

2023 TONY-NOMINATED



# TAG HANDBOOK

*Updated 03/14/24*

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## ABOUT WILLIE WILSON'S THEATRE ARTS GROUP

### Mission Statement

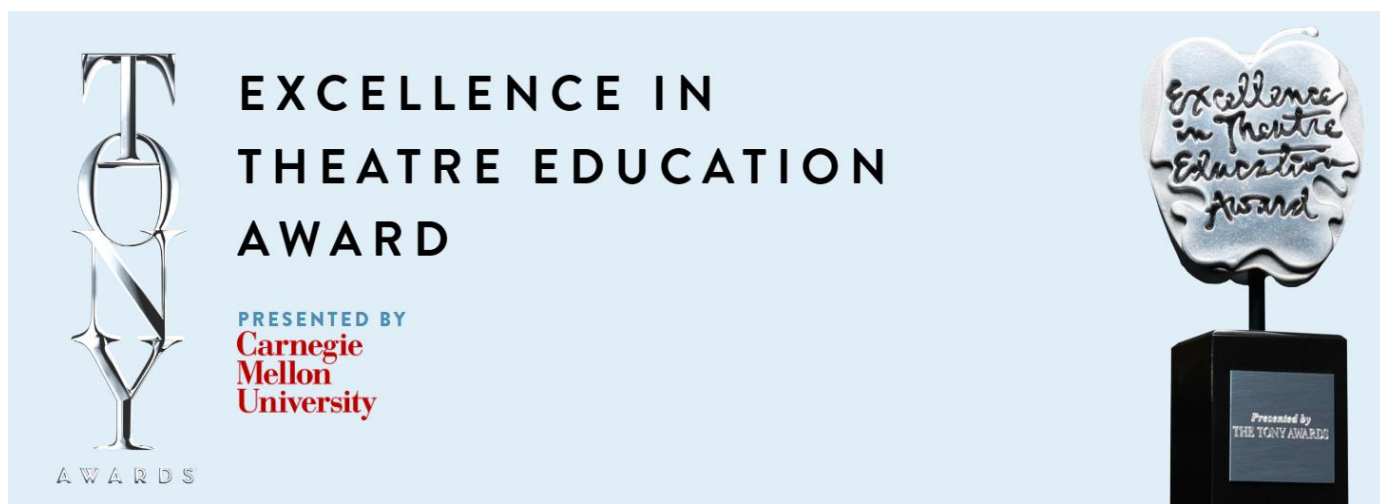
The musical theatre program at Willie Wilson's Theatre Arts Group/TAG has an overarching mission to lead with **LOVE** and **KINDNESS** to create a **SAFE** and **BRAVE** space for theatre kids. TAG is committed to provide an environment where theatre kids are accepted, can flourish and will increase their self-confidence. Like one school principal claims, *"TAG kids hold their heads a bit higher when walking through the hallway"*.

TAG continues to immediately weave beginners into TAG's family, which avoids any "new kid" isolation. As a result, TAG kids' self-esteem relentlessly increases which is reflected in the caliber of the musical productions; always a step above the others.

A role model for **LOVE** and **KINDNESS**, Willie Wilson believes *"Being true to yourself never goes out of style."* Elle from **LEGALLY BLONDE**.

Being true to himself since he was a 16-year-old singer and guitar player was formally recognized when he won the **JO ANNE FOX AWARD in 2023**. The Jo Anne Fox Award has been given in her memory to a theatre teacher who is an inspiration to his/her students, whose passion for theatre is infectious, and who creates a community, a loving extended family in his/her school in the process of producing high quality productions. TAG believes Willie delivers that for sure!

**A few weeks after his FOXY win, Willie was nominated for a TONY-award for Excellence in Theatre Education which claims, "Behind every great performance is inspiration, and behind inspiration is a great teacher." All of us at TAG are exceedingly proud to be associated with this fine leader.**





## Frequently Asked Questions/Checklist

### WHO CAN JOIN?

Kids aged 8-15, no matter the talent, or experience level can enroll at Willie Wilson's Theatre Arts Group/TAG. Most of our TAG kids "grow-up" into bigger and bigger TAG roles as they gain experience. TAG's mission is to lead with "love and kindness". Both kids and parents love TAG's "safe and brave" environment. Our 95% repeat rate confirms that. TEAMWORK is at the core of our mission. TAG has a zero-tolerance policy for bullying behavior – details in HANDBOOK.

### HOW DOES TAG HANDLE COVID?

TAG's Covid Compliance Officer, Lynn Wilson (infection prevention expertise) follows current CDC guidelines. If/when needed, TAG will be scanning temperatures and requiring masks/shields, distancing and disinfecting. Please check your child's temperature and keep them home if elevated, or if they are not feeling well.

### HOW DO I ENROLL and WHERE IS PROGRAM LOCATION?

Registration and payment are available online at [www.WilsonTAG.com/registration-payments](http://www.WilsonTAG.com/registration-payments). TAG is located at multiple locations such as **KNIGHTS OF COLUMBUS, Washington Township, ELKS in Westwood, ELKS in Park Ridge, or Saddle River Day School. Location will be confirmed.**

### WHERE DO I FIND OUT MORE INFORMATION?

Email [Lmcvey104@aol.com](mailto:Lmcvey104@aol.com) for TAG's HANDBOOK, which provides much more information, and is a good resource for those insomniac nights 😊 Or, Lynn is happy to provide answers to any/all of your questions.

### PLEASE FOLLOW TAG ON SOCIAL MEDIA TO STAY "IN THE KNOW"

Follow us on Instagram **WillieWilsonTheatreArtsGroup** and Facebook **Willie Wilson's Theatre Arts Group** to stay up-to-date.

### WHAT IS THE COST OF TUITION?

TAG's 2023 Summer tuition is \$690 per child for three weeks. TAG's 2023 after-school program tuition is \$550 for 15 weeks. After not raising his prices for 20 years, Willie's arm was twisted and TAG prices will increase approximately 5% annually until pricing is comparable with the competitive market.

### DOES TAG OFFER SCHOLARSHIPS?

TAG is building a scholarship program for financially burdened candidates. The sale of TAG sweatshirts funds this initiative. Candidates must be recommended by a TAG family with 3 years of TAG experience. Please email [Lmcvey104@aol.com](mailto:Lmcvey104@aol.com) about your recommendation.

### WHAT ABOUT THE AUDITION?

Prepare a 1-minute audition that includes name, age, hometown and song choice. Many kids sing a song from the show they're enrolling for, but that is not necessary. Heck, sing "Happy Birthday" if that makes you more comfortable 😊 Audition video is due one week before program begins. You'll get further instructions.



### HOW IMPORTANT ARE SCRIPTS?

The MOST important! Some scripts may need to be put in 3-ring binder (flexible 1" is best) with their name. **Your child's script is needed at EVERY rehearsal.** Please insure they bring it back-and-forth every day. It helps if you practice lines with them at home. Your child must bring a pencil and highlighter every day too, please.

### HOW IS CASTING DECIDED?

TAG's audition rating tool is evidence-based and data-driven. Individually, TAG staff members review the videos and rate them privately. Their scores are captured, de-identified, aggregated and sorted high-to-low. Casting is decided by those metric results. FYI - TAG talent among the top ten has less than a 0.5 difference. That's how tight TAG's talent is!

### WHEN IS CASTING FINAL?

The first and second day of camp is dedicated to final casting. TAG talent is so close that many kids will be called back once or twice more for "live" auditioning. By Tuesday, FINAL CASTING is complete, and parents will be notified via email.

### IS THERE MORE THAN ONE CAST?

All cast members are in all four performances; however, they are featured more in either the RED or BLUE cast. RED cast shows are Thursday 8pm and Friday 6pm. BLUE cast shows are Thursday 6pm and Friday 8pm. You'll be notified Tuesday

### WHAT ABOUT COSTUMES?

Costumes are a combination of rented/purchased costumes, costumes from TAG's Costume Shop, or garments taken from your own closet at home that work for the role. Costumes vary per show. Many TAG kids find a costume they love and purchase it themselves. Please have these pre-approved by the Costume Manager of the show.

### WHAT IS TAG'S SCHEDULE?

Summer camps are Monday through Friday 9am to 3pm for three consecutive weeks. After-school programs can be Monday-Friday 4pm to 7pm. Attendance is essential. Arriving on-time and being picked up on-time is also essential. When a child is missing or tardy, the group is held back. When a parent is late to pick-up, TAG incurs costs from facility. If/when extra rehearsals are required, you will be notified via email.

### WHAT SHOULD KIDS WEAR TO TAG?

Kids should wear sneakers and/or dance shoes, most important. Hair should be off the face, also very important. And wear comfortable clothing to move around in. A sweater/sweatshirt is good to have in case the air-conditioning is high.

### WHAT DOES A TYPICAL DAY LOOK LIKE?

A typical day includes stretching, vocal, acting, dancing, improvisational, crafts and games in addition to rehearsals. All activities use Cohort Style/small groups, with Distance and Masks.

### IF MY CHILD CANNOT ATTEND ONE DAY, WHAT SHOULD I DO?

TAG understands emergencies do happen. If your child cannot attend one day, text Willie at 201-450-4711 as soon as possible. Please understand that too many absence or tardy events may impact your child's role.



