

### How much does it cost to bring the Academy of Children's Theatre to my school?

The cost of the residency is dependent upon your distance from our studio at 213 Wellsian Way in Richland, WA as well as the time of year. For specifics, please contact Julie ([julie@actstaff.org](mailto:julie@actstaff.org)) or Josh ([josh@actstaff.org](mailto:josh@actstaff.org)) at (509) 943-6027, or visit [academyofchildrenstheatre.org](http://academyofchildrenstheatre.org).

### What does the Academy of Children's Theatre provide for this fee?

- Presenter Materials: All materials needed to help you plan and promote your Traveling Tales experience including flyers, graphics, a rehearsal schedule and programs outline.
- Auditions: Two professional ACT Tour Guides to audition and cast your school-age children in a musical production.
- Focused Rehearsals: Lines, staging, songs and movement are learned in a rehearsal schedule designed just for you! Not all cast members attend all sessions.
- Two Public Performances: The residency culminates in two public performances starring your children, complete with professionally designed scenery and costumes.

### What are the basic requirements for hosting Traveling Tales Express for a week in my school?

As a host, it is your responsibility to provide

- housing for two people for seven nights in a home or motel;
- a piano and accompanist (the music in the show is live and the accompanist is generally needed Wed-Sat);
- two rehearsal spaces (one preferably the performance space, the other at least classroom size);
- performance space (the area in front of the set must be at least ..... ).

### How many children can be in the cast?

Our shows are written to incorporate 50-60 school-age children.

### What ages can participate?

All of our shows are written to incorporate school age children through 12<sup>th</sup> grade. In the summer months (June-Aug), the youngest participants must be entering 1<sup>st</sup> grade to be eligible to participate. During the school year tour (Sep-May) the youngest participants must be currently attending Kindergarten.

### How can we involve more than 50-60 children in the program?

- Create a mural reflecting the theme of the show and display it during the production.
- Decorate the halls with thematic creations from each class.
- Have a dress-up day where students come dressed as their favorite character from the show.
- Involve classes in reading and discussing the original fairytale or different cultural versions of the story.
- Have an essay contest and write their own ending or twist.
- Children can create advertising, show program and tickets.
- Have children sell tickets and usher during performances.
- Present multiple weeks in your school.

The reason for limiting the students is to maximize the experience for all students involved. Some towns/school districts may have 15 students audition while others may have upwards of 100. With only a limited amount of time our directors simply don't have enough time and manpower to give more than 50-60 kids a quality experience. If more kids are added, at any age level, the directors become spread too thin and therefore are unable to give the appropriate amount of individual attention to the children to make each child's personal experience safe, positive and successful.

### How do I choose the show title?

When you fill out an application, there is an option for show choice. Not all shows may be available at all times. All of our shows are comparable to one another in that all are musicals incorporating 50-60 school-age children.

### When are rehearsals conducted?

The rehearsal schedule is worked out between both you, the host, and ACT. It's important to note that all cast members are not involved in every rehearsal session. Each child's schedule is dependent on their role.

- For Traveling Tales, you will pick the day(s) of the week you would like to rehearse and if you would like morning, afternoon or evening rehearsals. (Please remember, for Traveling Tales each rehearsal is only two hours and will fall within the stated time frames.)
  - morning rehearsals happen between 8:30am-12pm,
  - afternoon rehearsals happen between 12:30pm-4pm,
  - evening rehearsals will happen between 5-7pm.
- For Traveling Tales Express, each rehearsal session will last two hours with two sessions a day with a lunch break. The lunch break does not count as part of rehearsal time. Sessions happen either during the school day (during school hours) or after school (after the school day has ended).

**Can our week be used as a fundraiser?**

Yes. All of the proceeds you make from ticket sales are yours to keep. We encourage you to seek all possible funding sources to support your residency: banks, law firms, grocery stores, the local mall, fast food restaurants, businesses catering to students and families. A Rotary, Lions or Kiwanis club may be willing to be a partner with you in this project. It can prove to be an excellent way to involve the business school in your children's lives.

**Who will be visiting our school/school?**

A team of two adult, professional actor/directors will visit your school for the week. These individuals are typically college graduates with training in either education, theatre, musical theatre or a combination. ACT Tour Guides will serve as ambassadors for the arts, especially the theatre. They have the joy of directing and performing as well as the adventure of travel. Simply put, they have the opportunity and the privilege to change the lives of your young people.

**Do your teams have background checks?**

Yes. Each individual on our touring staff goes through an arduous process of interviews, reference checks, criminal background checks and fingerprinting. Just as we assure every child within our cast is safe with our staff, this same assurance is extended to the families housing our Tour Guides.

**A potential cast member can't make the auditions. Can they still be in the show?**

If a child is not able to audition, they will not be able to participate in the show. The two-hour audition is the time when the team is able to assess the abilities of the children, which in turn helps them cast the child in the role just right for them.

**Should the students prepare anything for auditions?**

No preparation is needed. Our team of actor/directors will guide the children through the audition process with easy-to-follow instructions on basic movement, lines and song. At the end of the two-hour audition, the cast will be announced, and each cast member will receive a rehearsal schedule. Although not all cast members are needed at every session, those auditioning must have a clear schedule for rehearsals, and if selected, attend all rehearsals required for their role.

**How long are the auditions?**

The auditions last two full hours. Each child attending the audition will need to be present for the entire two hours.

**How long are the shows?**

Each show is approximately 45-60 minutes in length. There is no intermission.

