

# YaYa's Performance Academy's

## 13 The Musical-*Black Box Production*

### After school program Information

#### Contact Information:

**Lynsie McCullough-Seeds**

Artistic Director/ Owner

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#### YaYa's Mission & Philosophy

YaYa's Performance Academy is a youth and family based program that provides the community with the opportunity to actively participate and explore the art of musical theatre in a safe, positive, and nurturing environment.

With the growing economic crisis our state faces, cuts to education have been catastrophic; arts programs have been drastically cut back, if not completely eliminated. Our goal is to keep the performing arts alive in our community. We plan to do this by producing high quality productions and training participants in singing, acting, and dancing, while at the same time building strong family and community relationships.

Unlike most community theatre programs where you must audition to be in the show, YaYa's guarantees a role in the production to all who register and complete the rehearsal process; thus, providing the opportunity to all who are interested.

At YaYa's, our mission is to keep the arts alive by creating a positive environment to encourage artists to explore, grow, and learn. Participants will develop valuable life skills like the 10 C's listed below:

1. Communication
2. Creativity
3. Coordination
4. Collaboration
5. Confidence
6. Cooperation
7. Character
8. Control
9. Comradery
10. Commitment

We celebrate diversity and welcome participants of all backgrounds, abilities, and levels of experience. We believe theatre is a way to bond families and unite our diverse community in a collaborative art form.

# YaYa's General Information

- ♫ **Enrollment days:** There is only 1 enrollment rehearsal for our summer production of 13 the Musical on Saturday, 6/25/22. Once enrolled they are guaranteed a role in the ensemble of the show and will rehearse every Saturday. Participants may try out the first rehearsal before paying the fees, but you still need to create a parent and student account, so we have emergency contact information.
- ♫ **Online Enrollment and payments** Every performer must set up an account through our online enrollment system (Dance Studio Pro or DSP) that can be accessed from our website [www.yayasacademy.com](http://www.yayasacademy.com) by clicking on the PAYMENT button on any page or the ENROLL button on the show specific page. Once your family account is set up with emergency contact information and contact info. it will be saved for future shows. You may make your payments online using PayPal, a credit card, or a debit card. Check or cash payments may be made in person at a rehearsal. We will use this system to add your lead and costume fees to your balance once the show is cast. You will be able to log in and view your account to see what fee's you owe.
  - You must enroll online (1<sup>st</sup> payment made, or paid in full) by, Monday, 6/27/22 at 6:30 pm to be in the show. You can try out the first rehearsal for free, but you still need to create a parent and student account, so we have emergency contact information on hand.
  - **Refunds** are only given if requested prior to lead auditions or if we do not get enough students for the program to continue (minimum 30 students).
- ♫ **Participation Waivers:** All participants must read and agree to follow our COVID-19 guidelines and procedures which can be previewed on our website [www.yayasacademy.com](http://www.yayasacademy.com). Agreement to all waivers (general liability, Covid release, policies & procedures) are required to participate in any programs. You can view and agree to the waivers once you set up an online enrollment account on Dance Studio Pro by clicking the enroll button below. All returning participants will need to read the updated policies on DSP and click on the box to submit agreement. See instructions for how to access waivers on our website.
- ♫ **Rehearsal days, times, & Location:**
  - The first rehearsal is Saturday, 6/25/22 6<sup>th</sup>-8<sup>th</sup> 12-1 pm, optional audition prep for 6<sup>th</sup>-12<sup>th</sup> 1-2:30 pm and 9<sup>th</sup>-12<sup>th</sup> 2:30-3:30 pm.
  - All rehearsals will be at Lakewood Village Community Church (LVCC) located at 4515 Sunfield Ave. LB 90808 in the Fellowship Hall.
  - Beginning the second week on 7/2/22 the normal rehearsals are Monday and Wednesdays from 7:00-9:30 pm for leads, Saturdays from 12:00-4:00 pm for the ensemble. Ensemble will also be called to occasional M/W night rehearsals from 7-9:30 pm. The entire cast will not be called to every rehearsal. We will update the calendar on Band (see Band App info below) with a detailed rehearsal schedule listing exactly who is needed and when every 1-2 weeks. If you audition and are cast as a principal lead role, plan on being at every rehearsal. Smaller featured lead roles will not be called as often or as long.
- **Ensemble Casting** will happen on the first day of rehearsal, 6/25/22.
  - Participants will attend their age group rehearsal times listed above.

- During the 1<sup>st</sup> rehearsal, we will evaluate the students to determine what ensemble rehearsal groups to split them into. We will have at least 2 groups. Ensemble groups are scheduled for 1-2 hours on Saturdays. Once ensemble groups are assigned to a Saturday time, that will be their set Saturday time for all remaining weeks of rehearsals. Only the Monday and Wednesday evening schedules will fluctuate by week for leads and ensemble depending on what scene or song we are working on that week.
- We will post the ensemble group assignments as well as the lead roles to the Band app by Friday, 7/1/22 at 8 pm.