### **WHAT ABOUT LUNCH, SNACK and WATER?**

Please send a lunch and snack with your child each day. Write their names on their containers. A refrigerator is available. Lunch is approximately 11:30 AM to 12 noon. Snack is flexible. When your child is not in a scene, they can enjoy their snack. A WATER BOTTLE with their name is critical. Please send filled water bottle daily.

### **WHAT IS TAG'S FOOD ALLERGY PRACTICE?**

Please be aware that your child may encounter food that may contain common allergens, such as dairy, eggs, wheat, soybeans, tree nuts, peanuts, fish, shellfish or wheat because TAG kids bring their lunch/snacks from home. Please make sure your child avoids any foods they are allergic to. On special occasions, TAG will provide pizza and gluten-free pizza. Please make sure your child avoids any foods they are allergic to.

### **WHEN ARE THE PERFORMANCES?**

TAG has 4 performances the last two dates of each program — Thursday 6pm and 8pm, and Friday, 6pm and 8pm.

### **WHAT ABOUT TICKETS?**

During enrollment, each family agrees to purchase a total of 12 tickets. TAG's goal is to have LOUD applause for your children 😊 TAG performances do sell-out, therefore parents are notified when the Box Office opens, before the public is notified. This gives parents the opportunity for the best seats available. TAG uses TICKETLEAP as their online ticket vendor. You MUST use a laptop to CHOOSE YOUR OWN SEATS. When you purchase tickets from your phone, GENERAL ADMISSION is the only option. At [www.WilsonTAG.com](http://www.WilsonTAG.com), click on BOX OFFICE.

### **WHAT DO I NEED TO KNOW ABOUT THE PLAYBILL?**

During enrollment, each family agreed to purchase a PLAYBILL ad for their child. The kids can't wait to see the PLAYBILLS! The kids are the first to view them. Personal, or business, color-ads range in size/price from quarter page ad (\$50) to half page ad (\$75) to Full page ad (\$100). INSIDE COVER full pages are (\$150) and Full-page BACK COVER is (\$200). Deadline is one-month prior to performance. Submit ads to [PGWILSON101@gmail.com](mailto:PGWILSON101@gmail.com) More details and examples are in TAG's HANDBOOK.

### **WHERE CAN I GET TAG'S HANDBOOK?**

HANDBOOKS are sent out regularly. But if needed, email Lynn Wilson, TAG's Producer at [Lmcvey104@aol.com](mailto:Lmcvey104@aol.com) for a copy. TAG's Handbook contains chronological and detailed step-by-step information, especially helpful to new TAG parents. Any theatre program is a big undertaking. Theatre is fast-moving and has many moving parts that must coordinate. Parents will receive many email instruction/reminder/updates as well. Plus, Lynn responds to your emails faster than your boss does 😊 She is happy to answer any question, no matter how small. She knows there's nothing harder than raising a child.

### **WHERE CAN I GET TAG'S CHECKLIST?**

A show-specific CHECKLIST will be sent to all parents. It will contain important dates and deadlines in chronological order. If you keep it on your refrigerator, TAG believes you'll be the most organized theatre parent in town!



## Table of Organization

As FOUNDER and CEO, Willie Wilson has overall responsibility for all aspects of TAG. As TAG has grown, and continues to grow, the areas of responsibility by order of authority, are pictured below. Executive Operations, and Executive Producer report directly to Founder/CEO. Their areas of responsibility are detailed below.

Each circle below contains the Job Titles who report to that leader.

A DIRECTOR, then ASSISTANT DIRECTOR have primary responsibility for the rehearsals and performances.

A MUSIC DIRECTOR reports up through ASSISTANT DIRECTOR and DIRECTOR.

A CHOREOGRAPHER reports up through the MUSIC DIRECTOR, ASSISTANT DIRECTOR and DIRECTOR.

STAGE MANAGER reports up through the CHOREOGRAPHER, MUSIC DIRECTOR, ASSISTANT DIRECTOR and DIRECTOR.







## At-Will Employment Agreement

This is an At-Will Employment Agreement (“Agreement”) between **Willie Wilson’s Theatre Arts Group** and \_\_\_\_\_ (“Employee”), collectively referred to as “the parties.” In consideration of the mutual promises set forth herein, the parties agree as follows:

**1. Title and Salary.** Willie Wilson’s Theatre Arts Group will employ Employee and pay Employee a salary/wage of \_\_\_\_\_. There are no other job benefits unless set forth herein in writing. Employee understands that the number of hours may vary with the needs of Willie Wilson’s Theatre Arts Group.

**2. Policy Manual and "at will" Status.** This is an “At Will” employment agreement. Employee understands that Willie Wilson’s Theatre Arts Group may terminate his/her employment at any time for any reason or for no reason, provided it is not terminated in violation of state or federal law. TAG employees understands that ALL policies in TAG’s HANDBOOK are to be adhered to, including this policy.

**3. Non-Competition Agreement.** In consideration of the training to be provided by Willie Wilson’s Theatre Arts Group to the Employee, Employee will not solicit any current customer or potential customer of Willie Wilson’s Theatre Arts Group identified during the course of employment with Willie Wilson’s Theatre Arts Group, or otherwise divert or attempt to divert any existing business of Willie Wilson’s Theatre Arts Group. Employee will not, either during employment with Willie Wilson’s Theatre Arts Group or for a period of two years thereafter, either directly or indirectly, for Employee or any third party, solicit, induce, recruit, or cause another person in the employ of Willie Wilson’s Theatre Arts Group to terminate his/her employment for the purpose of joining, associating or becoming employed with any business or activity which is in competition with any products and/or services sold, marketed, or provided by Willie Wilson’s Theatre Arts Group. The geographical area to which this non-competition agreement applies is Bergen/Passaic/Rockland counties and for a period of two years after Employee leaves employment with Willie Wilson’s Theatre Arts Group. Both parties agree that the time and scope of this Non-Competition agreement are reasonable.

**4. Return of Willie Wilson’s Theatre Arts Group's Property.** At any time upon the demand of Willie Wilson’s Theatre Arts Group, and in any event, upon termination of employment with Willie Wilson’s Theatre Arts Group, Employee will immediately deliver to Willie Wilson’s Theatre Arts Group all data, manuals, specifications, lists, notes, writings, customer and product lists, photocopies, tape recordings, props, art work, costumes and all other documents or Google shared files, including all copies or duplicates, concerning any part of Willie Wilson’s Theatre Arts Group’s activities or concerning any part of my activities as an employee. Employee acknowledges that all such items, including Employee’s own notes, are the property of Willie Wilson’s Theatre Arts Group, though they may be entrusted to Employee on a temporary basis.

**5. Confidentiality.** Employee will not, either during employment with Willie Wilson’s Theatre Arts Group or at any time thereafter, except as required in the conduct of the business of Willie Wilson’s Theatre Arts Group or as authorized in writing by Willie Wilson’s Theatre Arts Group use, publish, disclose, appropriate or communicate, directly or indirectly, any of the following confidential information which Employee, in any way, have acquired or may acquire during, or by reason of, employment with Willie Wilson’s Theatre Arts Group: marketing, sales, service, cost, planning, engineering, and/or technical information relating to Willie Wilson’s Theatre Arts Group, as well as customer lists and/or any other information which could give any third party an opportunity to obtain advantage over competitors who did not know such information; and any trade secrets.



**6. Injunction Relief.** Employee understands that in the event Employee violates any provision of this Agreement, Willie Wilson's Theatre Arts Group will have the full right to seek injunctive relief, in addition to any other existing rights provided in this agreement or by operation of law, without posting bond.

**7. Damages.** In the event Employee violates any provision of paragraphs 3-6 above and Willie Wilson's Theatre Arts Group determines that actual damages cannot reasonably be ascertained, therefore Willie Wilson's Theatre Arts Group may elect to recovered damages in the amount of \$100,000.00 plus legal fees.

**8. Litigation venue.** In the event of litigation arising out of this agreement, the parties agree the exclusive venue for such litigation shall be in Bergen County, Willie Wilson's Theatre Arts Group's primary place of business.

**9. Scope and Term of Agreement.** Employee understands this agreement applies regardless of whether there are any changes in Employee's job duties, job title, and/or the location of the place of work. This agreement shall remain in full force and effect if Employee voluntarily terminates employment and thereafter is rehired. Employee need not execute a new agreement but will be bound by the terms of this agreement.

**10. Modification.** This agreement may not be waived, changed, modified, abandoned, or terminated, in whole or in part, except by an instrument signed by Willie Wilson's Theatre Arts Group and by Employee.

**11. No Other Agreements.** There are no agreements between the parties other than those set forth herein. The parties intend this document to be a full and complete statement of their agreement, and all prior discussions are merged into this document. Willie Wilson's Theatre Arts Group has made no representations to Employee other than those specifically set forth herein.

**12. Interpretation Clause.** Employee agrees that Willie Wilson's Theatre Arts Group has given Employee the opportunity to have this document reviewed by an attorney.

**13. Compliance.** Employee agrees that accepting a position with Willie Wilson's Theatre Arts Group confirms employee will comply with all 13 terms in this employment agreement, whether or not this document is signed.