**How much should we charge for admission to the shows?**

You may set your ticket prices at whatever level you wish. The ticket price should depend on your school and comparable events your audience attends. We strongly encourage you to evaluate your costs before setting the price. Do not underestimate the value of this project for your school or think you need to "give it away." Remember, your students have worked hard and are very proud of their show. At ACT, we charge \$13 for adults, \$10 for students/seniors and \$7 for children.

**How do we arrange for an accompanist?**

Providing an accompanist is a contractual obligation and is critical to the success of the residency. It is necessary for the ACT Tour Guides to work with the same accompanist at rehearsals and performances. The music is not difficult, but specific cues will be set. Local music teachers may serve as a good resource when looking for an accompanist. Choosing someone who can read music and is comfortable with the task is very important. For this reason, student pianists are not always the best choice. The accompanist should arrive before or after the audition session to meet the ACT Tour Guides and pick up the score. A time will be scheduled for the ACT Tour Guides and accompanist to briefly run through the music before their first rehearsal with the cast.

**Can we use recorded music if we can't secure a piano player?**

We do not provide a recorded version of the music. The accompanist is integral to the success of the show and adds an important professional component to the week.

**I can't find an accompanist, what should I do?**

Providing an accompanist is a contractual obligation and is critical to the success of the residency week. Local music teachers and churches may serve as good resources when looking for an accompanist. Often teachers, parents or piano students are the best options. Choosing a pianist who can read music and is comfortable with the task is very important. A sample rehearsal score can be forwarded to potential accompanists for their review.

**What needs will the ACT Tour Guides have?**

Once they have access to the facility and the students have shown up for the audition, the ACT Tour Guides are fairly self-sufficient. The best thing you can do from then on is simply BE AVAILABLE. Designate one contact person who can check with them daily and lock the spaces after rehearsals. Unexpected situations often arise. For example, rooms may be locked or a

ladder may be required. The team is not authorized to acquire keys to any facility used during the course of the week.

**What are the team housing requirements? (FOR TRAVLIN' TALES EXPRESS ONLY)**

Providing housing for the two ACT Tour Guides is your responsibility as the Host. Housing must be provided a total of seven nights, Sunday to Sunday, regardless of schedule variations set by the Host. Housing shall be private (one person per room), clean, comfortable and safe accommodations, for the two ACT Tour Guides, either in a hotel/motel or private home(s). Married teams will require only one room with one appropriately sized bed. Obtaining complimentary rooms for the two ACT Tour Guides is often a possibility if you ask a local motel or hotel in advance. You may also choose to house the team in a private home(s). For the ACT Tour Guides, the host families can provide wonderful memories and may launch new friendships. This is a great way for cultural exchange to happen and give a "home away from home" experience for the team. The option of a homestay allows you to keep your costs down, but please take care to screen the hosts. *Providing a sofa bed in an open family room or asking the Tour Guides to share a room (unless married) is NOT acceptable.* Please confirm lodging is equipped with a telephone or adequate cell phone coverage. This is imperative to ensure the comfort and safety of the team. If you have any questions about this, contact us before arranging housing.

**When will the ACT Tour Guides arrive? (FOR TRAVELING TALES EXPRESS ONLY)**

Two ACT Tour Guides will arrive the night before your residency begins. If they have an exceptionally long drive from their previous site and if their schedule in your school allows, they may arrive the morning before the audition. Our Tour Guides will call two weeks preceding your residency to establish a time and place for your first meeting. During your first meeting, allow plenty of time to walk through the audition, rehearsal and performance spaces.

**Where should the audition take place?**

The ideal audition location is a large open room such as a gym or cafeteria. All students who are auditioning will be moving throughout the process and need plenty of space.

**Where do rehearsals take place?**

Throughout the entire residency, two rehearsal spaces are required. The first space must be a large room, preferably the performance space. The second space should be at least the size of a large, uncluttered classroom, where twenty students can move about freely for music and choreography. The same

two spaces will be used the entire time. We recommend you reserve these two spaces early to avoid conflicts.

**Can parents and teachers watch rehearsals?**

All of our rehearsals are open to parents and teachers. Be aware, however, it may be fun for the students to surprise their parents at the end of the week by showing what they have accomplished! We cannot allow guests to disrupt the rehearsals; if a parent or teacher becomes a distraction to either the students or ACT Tour Guides they will be asked to leave the rehearsal space. Productive rehearsals depend on the focused work of the cast members involved.

**Where should the performances take place?**

The performance space can be a stage, auditorium, cafeteria or gym floor – any space large enough to accommodate the set and 50-60 cast members – keeping in mind additional room for the audience. For size, sound and safety reasons, the use of portable stages and/or platforms is strongly discouraged.

**When should the performance space be available?**

It is important the ACT Tour Guides have an opportunity to assemble the set prior to performance day and have at least one full day of rehearsals in the performance space. We recommend the performance space be available for set assembly and rehearsals beginning on Thursday through performance day (earlier if you are having Friday shows).

**When should the performances take place?**

The suggested performance times are a 3pm matinee and a 5:30pm evening performance on Saturday. However, the schedule can be adapted to fit your needs. Common variations are two Saturday matinees, or a Friday evening show followed by a Saturday matinee. When the week begins on Tuesday, it is necessary to have the shows on Saturday to give the students ample time to polish their performances. A dress rehearsal must take place four hours prior to the first performance without an audience regardless of schedule variations. Choosing to have only one performance does not change the fee.

**Can we use a credit card for payment?**

Yes, we accept credit cards for payment.

**When will I receive the Presenter materials?**

The 30 show flyers and online access information for the planning and promotional materials are sent via mail approximately 60 days before your Traveling Tales experience. If you do not receive this packet, please contact our office.