### 🎵 **Lead Auditions:**

- Those interested in auditioning for one of the lead roles in the show need to attend the lead auditions on Monday, 6/27 from 7-9:30 pm. Only those interested in a lead role need to attend this day.
  - Callbacks will be Wednesday, 6/29 from 7-9:30 pm (those needed will be listed on the callback list we will post to the band app).
  - We will hold an optional audition preparation rehearsal for those interested in auditioning for a lead role on the 1<sup>st</sup> Saturday rehearsal from 1-2:30 pm. This rehearsal will prepare you with the content we want to see at auditions. Performers do not need to prepare anything for the audition. We will teach them the song we want to hear and have scenes for them to read for auditions. In the meantime, for those interested in preparing for their lead audition in advance we posted a reference recording of the show to the Files on the Band App.
  - After lead auditions we will create a cast list stating who got each lead role as well as what ensemble group they have been assigned to and their rehearsal time for Saturdays. The Calendar on the Band App will be updated weekly with which groups and leads are called to each rehearsal. Only those listed in the NOTES section for each rehearsal are called.
  - We will post the lead cast list to the Band App by Friday, 7/1 at 8 pm and send out an email.
- **Band App-** We are using a new App to communicate all program information including schedules, dance videos, music tracks, hand-outs, reminders, etc. This App is replacing Shutterfly for those of you who have done shows with us in the past. Please click on the link below or scan the QR code to be added to our "Band." You will be prompted to download the app on your phone or other device and then I will approve you as a member once you answer the privacy question.
    - Please have your older kids with phones or an iPad download the app as well, this way they will have access to rehearsal materials without always having to use your phone. The Band app is for ages 13 and older.
    - You can contact us directly through the chat function in the app. Please keep in mind that most of the time info will be sent out in a group chat. If you want to respond or ask a question that only pertains to your performer, please private message YaYa instead of responding on the group chat.
    - Band is also accessible from your computer by going to [www.band.us](http://www.band.us) and logging in with the same username and password you used on the app on your phone.
    - <https://band.us/n/afa572Ead7r3i>



- **Fees** involved with the program cover all the production costs of renting rehearsal space, performance venue, insurance, set construction, programs, hand-outs, show royalties, staff salaries, etc. All fees must be paid in full prior to Tech week in order to participate in the shows.
  - **Tuition Fee** of \$250.00 covers script, show shirt, rehearsal tracks, and 6 weeks of instruction in singing, acting, and dancing for the ensemble for a 1-hour rehearsal, 1 day per week. Tuition fee is due in full, or 2<sup>nd</sup> payment made prior to lead auditions on Monday, 6/27 at 6:30 pm. We offer a 10% discount for 2 or more actors from the same family.
  - **Lead fees** will be charged to all who are cast as a lead role in the show. This fee is to cover the additional instruction time that these participants will receive (leads are often called twice a week and sometimes for 2 hours each day in addition to the ensemble Saturday rehearsals). Principal Leads will pay a \$100 fee and small featured roles will pay a \$50 fee.
  - **Costumes-** All cast members are responsible for their own costume. We will provide specific requirements as well as examples and cost-effective suggestions. On the occasion that something needs to be uniform across the cast, we will bulk purchase the item and charge you a minimal fee. Some lead costumes will be provided for a small cleaning fee.
  - **Late Fees** will be charged for all tuition payments, lead fees, and costume fees that are not paid online by the due date.
  - **Ticket sales** help pay for the overall cost of running the program. It is important to sell tickets for our program to continue, as well as to fill the seats and perform our shows for a sold-out crowd. If each family sells a minimum of 5 tickets per production, we will be in great shape. Tickets will be sold online at a later date.

♪ **Tech week** is the week that we move to the facility in which we will perform the show. These dates are listed below as well as on the calendar on the Band app. This is the week we place everything on stage and add our sets, props, costumes, and technical aspects of the show. This is a very important week, during which there will be **NO EXCUSED ABSENCES**. It is a long and very important week. We ask that you always arrive on time ready to work. We ask that you please be flexible with us this week, as sometimes the schedule must change last minute. Tech week rehearsals and performances will be at St. Cornelius school. It is very important that all performers attend all tech. week rehearsals to be taught how to work with the sets and technical equipment.

- **Mandatory Tech. week rehearsals are:**
  - Sunday, 8/7/22 12-3 pm
  - 8/8-8/11/22 5-8:30 pm
  - *Subject to change*

♪ **Performances** will be at St. Cornelius School in their Large Hall. 3333 Bellflower Blvd. Long Beach 90808. The projected performance dates are below. We will do a maximum of 4 performances depending on how many performers enroll in the show. If we get fewer than expected, we will only do 2 performances.