\_\_\_\_\_  
Employee (Date)

*Willie Wilson* June 2023

\_\_\_\_\_  
Willie Wilson's Theatre Arts Group (Date)





## **Working at Willie Wilson's TAG - Job Descriptions**

### **Choreographer Job Description Profile:**

TAG requires a disciplined, reliable choreographer on TAG's staff. The choreographer's responsibilities include working alongside the director, attending auditions and rehearsals on schedule, collaborating with music, design, and costume departments, and providing training and support to all dancers. You should be proactive, deadline-driven and have high attention to detail. This position reports to the Director.

### **Choreographer Tasks & Responsibilities:**

- Collaborating with the Director, as well as music, and costume staff to ensure dance routines are completed to a high standard.
- Creating dance steps that fit with the mood, music, theme, and that are audience-appropriate.
- Supporting, guiding, and explaining all steps and formations to dancers.
- Ensuring space for rehearsal is adequate.
- Continually conducting research by watching/attending dance shows, attending performances, and reading up on different routines.
- Notifying the Director and other stakeholders about potential issues and drawing up contingency plans.
- Scheduling one-on-one sessions and providing extra support where required.
- Showing up on time for all rehearsals, performances, and meetings.
- Handling various other duties and paperwork and any/all other assigned tasks as needed.

### **Choreographer Requirements:**

1. High school or college student.
2. Extensive dancing skill and experience.
3. Passion for dance and working with other creatives.
4. Strong interpretive and creative thinking skills.
5. Excellent attention to detail, time management skills, and work ethic.
6. Superb interpersonal, collaborative, and communication abilities.
7. Appropriate behaviors among young children is expected
8. Complying with TAG's Policy & Procedure Manual
9. Internship training, prior to employment with TAG, is available

### **NAME/DATE**

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I have read and understood this Job Description and TAG's Policy and Procedure Manual. My signature indicates that I will comply with both.



### **Theatre Assistant Job Description Profile:**

TAG is looking for a friendly, professional & competent assistant. Needs to be compassionate and self-motivated with an interest in theatre. In this position, you will be responsible for taking instruction from TAG Director, Musical Director and Choreographer. You will be coaching children, following plans, and maintaining appropriate theatre environment.

You must enjoy working with children and be devoted to building a safe environment. To excel in this role, you must demonstrate excellent written and verbal communication skills, as well as in-depth knowledge of theater activities. You will be assigned to report to the Musical Director, Choreographer or Assistant Director.

### **Theatre Assistant Tasks & Responsibilities:**

- Assist TAG's Director and Staff with rehearsal preparations; get materials and space ready.
- Review materials with students individually or in small groups.
- Ensure the rehearsal environment is safe and clean.
- Oversee students during non-rehearsal times including breaks.
- Collaborate with TAG Director and Staff to recognize issues and recommend solutions.
- Assist and/or coordinate costuming designs and plan
- Assist and/or coordinate set design plan
- Help Director and Staff create lesson plans.
- Comply with TAG's policy and procedures.
- Attend all assigned rehearsals
- Any/all other assigned tasks as needed.

### **Theatre Assistant Requirements:**

1. High school or college student or equivalent qualification.
2. Must have a compassionate and positive attitude.
3. Excellent written and verbal communication skills.
4. Outstanding interpersonal and presentation abilities.
5. Appropriate behaviors among young children is expected
6. Complying with TAG's Policy & Procedure Manual
7. Internship training, prior to employment with TAG, is available

### **NAME/DATE**

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I have read and understood this Job Description and TAG's Policy and Procedure Manual. My signature indicates that I will comply with both.



### **Musical Director Job Description Profile:**

To be TAG's Musical Director you must have a creative flare and be able to work with a variety of different people in different departments. You also must be able to sing (well enough to teach singers), play the piano, and understand other musical instrument as well as being able to read music.

You must enjoy working with children and be devoted to TAG's mission of creating a safe environment for theatre kids. To excel in this role, you must demonstrate excellent written and verbal communication skills, as well as in-depth knowledge of music and theater activities. This position reports to the Director.

### **Musical Director Tasks & Responsibilities:**

- Attend creative team meetings with the Director and Choreographer to develop vision of the show
- Study the script and music
- Participate in auditions, evaluate the vocal abilities & grade individuals on vocal performance
- Teach music to the cast and musicians
- Lead regular warm-ups with the cast and musicians before shows
- Normally serves as the conductor during live performances, directing the orchestra
- Assist TAG's Director and Staff with rehearsal preparations; get materials and space ready.
- Review materials with students individually or in small groups.
- Ensure the rehearsal environment is safe and clean.
- Comply with TAG's policy and procedures.
- Attend all assigned rehearsals.
- Any/all other assigned tasks as needed.

### **Musical Director Requirements:**

1. High school or college student or equivalent qualification.
2. Must have a compassionate and positive attitude.
3. Excellent written and verbal communication skills.
4. Outstanding interpersonal and presentation abilities.
5. Appropriate behaviors among young children is expected
6. Complies with TAG's Policy & Procedure Manual

**NAME/DATE**

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I have read and understood this Job Description and TAG's Policy and Procedure Manual. My signature indicates that I will comply with both.



### **Sound Engineer Job Description Profile:**

TAG is looking for a competent Sound Engineer to record, mix and edit music and audio for our productions. You will set up and operate sound equipment in live events, recordings or post-productions to ensure the best acoustic result. Sound engineers are deft around sensitive audio equipment and experts in using them to produce quality sound. We expect you to be knowledgeable about different audio recording and editing techniques. It helps if you also possess a creative mind and a good ear. You should be proactive, deadline-driven and have high attention to detail. This position reports to the Director.

### **Sound Engineer Tasks & Responsibilities:**

- Follow instructions and details from directors, choreographer, etc.
- Set up and test sound equipment before events, broadcasts or recordings
- Record, edit and mix audio tracks (instruments, vocals etc.)
- Enhance sound quality and add sound effects to recordings
- If needed, work with video editors to synchronize video with audio tracks
- Play backing tracks and special effects during live events
- Collaborate with lighting, camera and other people
- Create and maintain sound libraries
- Resolve technical issues when they arise, and any/all other assigned tasks as needed.

### **Sound Engineer Requirements:**

1. Experience as sound engineer
2. Technical expertise techniques (e.g. equalization)
3. Experience with editing & recording equipment (e.g. mixing consoles)
4. Working knowledge of recording software and hardware (e.g. Pro Tools)
5. A team player with proactive communication skills
6. Creativity and attention to detail
7. Problem-solving abilities
8. Excellent hearing and manual dexterity
9. High school diploma. Degree in audio/sound engineering is a plus
10. Complying with TAG's Policy & Procedure Manual
11. Internship training, prior to employment with TAG, is available

### **NAME/DATE**

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I have read and understood this Job Description and TAG's Policy and Procedure Manual. My signature indicates that I will comply with both.



## Assistant Director Job Description Profile:

TAG requires a competent Assistant director (AD) to keep a production running smoothly, particularly in the director's absence. A person in this position is responsible for being at every rehearsal and meeting and for filling in for the director. The authority of this position is to act as Director in his absence, while following the director's vision. TAG seeks someone with both a creative and organized mind. You should be proactive, deadline-driven and have high attention to detail. This position reports to the Director.

## Assistant Director Tasks & Responsibilities:

**In Pre-Production** - the assistant director/AD must read through the script and become familiar with its technical needs as well as the director's vision. The AD may help research the play to make the production more realistic. The AD assists the director with these duties: Schedules, Auditions, Milestones, Daily tasks. The AD provides a second set of eyes and ears for the director and backfills as the primary authority in his absence.

**Rehearsal Duties** - the AD assumes the duties of making sure the director's decisions and notes are transcribed/written. The AD will note additional needs, such as additional staff, space, etc. The AD may also take actors who are not in a scene off into a separate space to rehearse, guiding the actors toward the director's vision. The assistant director is responsible for making sure all needs get communicated to the appropriate people, including acting notes, technical notes and schedules.

**Production Duties** - the assistant director acts as stage manager during the shows. The AD may be asked or required to take notes on missed lines or assist with backstage cues to ensure actors enter at appropriate times.

**Other Responsibilities** - the AD's official duties include being proactive and take care of small tasks for the Director, e.g. e-mail communications, preparing the stage for rehearsals & helping clean up afterward. The AD, like all cast and crew members, may be asked to assist with social media & marketing efforts, such as distributing posters and flyers for the show. The AD is responsible for any/all other assigned tasks as needed.

## Assistant Director Requirements:

1. Read and study the play, then discuss the concept and ideas with the Director
2. Attend production meetings
3. Assist the Director, including taking notes and discussing the process
4. Run rehearsals such as run-throughs or speed line runs
5. Rehearse scenes if an actor is absent
6. High school diploma. Degree in drama/theatre is a plus
7. Complies with TAG's Policy & Procedure Manual
8. Internship training, prior to employment with TAG, is available

## NAME/DATE

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I have read and understood this Job Description and TAG's Policy and Procedure Manual. My signature indicates that I will comply with both.



### **Director Job Description Profile:**

TAG requires a competent Director to manage and oversee all aspects of each theatre production. A person in this position is responsible for leading or overseeing every rehearsal and every staff/technical meeting. The authority of this position is to insure she/he is following the mission and vision of TAG. This position requires someone with a creative mind, as well as an astute business sense. The Director needs to be proactive, deadline-driven, budget-conscious with an attention to detail. The goals of the Director are 1- deliver a quality production that 2- completes on-time and within budget and 3- attracts ticket buyers. This position reports to the owner of TAG.

