there is a lot of it here.

(High School students will be referred to as “mentors” and the students you work with will be referred to as “mentees”)

1) SHOWS: There will be 2 separate shows this summer, each geared toward different age groups, each with only 40 young actors/actresses.

FOOTLOOSE will be for students who, over the summer, are “entering grades 7-9”, and ROCK OF AGES will be for students “entering grades 4-6.” Both shows are edited to be G-rated, and each will be a shortened, 1-hour version of the Broadway musical. All shows and all rehearsals will take place at CENTRAL HEIGHTS MIDDLE SCHOOL, located at 220 Kronke Dr., Sun Prairie .

ANY CONFLICTS FOR MENTORS FOR TECH WEEK REHEARSAL AND EACH SHOW MUST BE IN WRITING BY JULY 1ST (communicated by email). Mentors can choose to help with one or both productions, but must be able to dedicate 2 days per week for rehearsal.

Show dates will be:

FOOTLOOSE (entering grades 7-9)

JULY 26 – 7pm

JULY 27 – 2pm and 7pm

JULY 28 – 2pm

ROCK OF AGES (entering grades 4-6)

SEPTEMBER 13 – 7pm

SEPTEMBER 14 – 2pm and 7pm

SEPTEMBER 15 – 2pm

AT SHOWS, MENTORS WILL:

- Arrive 15 minutes before their mentees’ call times and make sure they are prepared to welcome their mentees.
- Help their mentees get ready with costumes and makeup.
- Communicate call times and expectations with their mentees, making sure their mentees are to warmups and places at the correct times.
- Stay backstage with their mentees and help them with entrances, exits, and crosses.
- Keep backstage quiet and your mentees occupied while not on stage.
- Help with the occasional set piece that needs to be moved.
- Help clean up their mentees’ spaces after each show, helping hang costumes and directing them on proper show etiquette
- Congratulate their mentees on a job well done!!

2) REHEARSALS: Rehearsals will be held at Central Heights Middle School (220 Kronke Dr., Sun Prairie) from 5:30-8pm, Monday-Thursday for 6 weeks for each show. All students will come to rehearsals at their scheduled time by scene/song (schedule for rehearsals will be emailed to each family when the cast list and conflicts are announced).

Rehearsal Dates:

FOOTLOOSE (entering grades 7-9)

Week 1: June 17, 18, 19, 20

Week 2: June 24, 25, 26, 27

Week 3: July 1, 2, 3 (No rehearsal on Independence Day)

Week 4: July 8, 9, 10, 11

Week 5: July 15, 16, 17, 18

Tech Week (no conflicts allowed) July 22, 23, 24, 25

ROCK OF AGES (entering grades 4-6)

Week 1: August 5, 6, 7, 8

Week 2: August 12, 13, 14, 15

Week 3: August 19, 20, 21, 22

Week 4: August 26, 27, 28, 29

Week 5: September 3, 4, 5 (no rehearsal on Labor Day)

Tech Week (no conflicts allowed): September 9, 10, 11, 12

DURING REHEARSALS, MENTORS WILL:

- Be assigned to a group of 4-5 students they will mentor throughout the process, forming relationships
- Learn the show along with their mentees, sitting with them during vocal rehearsals, dancing with them at choreography rehearsals, and taking notes about entrances and exits during blocking rehearsals.
- Welcoming their mentees at the start of rehearsal and making sure their mentees are picked up after every rehearsal
- Maintain a positive and professional demeanor with their mentees.
- Avoid criticizing other actors, directors, and mentors.
- Communicate all absences with Director (Gina) or Producer (Joanna)
- Be present for 2 rehearsals per week (you will most likely be paired with a mentor who can come the other 2 days per week. There may be days you're both present or days your mentees will have to go with another group for the day based on your schedule)
- Redirect mentees when they are not paying attention and alert director/producer to any behavior problems
- Escort mentees to the bathroom when needed
- Bring the correct materials for rehearsal including: script, pencil, dancing shoes, etc.
- Have opportunities to create and teach dances, vocals, scene blocking, staging, and whatever else you'd like to try.
- Work with their group through whatever acting games, warmups, and exercises are facilitated by the leaders for that day
- Clean up the rehearsal space before you leave
- Stay for any scheduled meetings after rehearsal (15 minutes tops)

3) AUDITIONS: All mentees must audition IN PERSON, unless there's an extenuating circumstance that directors are aware of ahead of time. Auditions will consist of singing a song from the show (see additional materials HERE), and learning a short dance. Auditions will be held at the SUN PRAIRIE CIVIC THEATRE BARN, 550 S Bird Street, Sun Prairie, and students will sign up for a 30-minute slot with 7 other students.