- **Friday, 8/12 7 pm**
- **Saturday, 8/13 2 pm & 7 pm**
- **Sunday, 8/14 2 pm**

- **Parent volunteers** are a crucial part of making our productions a success. We ask our parents to volunteer a minimum of 5 hours per production. This can be done during pre-show, working jobs during performances, as well as post-show with strike. Without parent support, the show would not go on.

Areas in which we need volunteers are:

- Making costumes
  - Line Leaders
  - Building/painting sets
  - Making props
  - Concessions for the show
  - Box office
  - Load-in
  - Show-grams & flowers
  - Strike
  - Please let us know your unique skills and we will put you to work.
- **Parent meetings** -Mandatory Zoom parent meeting on Thursday, June 23<sup>rd</sup> at 7 pm.
  - **Where to go for help:** The Band App is your main source for production information. Always check there first for the schedule, hand-outs, and announcements. Feel free to approach staff members before or after rehearsal times with your questions, or you can email, text, or call us at 562-355-2004 or [info@yayasacademy.com](mailto:info@yayasacademy.com)

## YaYa's Program Policies

- **Behavior policy**- Performing in a YaYa's production should be seen as a privilege. Disrespectful or inappropriate behavior by the performer or the parent will be grounds for expulsion from the production with no refund. Behavior will always be considered when enrolling and auditioning for future shows. Severity of the consequences are at the discretion of the Artistic Director.
- **Attendance Policy**- 3 or more unexcused absences may result in being dropped from the production without refund. Students who miss excessive amounts of rehearsals fall too far behind and we do not have the time to stop momentum and reteach each number for every absence. Leads with 2 or more unexcused ensemble and/or Lead rehearsal absences will be dropped from their lead role at the discretion of the director.
- **Tuition fee waivers**- We offer a couple tuition fee waivers per show, as we understand that times are difficult, and we want all interested to be given the opportunity to perform. Watch for the fee waiver deadlines 2 weeks prior to the first rehearsal of the show.
- **Payment plans** are available in which we break down the registration fee into 2 equal payments of \$125 each. A \$10 late fee will be charged if the second payment is not paid on time.
- **Late fees**- All program fees (tuition, lead fee, costume fees) are assigned due dates in our online payment system. Any fee not paid online by the due date will be charged an automatic late fee (\$10 for tuition payments and \$5 for all other fees).
- **Refund policy**- Requests for refunds must be submitted prior to lead auditions.
- **Photo & video policy**-
  - Photography and videography at the shows are strictly prohibited.
  - YaYa's Performance Academy will contract with a set professional show photographer each production to photograph the shows. Participants will have the opportunity to purchase photographs from the photographer.
  - When the royalty contract allows for it, YaYa's will hire a professional videographer to video record the show and sell copies to the participant's families. The privilege to do this is on a per show basis depending on what show we are performing and the set regulations in the royalty contract.
  - YaYa's will use photographs, video, and sound recordings taken during rehearsals and performances for publicity purposes only.
- **Contracts**-
  - **Cast member Contracts** lay out the expectations we have for our performers and their parents and must be signed by all who wish to participate in the production. These will be posted as a google form to fill out on the Band app.

# YaYa's Performance Academy

## 13 the musical Black Box

### Online Enrollment-PAYMENT PLAN

Follow the instructions below to make a payment for a payment plan after you have set up your online account and enrolled in the production at [www.yayasacademy.com](http://www.yayasacademy.com).

#### Types of payment plans:

- **Full Tuition** Enrollment is \$250. The balance is divided into 2 payments of \$125 each.
- **Family discount** is 10% off total amount. So, for 2 performers the total would be \$500, but with the 10% discount the total comes to \$450. The balance is divided into 2 payments of \$225 each.

#### The payment schedule is as follows:

1. Payment #1 due 6/25/22
2. Payment #2 due 7/23/22

*A \$10 late fee will be charged for late tuition payments.*

#### To make a payment online please follow the steps below:

1. Go to [www.yayasacademy.com](http://www.yayasacademy.com)
2. Click on the payment button in the upper right hand corner of any page.
3. Log-in to your account.
4. Click on the ACCOUNT drop down tab
5. Click on PAY ONLINE
6. Click on OTHER, then NEXT
7. Enter the "Pay Amount" as \$125 (or \$225 for 2 performers)
8. Click on the NEXT button
9. Choose your which child you are paying for then select an item.
10. Click ADD TO PAYMENT then click on NEXT
11. Click on MAKE PAYMENT
12. Complete your payment using your credit card information.

**Please let me know if you have any questions by emailing [info@yayasacademy.com](mailto:info@yayasacademy.com) or calling 562-355-2004.**