### **Director Tasks & Responsibilities:**

**In Pre-Production** - the Director must read through the script and become familiar with its technical needs as well as the owner's vision. The Director helps research the play to make the production more realistic. The Director oversees these duties: Schedules, Auditions, Milestones, Daily tasks. The Director provides a second set of eyes and ears for the owner & assumes primary authority in his absence. The Director delegates all tasks to keep TAG staff members at a high level of productivity and efficiency.

**Rehearsal Duties** - the Director makes sure the owner's vision regarding decisions and notes are transcribed/written. The Director will ensure that additional needs, such as additional staff, space, etc. are obtained. The Director must ensure that actors who are not in a scene off are kept occupied in a separate space to rehearse, guiding them to continually improve. The Director is responsible for ultimate communication - making sure all needs get communicated to the appropriate people, including acting notes, technical notes, parents notes, schedules, emails, texts, phone calls.

**Production Duties** - the Director works closely with the stage manager during the shows. When needed, the Director may be pulled in to assist with notes on missed lines or assist with backstage cues to ensure actors enter at appropriate times.

**Other Responsibilities** - the Director's official duties are summarized as oversight. The Director needs to be proactive to ensure the small tasks, examples; e-mail communications, preparing the stage for rehearsals & helping clean up afterward, are satisfactorily completed. The Director, like all TAG cast and crew members, may be asked to contribute to TAG's social media & marketing efforts. The Director is responsible for any/all other assigned tasks as needed.

### **Director Requirements:**

1. Read and study the script, then discuss the concept and ideas with the Owner
2. Attend production meetings and ensure notes/communications are captured
3. Manage all rehearsals, and ad-hoc scenes if/when an actor is absent
4. Degree in drama/theatre with TAG employment experience
5. Complies with TAG's Policy & Procedure Manual

### **NAME/DATE**

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I have read and understood this Job Description and TAG's Policy and Procedure Manual. My signature indicates that I will comply with both.





## **Costume Manager Job Description Profile**

The individual who oversees the task of costuming including personnel and supply management.

### **Costume Tasks & Responsibilities**

- Oversees the completion of rented, made-to-order and pulled costumes for the stage.
- Creates a detailed list of costumes needed for each actor, along with measurements, that would be used internally, or sent to the rental company so they can pull from their stock.
- Supervises theatre assistants, assigned to this role.
- Aligns task completions according to scheduled deadlines.
- Manages fittings as necessary.
- Manages budget restraints.
- Manages shop supplies, especially props, fabrics, notions and materials.
- Manages shop inventory, including repairs, maintenance and replacement.
- Acts as a liaison with Stage Management for fittings and production notes.
- Acts as a liaison with Director for dress rehearsal requirements.
- Backstage, acts as the overseer of proper costume use by cast
- Perform other duties as assigned by Director.

### **Qualifications**

- Knowledge of and general experience in sewing/stitching and crafts.
- Basic knowledge of theatre and costume industry.
- Experience with costume materials including, but not limited to: fabrics, notions, craft supplies.
- Working knowledge of sewing machines, steam irons and cutting tools.
- Working knowledge of safety practices.
- Ability to continually improve costume shop organization
- Maintain an accurate costume shop Inventory List and Shop Layout
- Good interpersonal and communication skills.
- Excellent organizational skills.

### **Costume Manager Requirements:**

1. High school graduate or equivalent qualification.
2. Must have sewing skills and be technologically capable.
3. Excellent written and verbal communication skills.
4. Outstanding interpersonal and presentation abilities.
5. Appropriate behaviors among young children is expected
6. Complies with TAG's Policy & Procedure Manual

### **NAME/DATE**

---

I have read and understood this Job Description and TAG's Policy and Procedure Manual. My signature indicates that I will comply with both.



## **Stage Manager Job Description Profile**

The individual who oversees backstage including personnel and supply management.

### **Costume Tasks & Responsibilities**

- Creates the production plan of details for each rehearsal including breaks
- Acts as timekeeper for rehearsals - making sure breaks are taken, start/stop on time, etc.
- Communicates and coordinates stage crew.
- Calls the cues.
- Collaborates the schedule with the director.
- Marks dimensions of the stage.
- Manages the location/storage of all props & furniture.
- Attends all rehearsals.
- Notifies everyone about any changes to the show made during rehearsal.
- Records all blocking and any lighting and scenic changes.
- Responsible for creating CHEAT SHEET for the actors/actresses to customize.
- Works within budget restraints.
- Acts as overseer of all props.
- Manages shop inventory, including repairs, maintenance and replacement.
- Acts as a liaison with Director for rehearsal requirements & production needs.
- Backstage, he/she acts as the overseer of production.
- Performs all other duties as assigned by Director.

### **Qualifications**

- Knowledge of and general experience in theatre productions.
- Experience with stage management.
- Working knowledge of safety practices.
- Ability to continually improve backstage processes and organization.
- Maintains an accurate (digital) prop shop Inventory List and Shop Layout
- Good interpersonal and communication skills.
- Excellent organizational skills.

### **Stage Manager Requirements:**

1. High school graduate or equivalent qualification.
2. Excellent written and verbal communication skills.
3. Influential leadership and interpersonal abilities.
4. Appropriate behaviors among young children is expected
5. Complies with TAG's Policy & Procedure Manual

### **NAME/DATE**

---

I have read and understood this Job Description and TAG's Policy and Procedure Manual. My signature indicates that I will comply with both.



## READY TO SIGN UP!

### Enrollment & Ticket Requirements

The good news is that TAG has become increasingly popular after winning a FOXY Award and then being nominated for a TONY Award. The bad news is that TAG's enrollments sell-out within days. It is extremely disappointing for a child to learn that the show they've been waiting for has already sold out. TAG maintains a WAIT LIST. However, when we get too close to the start date, the WAIT LIST families make other plans. This TAG policy updates our enrollment policy by **requiring two weeks/14 days cancellation** notice. This TAG policy also defines your **\$200 deposit as non-refundable**.

#### Enrollment policy

Your **\$200 Non-Refundable** deposit means that TAG will reserve one enrollment for your child, and that you comply with the following policy:

1-The balance for each session **must be paid in full two weeks prior** to the start of the session.

2-The **deadline to cancel an Enrollment is at least two weeks prior** to the start of the session.

2a-If you **request a refund within 2 weeks/14 days** of TAG's start date, you will receive a refund of all amounts paid except for the \$200 Non-Refundable deposit.

2b-If you request a **transfer registration** to a different camp session, **BEFORE the balance due date**, which is two weeks prior to the start of the program, your deposit PLUS balance will be transferred to the new TAG program.

2c-If you request a **transfer registration** to a different camp session **AFTER the balance due date**, which is two weeks prior to the start of the program, your deposit will not be refunded, but your balance will be transferred to the new TAG program.

#### Ticket Requirement

Each family is to purchase **12 tickets** per program. Your friends and family count towards your total.

TAG's goal is to sell out each show so that the applause will be loud for your kids. TAG's mission is to give the kids a confidence-building theatre experience.

There are four shows per production. Two are **BLUE** cast. Two are **RED** cast. All kids are in each show; however, they are featured more in one of the casts. After casting is final, you will know which cast your child is featured in. It is also indicated on TICKETLEAP. **RED shows are 8pm Thursday and 6pm Friday. BLUE shows are 6pm Thursday and 8pm Friday.**

TAG families get a \$5 discount code for 72 hours for unlimited ticket purchases. The \$5 discount code expires after 72 hours. Tickets can be purchased at [www.WILSONTAG.com](http://www.WILSONTAG.com). Click on BOX OFFICE.



## Signature Page (for paper enrollment)

**PARENTAL ACKNOWLEDGMENT/AGREEMENT** – Willie Wilson Entertainment will continue to institute practices for maintaining a safe and healthy infection prevention environment as outlined by the CDC.

I thereby hold Willie Wilson Entertainment, his staff, and his business harmless of any potential injury/illness to my child while participating in any TAG programs.

**Parent/Guardian:** My signature represents agreement to the following:

1. I have read/understood TAG's HANDBOOK practices.
2. I successfully answered the COVID COMPREHENSION POST TEST page 20
3. I will hold Willie Wilson Entertainment harmless of any potential injury/illness to my child
4. I agree to comply with TAG practices and will have my child/children comply 100%.
5. I give my permission to use content from my/parent's correspondence for a testimonial for publicity, social media, advertising.
6. I agree to comply with TAG's TICKETS and PLAYBILL requirements.
7. Online enrollment/registration substitutes for my signature here.

**NAME of CHILD** \_\_\_\_\_

**PRINT** Name of Parent/Guardian \_\_\_\_\_

**SIGNATURE** Parent/Guardian \_\_\_\_\_

**DATE** \_\_\_\_\_



## Social Media Release Form

There are times when kids' photographs are used for publicity, social media, advertising, [www.WilsonTAG.com](http://www.WilsonTAG.com) website or news media. There are also times when full or partial content from a parent's correspondence may be used for a testimonial for publicity, social media, advertising, [www.WilsonTAG.com](http://www.WilsonTAG.com) website or news media. TAG reserves the right to utilize the above as needed to promote TAG activities.