Auditions dates:

FOOTLOOSE: Friday, May 3; and Saturday, May 4.

CALLBACKS for FOOTLOOSE – Sunday, May 7, 5-7pm

ROCK OF AGES: Friday, May 17; Saturday, May 18

CALLBACKS for ROCK OF AGES – Sunday, May 19, 5-7pm

DURING AUDITIONS, MENTORS WILL:

- Be able to stay for as many or as few auditions as they can attend. If they can't attend any auditions, that is ok - they just won't be able to partake in the process.
- Be quiet and thoughtful about making it a good experience for the students, remembering how nervous they are when they, themselves, audition
- Smile and be positive, encouraging all auditioners to do their best
- Help by taking pictures of all auditioners,
- Give casting recommendations to directors from the auditions they hear

IF MENTORS WANT TO TEACH CHOREOGRAPHY, STAGE AND TEACH A SCENE, HELP WITH VOCALS, HELP WITH COSTUMES, ETC., here are the steps they need to take:

- 1) Figure out how they want to help
- 2) Talk to directors about how they want to help - if they're unsure what they want to do, we have suggestions!!
- 3) Spend time PREPARING their scene, song, choreo, etc.
- 4) Show the director their plans and let the director give advice or approve
- 5) Teach to the mentees, with the directors nearby to give advice or step in
- 6) Be open to learning how to do better and

4) COMMUNICATION: Mentors must communicate ANY absences with our staff by emailing kidsshows@sunprairiecivictheatre.com. If mentors are struggling with ANYTHING, we want to know. We are here to help! The lines of communication must stay open!

5) ABSENCES: If mentors know they will be absent for a rehearsal, we must know 2 weeks in advance, unless they are unexpectedly ill. Please still let us know so we can switch groups around accordingly. Mentors must commit to 2 rehearsals per week. Missing excessive amounts of rehearsal (more than 4) that they promised to attend will result in a meeting with staff and possible dismissal. The best thing they can do for mentees is show up when they say they will show up.

Absences will be UNEXCUSED if no email is sent and/or if we are not notified of a vacation 3 weeks in advance. Students with unexcused absences may be dismissed from the show after just 1 unexcused absence.

6) BEHAVIOR: All mentors and mentees are expected to behave in a respectful, responsible, and safe manner at rehearsals, shows, auditions, and strike. This includes respect toward directors, staff members, fellow high school mentors, parent volunteers, and actors. It also means respecting our rehearsal space, props and costumes. Giving other actors suggestions or notes is inappropriate if that job has not been assigned to mentors. Touching props that aren't theirs, running loose in the school, not respecting people

asking them to behave – these things will not be tolerated and will warrant a meeting with the director AND your parents. RESPECT is key.

In addition, because we need to set a tone of positivity, we expect the following:

- Swearing (including verbal, written, or on clothing), inappropriate topics, inappropriate pictures, and inappropriate conversations will not be tolerated around any mentees. Professionalism is a MUST.
- No pictures of mentees or fellow mentors may be taken and posted on personal social media accounts. This is for the protection of our students and our mentors. In fact, phones should not be brought out during the rehearsal process except at breaks.
- Disparaging mentors, mentees, directors, or other staff on social media, verbally, or written - with any mentees or mentors - is prohibited. It is unprofessional and it invites negativity - something we are trying to avoid.
- All conflicts between mentors or mentees should be brought directly to the person with whom you feel conflicted OR to the director. Problems will be resolved through discussion so we can move on with compromise. Some resolutions may need to be decided by the director and/or producer.
- ABSOLUTELY no drugs or alcohol will be allowed by mentors - in their system or brought in person to any rehearsals, performances, or SPCT-sanctioned cast parties or functions. No exceptions.
- Mentors must set an example for students, be complimentary of mentees, and, at all times, make their mentees feel important. This show isn't about the mentors - egos must be left at the door.