TAG encourages PARENTS to join TAG's Twitter, Instagram @ [williewilsontheatreartsgroup](https://www.instagram.com/williewilsontheatreartsgroup) and Facebook pages [www.facebook.com/WillieWilsonTheatreArts](http://www.facebook.com/WillieWilsonTheatreArts) to keep abreast of newsworthy items and important information. Please send your photos/information to [Lmcvey104@aol.com](mailto:Lmcvey104@aol.com) for posting.

At times (sample form below) may be required when requested by outsider; e.g. WPIX-11 news.

I, \_\_\_\_\_ the parent/legal guardian of \_\_\_\_\_ grant TAG my permission to use photographs, video and the name of my child in \_\_\_\_\_ playbill and/or production for any legal use including but not limited to marketing, publicity, social media, copyright purposes, illustration and advertising.

Furthermore, I understand that no royalty, fee or other compensation shall become payable to me by reason as such use.

NAME of CHILD \_\_\_\_\_

PRINT Name of Parent/Guardian \_\_\_\_\_

SIGNATURE Parent/Guardian \_\_\_\_\_

DATE \_\_\_\_\_



## Behavior Expectations and our Commitment to your Kids

### BEHAVIOR EXPECTATIONS

Since 1999, only two TAG children have ever been removed for disruptive behavior, which was bullying. This policy describes TAG's expectations for dealing with negative behaviors and encouraging positive behaviors, for both kids and staff. This describes TAG's commitment to your kids.

#### FOR TAG STUDENTS

1. TAG expects the kids to help each other, to be kind & respectful, to say please & thank you.
2. TAG expects the kids to respect their rehearsal space and clean up after use.

**DISRUPTIVE BEHAVIOR** is defined as verbal or physical activity which includes but not limited to behaviors that require constant attention from the staff, inflicts physical or emotional harm on other campers and/or staff, or disregard for TAG Rules. Talking out-of-turn is TAG's most common challenge. Talking out-of-turn shows disrespect and delays rehearsal schedule; sometimes creating additional rehearsal times. When a child cannot abide by TAG Rules, he/she may be discharged from TAG's program.

**TAG FOLLOWS 3-STRIKE POLICY** Strikes include cursing, disrespecting staff, intentionally injuring another person. Other strikes include not following directions, or being rude, theft or running away from the group. Parents will be informed if/when a strike is applied to their child.

**BULLYING** is an exception to the 3-strike policy. A **zero-tolerance** practice means for any bullying action, **immediate discharge** will be implemented. Definitions of bullying are name calling, lying to get others in trouble, spreading rumors, hitting, pushing, kicking, stealing, threatening others, making disparaging remarks about others' physicality or intelligence.

During each day, campers will be taught to be SAFE, RESPECTFUL and RESPONSIBLE by TAG Staff.

**For PARENTS** – Please share this policy with your camper and encourage them to report any incidents they witness, or which happen to them. TAG verbally discusses this with the kids frequently, so please align yourself with our policy above. There will be **no refunds** provided to any camper who gets discharged.





## OUR COMMITMENT TO YOUR KIDS

**TAG STAFF GUIDELINES** – Follow this routine and report any potential issues to Willie and/or Lynn Wilson immediately. Time is of the essence. Parents will be made aware of any/all behavior incidents.

1. First and foremost – Follow practices established in TAG’s HANDBOOK - no rogue practices.
2. Set clear rules, boundaries, and limits.
3. Have logical consequences in place and make these clearly known to the kids.
4. Consistently enforce TAG’s rules and consequences.
5. TAG is consistent in following routine. Staff is expected to follow TAG HANDBOOK policies.
6. Reward positive behaviors in public.
7. Follow TAG’s written plan/routine each rehearsal.
8. Keep rules simple. Consider kids’ input with this policy. Update these when appropriate.
9. STAFF to use “do” instead of “don’t” whenever possible. Keep rules short & simple. Focus on what to do, instead of what not to do. Examples: “Speak slower” not “Stop rushing lines.” and “We need silence now” instead of “Stop talking.”
10. Talk with kids – not “at” them. Kids often don’t pay attention when you are talking (or shouting) “at” them. Guidance is much more effective when you talk to kids faces. Look them in the eyes. Resist the urge to simply lecture. Instead, ask kids to respond, and consider their points of view.
11. Set a good example. Kids watch you all the time. They see how you talk to other kids and adults. They see how you cope with anger or frustration. They watch how you deal with sadness and joy. They listen to how you say “I’m sorry.” The way you handle yourself teaches kids how to behave.
12. Encourage kids to set good examples for each other. Kids also learn a great deal from each other. Encourage appropriate ways to be respectful to each other.
13. Give clear, simple choices whenever possible.
14. Show respect for kids. Talk to kids about misbehavior in private, never in public. Discuss what they can do differently.
15. Catch kids being good. All kids want attention. Comment on something positive about one child, each day. And announce the good news. When kids are caught doing something positive, mention it to other kids and to parents.
16. Encourage like a coach, not a cheerleader. A cheerleader shouts praise. A coach tells you what you’re doing right SPECIFICALLY. Example: If a child knows all their lines, you might say, “Wow! You are already off-book! That helps everyone else. Plus, your acting was also very impressive.”
17. Teach kids how to correct their misbehavior. If a child is disruptive, remove them from the room by saying, “Please come back in 5 minutes,” rather than yelling. Over time, experiencing consequences helps kids learn self-control.
18. TAG does not allow inappropriate language among their staff.
19. Any public social media of TAG staff is to follow these same guidelines above.



## **TAG's Contract with Your Child**

Theatre is not an easy adventure for anyone to undertake, especially a child. Theatre is a lot of work. Theatre takes memorizing lines, rehearsing songs at home, watching all videos on the GOOGLE drive, watching films/movies of the show, knowing the sequence of scenes, being where they are supposed to be during rehearsals, becoming familiar with props and set designs, and knowing which other actors are in their scenes, to name a few.

The after-school programs are easier because rehearsals are once/week for fifteen weeks. But the summer programs are fifteen days in three consecutive weeks. Any absence by an actor/actress disrupts the very tight deadlines for the show. Emergencies are unavoidable, and we hope that these are rare. Please verify that your child's calendar has no scheduled conflicts before they enroll in TAG.

TAG prides itself on attracting and keeping the best-behaved kids. To continue that path, we developed a CONTRACT for your child to review and agree to. By enrolling in TAG, each child agrees to the contractual points below.

1. I am joining TAG because I want to, not against my will.
2. I enjoy theatre and am willing to learn more about performance.
3. I know how important it is for me to learn my lines, and pledge to study my script daily.
4. I pledge to learn my lines and songs by the end of 7 rehearsals.
5. I agree to comply with all the directions given me by the TAG staff.
6. I agree to be on-time and attend each TAG rehearsal.
7. I agree to be organized with my script, costume, and props – and not lose any.
8. I believe “the show must go on” and will help others succeed when needed.
9. My behavior will be appropriate and never disruptive.
10. I pledge to have as much fun as possible, every day. 😊



## THE TAG SEASON

### Checklist

If you pay attention to only one page of this HANDBOOK, we hope it is this page. This CHECKLIST (below) is very important in keeping you organized regarding TAG's milestones and deadlines.

Theatre has many moving pieces. It may be challenging, but only when you are brand-new to TAG.

**You will be emailed a CHECKLIST like the one below.** We highly recommend putting our CHECKLIST on your refrigerator. Many eyes on this checklist will help everyone meet deadlines. Your child should follow along as well.

Whether your child is enrolled in TAG's summer camp, or TAG's after-school programs, you will also receive specific emails about that production. We ask that you review your emails (daily?) and please add any other email addresses, for example: your child's email, another parent, a childcare provider, anybody that is part of your child's theatre world 😊

Lynn Wilson answers emails in a very timely fashion (obsessively, in fact) so do not hesitate to ask any questions you may have along the way. Lynn Wilson's email is [Lmcvey104@aol.com](mailto:Lmcvey104@aol.com). Her cell phone is 201-741-3888.



## Put on your **REFRIGERATOR** & stay organized!

### **SAMPLE CHECKLIST**

8/7/23 to 8/25/23 – Mon-Fri 9am-3pm

- ✓ July 24th - 2023 - **BALANCE payment due**. \$490 balance can be made online at [www.WilsonTAG.com](http://www.WilsonTAG.com) or Zelle, or VENMO @Willie-Wilson.
- ✓ July 25th - 2023 – **AUDITION videos are due**. Send email video to <https://forms.gle/aMrCLx7RRgygoALL7> and for questions - [Pgwilson101@gmail.com](mailto:Pgwilson101@gmail.com)
- ✓ August 7<sup>th</sup> – 1st day of INTO the WOODS. Report to Park Ridge – 13 Sulak Lane, Park Ridge, NJ 9am to 3pm. **Please be PROMPT at drop-off and pick-up.**
- ✓ August 7th – Follow **INSTAGRAM**/WillieWilsonTheatreArtsGroup/WWTAG and **FACEBOOK**/Willie Wilson’s Theatre Arts Group to stay informed and up to date.
- ☐ August 8<sup>th</sup> or 9th **CASTING** announced. Kids will know if they are RED or BLUE cast. Parents – Please enforce that your child review the **ONLINE REHEARSAL VIDEOS**.
- ☐ August 8<sup>th</sup> or 9th **BOX OFFICE** opens at [www.WilsonTAG.com](http://www.WilsonTAG.com). Each family has agreed to purchase a total of 12 tickets per family. BOX OFFICE opens to the public 72 hours later.
- ☐ August 12th **PLAYBILL advertisement drop-dead deadline**. But please email ads to [Pgwilson101@gmail.com](mailto:Pgwilson101@gmail.com) as soon as you know your child’s role.
- ☐ August 14th - Parents – Please customize the **SCENE CHEAT SHEET** with your child - a great confidence-building tool.
- ☐ August 21st starts **SHOW WEEK**. Rehearsals may be extended. Check emails daily.
- ☐ August 24th is **OPENING NIGHT**. **Pick-up is 2pm. Kids return at 4:30 pm.** Shows @ 6pm & 8pm at George Frey Theatre - 10-10 20<sup>th</sup> Street - Fairlawn, NJ.
- ☐ August 25th is **CLOSING NIGHT**. Kids rest/hydrate all day & arrive at theatre at **4:30 pm**.
- ☐ August 25th **CAST PARTY** after closing night will be at PUZO’s at 4 Garfield Avenue in Hawthorne.
- ☐ And that’s a wrap, Guys and Dolls! Time to get out of the woods 😊



## TAG's Daily Routine

Professionals recommend “routines” to increase children’s behavior and reduce incidents of inappropriate and/or negative behavior. TAG’s staff follows that guideline. TAG relies on a repeatable daily routine that the kids can depend on happening. TAG’s goal is to create a space where children are safe, respected and treat others in kind.

### TAG's DAILY ROUTINE for Spring/Fall programs

4:00 – 4:15 PM = Physical stretching, Vocal stretching, Water break

4:15 – 4:55 PM = Vocal rehearsals

**4:55 – 5:05 PM = BREAK**

5:05 – 5:50 PM – Running the show and/or Break-outs

**5:50 – 6:00 PM BREAK9**

6:05 – 7:00 PM - Running the show and/or Break-outs

### TAG's DAILY ROUTINE for Summer programs

9:00 – 9:15 AM = Physical stretching, Vocal stretching, Water break

9:15 – 9:55 AM = Vocal rehearsals

**9:55 – 10:05 AM = BREAK**

10:05 – 10:50 AM – Running the show and/or Break-outs

**10:50 – 11:00 AM BREAK**

11:05 – 12:00 PM - Running the show and/or Break-outs

12:00 – 12:35 PM Lunch break

12:35 – 2:40 PM Sing, dance, block, rehearse, character analysis

2:40 – 3:00 PM Wrap-up discussion about current day, and tomorrow’s expectations



## Audition Process and Rating Tool

**AUDITION VIDEO** – Each child will need to send in a 1-minute video. Film your child’s video on a cell phone. We do not require a professional video. The ideal video includes 1- the child introducing themselves, 2- their age, 3- their hometown, 4- what role they are interested in, and 5- singing 30-60 seconds of a song they like. ***It helps if the audition song comes from the role they are interested in, but that is not required. Any song will be accepted.*** You will receive directions on where to upload the video in a separate email. Video will be due about two weeks prior to the first rehearsal.

The kids will also audition “live” the first day of the production. This is called CALL BACK. The kids will tell a short story or joke to demonstrate their acting/speaking abilities. We ask kids to give 100% during Call Backs to better assist TAG’s staff in proper casting. Call back scoring contributes to final decisions.

**CASTING METHODOLOGY** – TAG’s goal is to minimize/eliminate bias of the scorer during casting. Therefore, TAG utilizes a data-driven **EVIDENCE-BASED METHODOLOGY** for all auditions and call backs. TAG knows some kids are better dancers, than singers. Some kids are better actors than dancing. Some are better actors than singers. There are many, many variables to consider, which is why TAG requires the utilization of a **DATA-DRIVEN METHOD** which removes the bias of individual rater/grader/scorer.

TAG’s methodology uses independent raters scoring the auditions on a scale of 1-10 with 10 being the highest. Those rating the auditions are the professional staff of TAG; singers, choreographers, dancers, and actors. An audition can be “live” or videotaped. Scores are independently sent to Lynn Wilson who aggregates the scores median (removing lowest and highest scores). Scores are then sorted high-to-low which provide the foundation for the team to make casting decisions. Like the stock market, **“prior performance does not guarantee future results.”** A leading actor in one production may score lower in the next production, resulting in a supporting role. **We hope parents will address any disappointment a child may feel from the casting decisions.** Know that every child will be kept quite busy no matter how small they believe their role is. Audition video is due 1-2 weeks before program begins. You’ll get further instructions.

TAG’s tool creates a **MEDIAN SCORE**. For parents who want to view their own child’s scores, TAG will share the data, but will redact the names of the other children.

In recent years, the talent level has increased so dramatically that the range from BEST to WORST is less than 1.5 points, on a scale of 1-10. TAG understands that every child wants the lead role. We hope parents will help soothe any disappointment a child may feel from the casting decisions. TAG is happy to help discuss any disappointments. **Our goal is to help the child acquire resiliency skills.**

Lastly, Director Willie Wilson takes creative freedom with the script, adding lines, and sometimes additional songs to many roles, so most scripts get much “fatter” after casting is complete. Willie Wilson is available to discuss any casting concerns at 201-450-4711.





## Scene Cheat Sheet

Every professional theatre actor uses a SCENE CHEAT SHEET (example below). A SCENE CHEAT SHEET is your child's specific details for each of their own SCENES. It is used to keep them organized & stress-free backstage. They will refer to this CHEAT SHEET instead of relying solely on memory. **You will receive a SCENE CHEAT SHEET a few weeks before the performance.** Please sit with your child & highlight the scenes they are in, then answer the 4 questions in each BLUE & RED CAST box. SCENE CHEAT SHEETS will be taped to the wall in their dressing room.

CHILD'S NAME	<b>Blue</b> Cast (Thurs 6pm, Fri 8pm)	<b>Red</b> Cast (Thurs 8pm, Fri 6pm)
Scene 1: Orphanage <ul style="list-style-type: none"> <li>● Maybe</li> <li>● It's a Hard Knock Life</li> <li>● It's a Hard Knock Life (Reprise)</li> </ul>	In Scene/Not in Scene Who do I play? - Costume and Prop?? - Entrance? - Exit? -	In Scene/Not in Scene Who do I play? - Costume and Prop?? - Entrance? - Exit? -
Scene 2: New York City Streets <ul style="list-style-type: none"> <li>● Tomorrow</li> </ul>	In Scene/Not in Scene Who do I play? - Costume and Prop?? - Entrance? - Exit? -	In Scene/Not in Scene Who do I play? - Costume and Prop?? - Entrance? - Exit? -

**You will receive a SCENE CHEAT SHEET before the performance.**

2023 TONY-NOMINATED



## Rehearsal Progress Tracker

### PURPOSE

It is the DIRECTOR's responsibility to develop a **REHEARSAL PROGRESS TRACKER** which is shown below. This tool breaks down individual scenes into choreography, vocals, and blocking elements. Color-coding defines the status of each element. TAG administration monitors this to evaluate the progress of each production in order to lean in and assign additional resources if/when necessary.

Children's theatre is creative, artistic and has multiple moving parts which create the potential for interruptions and distractions which cause delays that might not be noticed. This tool provides the evidence to prevent any significant delays.

TAG progress Report							
BEAUTY & the BEAST							
Rehearsal #	STATUS colors	Not Started	In Progress	Almost complete -	Completed		
1	Prologue: The Castle	Prologue (blocking)					
2	Scene 1: The Village	Belle (vocals)	Belle (blocking/choreo)	Pages 18-20 (blocking)	No Matter What (vocals)	No Matter What (blocking)	
3	Scene 2: The Forest	Page 21 (blocking)					
4	Scene 3: The Castle	Pages 22-25 (blocking)					
5	Scene 4: Belle's Cottage	Pages 26-28 (blocking)	Belle reprise (vocals)	Belle reprise (blocking)	Page 30 (blocking)		
6	Scene 5: The Castle	Pages 30-34 (blocking)	Home (vocals)	Home (blocking)	Pages 38-39 (blocking)	Home tag (vocals)	Home tag (blocking)
7	Scene 6: The Tavern	Gaston (vocals)	Gaston (choreo)	Page 49 (blocking)	Gaston reprise (vocals)	Gaston reprise (blocking)	
8	Scene 7: The Castle	Pages 53-57 (blocking)	Be Our Guest (vocals)	Be Our Guest (choreo)	Pages 68-71 (blocking)		
9	Scene 8: The Forest	Pages 71-72 (blocking)					
10	Scene 9: The Castle	Pages 73-74 (blocking)	Something There (vocals)	Something There (blocking)	Pages 82-83 (blocking)	Human Again (vocals)	Human Again (blocking)
11	Scene 10: The Village	Page 92 (blocking)					
12	Scene 11: The Castle	Pages 92-93 (blocking)	Beauty and the Beast (vocals)	Beauty and the Beast (choreo)	Pages 96-98 (blocking)	Evermore (vocals)	Evermore (blocking)
13	Scene 12: Belle's Cottage	Pages 99-101	The Mob Song (vocals)	The Mob Song (choreo)			
14	Scene 13: The Castle	Pages 106-109 (blocking)	Home reprise (vocals)	Pages 110-112 (blocking)	Finale (vocals)	Finale (blocking)	
15	Scene 14: The End	Pages 113-120 (blocking)	Finale reprise (vocals)	Pages 113-120 (blocking)	Finale (blocking)	Finale (vocals and bows)	

2023 TONY-NOMINATED



## Stage and Props Plan

It is the DIRECTOR's responsibility to complete a PROPS PLAN – sample below. This tool is to be used by the BACKSTAGE CREW during performances. This tool keeps the BACKSTAGE CREW organized and insures the correct props get on the stage in the correct location during some very quick, scene changes.