7) RESPONSIBILITY: Each family is responsible for getting your student to rehearsal (5:30pm) and picking them up on time (8pm or 8:15, on days we have meetings). We will have a google drive with all information for those who are on staff and who are mentors with all information needed including PDF of scripts, music tracks, and videos of dances we teach.

10) WHAT IF I DON'T HAVE TIME TO HELP FOR 6 WEEKS STRAIGHT? Because we are only casting 40 students per show, there is a chance many children will not be cast in one of our musicals this summer. There is a BRAND NEW OPPORTUNITY called "Rising Stars" that will include a week-long camp and PERFORMANCE opportunities for those students that MENTORS can also help with! The camp will help performers become more confident by teaching them audition techniques, acting techniques, and a song and dance to perform as the prelude for each of our shows.

RISING STARS - Grades 7-9 (Perform before "Footloose" as a pre-show)

Camp: TBA

Tech rehearsals: Wednesday 7/24 and Thursday 7/25

Shows: JULY 26 – 7pm

JULY 27 – 2pm and 7pm

JULY 28 – 2pm

RISING STARS - Grades 4-6 (Perform before "Rock of Ages" as a pre-show)

Camp: TBA

Tech rehearsals: Wednesday 9/11 and Thursday 9/12

Shows: SEPTEMBER 13 – 7pm

SEPTEMBER 14 – 2pm and 7pm

SEPTEMBER 15 – 2pm

DATE CHEAT SHEET - MENTORS:

FOOTLOOSE (Grades 7-9):

Auditions: Friday, 5/3; and Saturday, 5/4; CALLBACKS – Sunday, May 7, 5-7pm

MANDATORY meeting for all mentors - Sunday, June 16, 6:30pm, SPCT Barn

Rehearsals 5:30pm-8:00pm:

Week 1: June 17, 18, 19, 20

Week 2: June 24, 25, 26, 27

Week 3: July 1, 2, 3 (No rehearsal on Independence Day)

Week 4: July 8, 9, 10, 11

Week 5: July 15, 16, 17, 18

Tech Week (conflicts in writing July 1): July 22, 23, 24, 25

Shows (no conflicts allowed):

JULY 26 – 7pm

JULY 27 – 2pm and 7pm

JULY 28 – 2pm

Rising Stars:

Camp 5:30pm-8:00pm July 15, 16, 17, 18

9:00am-Noon July 20 (Saturday)

Tech rehearsals: 5:30pm-8:00pm July 22, 23, 24, 25

Shows: JULY 26 – 7pm

JULY 27 – 2pm and 7pm

JULY 28 – 2pm

ROCK OF AGES (Grades 4-6):

Auditions: Friday, 5/17; Saturday, 5/18; CALLBACKS - Sunday, 5/19, 5-7pm

MANDATORY meeting for all mentors - Sunday, June 16, 6:30pm, SPCT Barn

Rehearsals 5:30pm-8:00pm:

Week 1: August 5, 6, 7, 8

Week 2: August 12, 13, 14, 15

Week 3: August 19, 20, 21, 22

Week 4: August 26, 27, 28, 29

Week 5: September 3, 4, 5 (no rehearsal on Labor Day)

Tech Week (conflicts in writing by July 1): September 9, 10, 11, 12

Shows (no conflicts allowed):

SEPTEMBER 13 – 7pm

SEPTEMBER 14 – 2pm and 7pm

SEPTEMBER 15 – 2pm

Rising Stars:

Camp: 5:30pm-8:00pm September 3, 4, 5

9:00am-Noon September 7 (Saturday)

Tech rehearsals: 5:30pm-8:00pm September 9, 10, 11, 12

Shows: SEPTEMBER 13 – 7pm

SEPTEMBER 14 – 2pm and 7pm

SEPTEMBER 15 – 2pm