<i>TAG Props Plan filename</i>	
#	BACKSTAGE CREW PROP PLAN
1	AURADON, BELLE AND BEAST'S CASTLE
2	ISLE OF THE LOST red curtain opens SR Flipform - Tricia SR Brick wall Triangle - Sophia SR Metal Trash can - Ally Black Curtain closes after Rotten to the core SPOTLIGHT - Mal & Maleficent - Evil Like Me
3	AURADON PREP SR Castle Stone Triangle - Sophia Black Curtain Closes SR Flipform - Tricia SR 2 chairs - Declan
4	MAL AND EVIE'S DORM ROOM SL Desk - Erik and Suzanne SL 2 bean bag chairs - Ally SL Small clothing rack - Alex Prep SR behind black curtain - and display display pedestals and artifacts
5	DORM HALLWAY
6	MUSEUM OF CULTURAL HISTORY SR Chair for guard - Ally SR Old Fashioned Spindle Wheel - Tricia SR Magic Wand & Stand - Tricia SR Flipform (center in back) - Tricia
7	AURADON PREP, CLASSROOM (traveler closed) SR Long Thin table - Tricia & Sophia SR 4 chairs (for evie) - Ally
8	ISLE OF THE LOST, MALEFICENT'S LAIR
9	AURADON PREP, TOURNEY FIELD (3 FlipFORMS pushed together like bleachers) SC Flipform - Alex SR Flipform - Tricia Black curtain closes when Ben & Audrey leave
10	MAL AND EVIE'S DORM ROOM SL Desk - Erik and Suzanne SL 2 bean bag chairs - Ally SL Small clothing rack - Alex
11	AURADON PREP, COURTYARD SR Castle Stone Triangle - Sophia SR Bench - Tricia SR Picnic Basket and Blanket - Sophia
12	THE DATE in front of curtain
13	MAL AND EVIE'S DORM ROOM SPOTLIGHT - Mal and Evie - Space Between
14	ISLE OF THE LOST (open curtain on "whoa") SR Flipform - Tricia SR Brick wall Triangle - Sophia SR Metal Trash can - Ally
15	AURADON PREP, HALFWAY
16	ISLE OF THE LOST, MAL'S HIDEOUT SR Flipform - Tricia SR Brick wall Triangle - Sophia SR Metal Trash can - Ally Black curtain closes when Mal sings solo SPOTLIGHT - Mal and Ben - If only
17	AURADON PREP, COURTYARD SR Castle Stone Triangle - Sophia
18	THE CORONATION, AURADON CATHEDRAL (Start 2 FlipFORMS backs pushed together so so audience sees profiles) (During "Better Together", push 3 FlipFORMS together like bleachers) SR Castle Stone Triangle - Sophia SR Flipform - Tricia SR Magic Wand (starts in Godmother's hand) SC Castle Stone Triangle - Suzanne SC Removable Stained Window - Jack QUICK CHANGES



## Rehearsal Video Homework

It has been TAG's experience that theatre kids learn at significantly different rates. Some kids are "off book" almost immediately, while other kids continue to ask for their line weeks into rehearsals. Similarly, some kids pick up the choreography almost immediately, while other kids go "left" instead of "right" deep into rehearsals. It is because of this that TAG provides VIDEO LEARNING as well.

For each rehearsal milestone, the scene is then videotaped and uploaded to TAG's shared GOOGLE drive. It is TAG's expectation that the kids study these videos at home in between rehearsals. As the performance approaches, it is TAG's expectations that the kids study these videos and rehearse at home every night. TAG expects the parents to monitor this "show homework" to ensure that "show homework" videos are reviewed the same as if it is regular "school homework".

Children's productions are getting much more complex, especially the newer Disney productions which are most popular with the kids. TAG will continue to select productions which are popular with the kids based on our survey results.

**Parents need to be aware that the commitment to joining TAG's theatre programs takes much more than attending rehearsals. The individual homework is essential to a great production and is expected of all the kids.**



## Purchasing Tickets

Each family is to purchase **12 tickets** per program. Your friends and family count towards your total.

TAG's popularity has been significantly growing. For the past several productions, the BOX OFFICE has sold-out each show. This makes the applause for your kids extra loud. Part of TAG's mission is to give the kids a confidence-building theatre experience.

There are four shows per production. Two shows are called **BLUE** cast. Two shows are **RED** cast. All kids are in each show; however, they are featured more in one of the casts; **RED** or **BLUE**. After casting is final, you will know which cast your child is featured in. It is indicated on TICKETLEAP, also.

**RED shows are 8pm Thursday and 6pm Friday | BLUE shows are 6pm Thursday and 8pm Friday.**

**TICKETLEAP**, the online ticket vendor is our BOX OFFICE. The BOX OFFICE link to purchase tickets is on our website [www.WilsonTAG.com](http://www.WilsonTAG.com). Remember that shows do sell-out. Please do not wait until last minute.

**Families will be notified as soon as the BOX OFFICE is open. The public is notified 48 hours later.**

\* VERY IMPORTANT! TAG recommends you use the CHOOSE YOUR OWN SEAT function, which is ONLY available via computer. CHOOSE YOUR OWN SEATS is NOT available when you purchase tickets on your phone.

*(Ticketleap reports they are working on this upgrade)* If you buy tickets on your phone, your seats will be GENERAL ADMISSION. If you have a General Admission ticket at the performance, please wait to see which seats remain open before sitting down.

Due to the rising costs of copyrights, rehearsal and theatre rentals, TAG increases ticket prices from \$20 to \$25. However, we offer our current TAG families a \$5.00 discount code, meaning your tickets will remain at \$20.

Here's the process: The BOX OFFICE will open to parents 38 hours before TAG advertises to the public. For 48 hours, TG families and friends will receive a \$5.00 discount code to use on unlimited ticket purchases. After 48 hours, the discount code will expire. All remaining tickets will be \$25.



## Playbill Ad Guidelines

As per your Enrollment Registration agreement, each family is to purchase one ad in the show's PLAYBILL. The PLAYBILL is the first thing the kids look for on opening night. Two examples are below.

It's a nice touch to include the extended family and pet names in your ad, even if Grandma Florence and Rufus can't make the show 😊

### EXAMPLES

The first example is a grey rectangular ad. On the left is a black and white photo of a young girl with long hair, wearing a white vest over a dark shirt, holding a small white cat. To the right of the photo is text: "You light up the stage like you light up our lives!", "Have a great show!", "We are so proud of you!!", "Love,", and "Mom, I [redacted]".

The second example is a white rectangular ad with a decorative border of small grey dots at the bottom. At the top, it says "Star & Daughter" in a large, black, cursive font, with "Star" and "Daughter" partially obscured by black redaction boxes. Below this is "★ Born Together, Best Friends Forever! ★" in a black, cursive font. In the center is a circular logo for "EAST WILDCATS" featuring a stylized eagle head. Below the logo is the text "TO OUR BEAUTIFUL GIRLS WHO SPARKLE ON AND OFF THE STAGE! WE LOVE YOU! LOVE, MOM, DAD & JACK JACK". On either side of the central text are black and white photos of two young girls. The girl on the left has long dark hair and is wearing a light-colored top. The girl on the right is wearing a white, ruffled dress. Both photos have black redaction boxes over their faces.





## SUBMITTING YOUR AD

Submit **PLAYBILL** information **4 weeks prior** to **SPRING** and **FALL** show, and **2 weeks prior** to **SUMMER** shows to [PGWILSON101@gmail.com](mailto:PGWILSON101@gmail.com).

Create your ad using **WORD**. Then **SIZE** your ad using dimensions below (width x height) using your ad size choice of a quarter/half/full page. Your submitted WORD document is larger, so we can reduce it to increase resolution. Then **SAVE as a PDF** and send to Tricia at [Pgwilson101@gmail.com](mailto:Pgwilson101@gmail.com).

You might also want to submit an advertisement for a **business** that you use. Anyone can buy an ad!

- **QUARTER page ad (\$50)** – Color business card size. Up to 1 photo allowed. Can be an ad for a child in the show or for a local business. **Submit 4.5" x 5.5" PDF document** which will appear as a 4.5" x 2" size ad.
- **HALF page ad (\$75)** – **Submit an 8.5" x 5.5" PDF document** which will appear as a 4.5" x 4.5" size ad. Up to 2 photos allowed. Can be an ad for a child or a business.
- **FULL PAGE ad (\$100)** – **Submit an 8.5" x 11" PDF document** which will appear as a 4.5" x 8" size ad. Unlimited number of photos. Can be an ad for a child in the show, or a business advertisement.
- **TWO INSIDE COVERS available** - **Submit an 8.5" x 11" PDF document** which will appear as a Full-page inside color ads (\$150)
- **ONE BACK COVER available** - **Submit an 8.5" x 11" PDF document** which will appear as a Full-page back color ads (\$200)

**DEADLINE:** Two weeks prior to Summer productions, and four weeks prior to Fall, Holiday & Spring productions due to printer's strict requirements.

PLAYBILL advertisements are to be emailed to [PGWILSON101@gmail.com](mailto:PGWILSON101@gmail.com).

**PAYMENT:** VENMO your payment to @Willie-Wilson or send in a check.



## GETTING READY FOR THE BIG SHOW

### Extra Rehearsals for Fall/Spring Programs

**A. TAG extra rehearsals** are held for the SPRING and FALL programs. **Extra rehearsals are not scheduled for the SUMMER programs but some “late” pickups will be communicated if needed.**

**B. When?** Extra rehearsals for SPRING AND FALL programs are held on the Saturday two weeks before the performance. You will be notified of the details including location, which may differ from TAG’s usual location.

The EXTRA rehearsal will be on a Saturday from **9:00 AM – 3:00 PM**. The location may not be their routine rehearsal space. The location and time details will always be communicated to the parents via email.

**C. Lunch break** - Pizza will be provided for the cast and staff when they take a lunch break. Gluten-free pizza will also be provided for those in need.



## Costume Information and Instructions

**A. TAG's Costume Shop** has 100 linear feet of costumes. Many costume pieces will be taken from our Costume Shop for your child to wear. Many of our actors/actresses purchase their own costume instead, which is fine, but please have that costume pre-approved by TAG staff member.

1. As the show approaches, TAG will send your child's costume home.
2. For show nights, please take the costume pieces out and iron them carefully. (TAG launders costumes but doesn't iron) After ironing, fold or hang up. Bring costume back to theatre on a hanger. There will be places to hang costumes.
3. Costumes can be shared between cast members, meaning your child's costume may be used by another child.
4. You may find some SAFETY PINS which we use to alter in a pinch. Feel free to hem/sew/alter, but please use long stitches that we can remove before returning. Some of the costumes are rentals.
5. Creative? Feel free to accentuate/exaggerate any costume with a scarf, jewelry, any accessory you may own, keeping in theme with the show.
6. For first performance, please **iron/press the costume** on low heat, and send to the theater on a hanger. Accessories can be sent with costume if you want. Costumes may stay in theater overnight into Friday, hung on a hanger. But many kids bring their costumes home for another iron/pressing for Friday.

### **B. COSTUME/CLOTHING ITEMS from HOME REQUIRED FOR EVERY SHOW**

Each child needs to have 1- beige or flesh-colored tank top or leotard, 2- spandex or plain/fitted black shorts, 3- fitted black pants/leggings, 4-fitted black or white tee/shirt will also be needed.

### **C. SHOES**

1. Kids are to bring their own dance shoes: black or beige ballet flats/jazz shoes.
2. Bring character shoes ONLY if approved by us.
3. Tap shoes (if needed).
4. Plain black, grey, or beige sneaker if they don't have dance shoes.

### **D. CLOSING NIGHT procedure**

All TAG costume pieces **MUST** be left at the theatre. TAG will have marked bins/bags for this purpose. If any costume piece gets smuggled home by mistake, please notify Lynn Wilson immediately. Some of TAG's costumes are rentals and must be returned.



The purpose of **THEATRE MAKEUP** is to accentuate the facial expressions of the onstage actors/actresses under strong theatre lights. Theatre makeup is to be applied quite liberally to both genders; females and males.

**MAKEUP** is defined as eyeliner, lipliner, foundation, and blush. Lipstick is optional. On all show days, all TAG kids are to report in full makeup. They can also bring makeup items for touch-ups backstage.

Please don't be shy with applying your child's makeup. We want all audience members to see your child's facial expressions.

The cast is to arrive in makeup for all performances. There will be backstage help with makeup if needed but applying makeup at home and arriving in full makeup is preferred.



## Show Week Details and Backstage Requirements

Follow this list of instructions for your child to have the best theatre experience ever.

1. TAG **SHOW WEEK REHEARSALS** will be BOTH at the rehearsal space, and at the theatre. You will receive specific instructions via email.
2. Dressing room space is tight. For those with multiple changes, an additional plastic LAUNDRY BIN is recommended. FYI - TAG distributes several plastic laundry baskets on loan.
3. For **DRESS REHEARSALS**, costumes will be required.
4. For THURSDAY & FRIDAY performances, please **IRON/PRESS the costumes**, and bring to theater on a hanger (if appropriate). **OPTIONAL:** Costumes **MAY** stay in theater overnight Thursday into Friday, hung on hangers, **but** we recommend they go home for another iron/pressing if needed.
5. **MAKEUP & HAIR** are only required for Thursday and Friday show days. Kids should arrive with HAIR and MAKEUP already done.
6. On show days, cast should **EAT VERY LIGHT, AVOID DAIRY and HYDRATE** well. Please send cast with a quick snack. TAG will have water, chips, veggies & fruit backstage.
7. Kids are to wear their **own "COSTUME CLOTHING"** under their costumes. Costume clothing = beige leotard or tank, black fitted pants, leggings or shorts, beige, black, or white fitted tee/tank shirt, dance shoes, tap shoes, sneakers, etc.
8. Please **LABEL each costume piece by writing their name on masking tape** and attaching to the garment. This will avoid any panics when similar-looking garments go rogue :)
9. Nothing is more embarrassing for a child then to forget their line, or their entrance cue. Please **REHEARSE ENTIRE SCRIPT with your child**. And please have them watch the Broadway musical (on YouTube) or the movie, anything to get them more excited and familiar with their roles.
10. The professional method to **BACKSTAGE ORGANIZATION** is to create a cheat-sheet from the **SCENE LIST** which you will receive. *See page 27 for details.* With your child, customize the Scene List according to your child's role. Highlight the scenes they are in. Indicate whether they enter stage left or right. List what props they bring to scene. List their costume and other actors in scene. These hints/tips will help them relax/stay organized. These will be taped where they can easily refer to them. TAG will have Backstage Staff to assist, but keep in mind, everyone must be silent, plus they work in the dark, so it's SO MUCH BETTER when the kids know where they are supposed to be.
11. The **BACKSTAGE MANAGER** will create and manage TAG's **SCENE LIST** during the show. TAG's SCENE LIST will be created using large/easy to read lettering. When each scene is done, the scene will be crossed out, so at quick glance, everyone backstage will know which scene is next.
12. **PARENT VOLUNTEERS** are needed to help in the backstage dressing rooms when they are not watching the show. Anyone with patience, hair and makeup talent are wanted 😊
13. After Friday's show, the **CAST PARTY is at Puzos Restaurant or Kinchley's (depends on theatre location)** TAG covers food for the cast and staff. **Parents can order** from the menu and/or bar when they arrive.



## MISCELLANEOUS POLICIES

### **TAG Attendance, Tardiness & Potential Impact**

Willie Wilson's Theatre Arts Group takes theatre very seriously. The TAG staff are a dedicated group of creative and experienced professionals who believe children's theatre is as important as Broadway. They are committed to being present for each rehearsal and show. In alignment with that, TAG expects the same from the enrolled kids.

On-time attendance is expected 100%. Obviously, emergencies arise, and those will be considered fairly. However, if you know your child will have a scheduled conflict during the TAG program, TAG is to be notified **BEFORE** the rehearsals begin. When TAG knows in advance, we can alter our rehearsal milestones around that absence and pivot according to your child's absence.

It is unfair to the other actors when an actor/actress must leave early multiple times, or frequently arrive late. Please be fair and consider the entire TAG family before enrolling your child in competing programs.

**In the event of multiple absences or tardy incidents during the program, a role may be altered per the Directors' guidance. TAG takes attendance and tardiness very seriously.**



## TAG Awards and Discounts

Each summer, we find certain special campers. These are campers who stand out, who display leadership abilities, who reach out to be inclusive with new/shy campers, who demonstrate teamwork, or who perform an extraordinary act of kindness.

All awards are honored for the following year's camp, not the 2<sup>nd</sup> session of the same year. If TAG has more than one winner per category, the discount will be divided equally.

**The BOB FERNANDS MVP AWARD** is for that camper who is the Most Valuable Teammate – generous in spirit, helpful, watches out for others, focusses on what is best for the greater good. MVP = \$100 discount award.

**The RISING STAR AWARD** is that newcomer who shows talent, ability, and potential for leadership. Rising star = \$50 discount award.

**The ANNA SCHNEIDER AWARD** is named after a special and unique camper, who arrived at age 15 - the year she aged out. As is Anna, this will be a unique award given to a unique camper for a unique reason. Anna Schneider award = \$30 discount award.

**The NICK BUSHEY AWARD** is named after our veteran Music Director, Nick Bushey, who lives TAG's mission to lead with love and kindness to create a safe/brave space for your kids every single day. As Willie says, Nick is the nicest guy he's ever known. If we find a TAG kid like Nick, the award = \$50 discount.

**\*PARENTS** – It is your responsibility to notify us when you use this discount. Thank you.