

THE PENGUIN PROJECT ® of Muskegon Civic Theatre FORMS AND HANDOUTS

Artist/Mentor Application Form

Getting To Know You Form

Parent Form

Medical / Photo Release

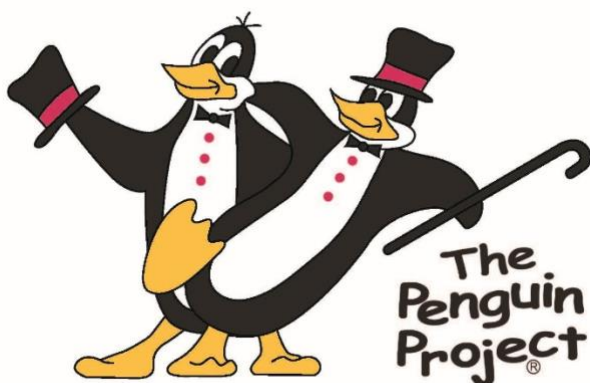
Penguin Project Foundation Release

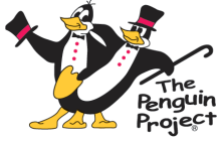
Information Sheet

Tentative Rehearsal Schedule

Mentor Handbook

Parent Handbook





Getting to Know You Penguin Friends 2022

This is a fun activity to get to know each other better. None of the information will be published or shared outside of The Penguin Project® cast. *These will be shared with your partner once artists and mentors are paired.*

Name _____ **Likes to be called** _____

This year I am a(n) Artist or Mentor. Please circle one.

Phone _____ **Email** _____

School _____ **Birthday** _____

Family Members _____

Best Friend _____ **Pets** _____

Other Productions I have been in _____

Favorite TV shows _____

Favorite Music _____

Favorite Movies _____

Favorite Book or Story _____

Favorite Candy/Treat _____ **Favorite Food** _____

Favorite Sport or Team _____ **Favorite Color** _____

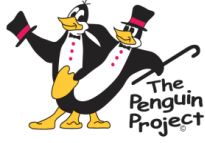
Hobbies _____

Things I do NOT like _____

Things I like to collect _____

Something about yourself you would like to share with us

My favorite part about being in the Penguin Project®



Medical/Photo Release



Penguin Project Participant: _____
(Please Print Child's Full Name)



Medical Release

I/we hereby give permission for any and all medical and/or dental attention to be administered to my/our child in the event of accident, injury, sickness, etc., under the direction of the bearer of this letter, until such time as we may be contacted. I/we also assume the responsibility for the payment of any such treatment.

FIRST MEDICAL CENTER PREFERENCE:

MEDICAL CONDITIONS:

KNOWN ALLERGIES:

MEDICATIONS:

(Please Print Parent's/Guardian's Full name)

(Please Print Parent's/Guardian's Full name)

(Please SIGN Parent's/Guardian's Full name)

(Please SIGN Parent's/Guardian's Full name)

Evening Contact Number

1st Alternate Number

2nd Alternate Number



Photo / Video Release

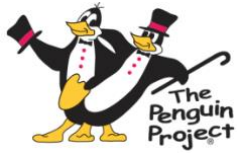
I/we hereby grant permission to the Penguin Project to use any photographs/video recordings in publications without further consideration, and I/we acknowledge the Project's right to crop or treat the photographs/video recordings at its discretion. I/we also acknowledge that the project may choose not to use any photos/video recordings at this time, but may do so at its own discretion at a later date.

(Please Print Parent's/Guardian's Full name)

(Please Print Parent's/Guardian's Full name)

(Please SIGN Parent's/Guardian's Full name)

(Please SIGN Parent's/Guardian's Full name)



The Penguin Project Foundation

RELEASE

Please read this section carefully before signing: be aware that in signing up and participating in the Penguin Project theatrical production (the Show) and using the facilities and equipment, directed and produced by the Penguin Project Foundation (the Foundation), you will be waiving and releasing any and all claims for injuries or loss or property damage that you or your child might maintain arising in any matter out of the Show or the use of any theatrical facilities or equipment.

ACKNOWLEDGMENT OF RISK OR INJURY

For the consideration of me and/or my child, for whom I am responsible and represent, participating in the Show, I/we acknowledge that we do so of our volition and choice and, recognizing that performing in such a production has or creates greater risk for injury to myself or child.

WAIVER OF CLAIM FOR INJURY

I agree to waive and relinquish all claims that I or my child may have for injuries or damages as a result of participating in the Show or using the theatrical facilities or equipment, against the Foundation, its officers, directors, agents, employees and/or affiliates. This Release is intended to release any and all claims that I/we may possess as a consequence, in any fashion, of our participation in the Show. Accordingly, I do hereby fully release, discharge from liability and hold harmless the Foundation, its officers, directors, agents, employees and/or affiliates from any and all claims for injury, including death, damages, property damage or loss which we may have or which may in the future accrue to me or my child on account of participation in the Show or use of the Show or the theatrical facilities equipment.

INDEMNITY AND DEFENSE

I further agree to indemnify, hold harmless and pay defense costs and defend the Foundation, its officers, directors, agents, employees and/or affiliates from any and all claims resulting from injuries, including death, damages, property damage or loss sustained by me or my child arising out of, connected with or in any way associated with the activities participating in the Show or by use of any theatrical facilities or equipment.

RECOGNITION OF TERMINATION

The undersigned recognizes the right of the director of the Show, in his or her absolute discretion either to terminate a participant's involvement in the Show at any time due to disciplinary issues or medical issues which might jeopardize either the participant's or someone else's health, safety or well-being or because of concerns about the completion of the production of the Show in a satisfactory manner, which it is acknowledged is solely the decision of the Show's director.

Dated: _____

Name of Participant

Name of Responsible Person

Signature of Responsible Person





WELCOME TO THE PENGUIN PROJECT

of Muskegon Civic Theatre

Partner: No More Sidelines

We are about to embark on a remarkable journey together!! We anticipate that this will be a “life-changing” experience for your family. This sheet is designed to provide general information about the program and the rehearsal process in hopes of insuring that everything goes as smoothly as possible. If you have any questions, please contact Muskegon Civic Theatre at 231.722.3852.

The Penguin Project prides itself on being a safe environment for creative expression. We have a NO TOLERANCE policy for bullying, teasing, and physical violence. ANYONE who violates this policy may be asked to leave the program.

Please make certain that we are aware of any special circumstances, potential problems, or restrictions, particularly any issues related to behavior or health. Let us know how we should deal with significant behavior problems. Our standard approach will be to remove the child from the rehearsal area to allow him/her to calm down. If this does not work, we will call you to come get him/her.

Please fill out the calendars identifying any and all conflicts. This will allow us to schedule rehearsals based on conflicts to maximize everyone’s time commitment. If you are unable to fill out the calendar today, please bring a completed calendar to the next company meeting or email it to penguinproject@muskegoncivictheatre.org.

Group Rehearsals will generally be held on Tuesdays and Thursdays at **The Hub** @ 640 Seminole Rd. Norton Shores, unless otherwise specified. Rehearsals **start promptly** at 5:30 pm, again unless otherwise specified. Please arrive 10 minutes or so earlier so your child is “ready to go” when rehearsal begins.

Artists with leads and their mentors will be rehearsing more frequently, possibly Mondays and Wednesdays, beginning in September. The frequency of rehearsals will increase for everyone as we get closer to the performance. Rehearsals will typically be held sometime Monday thru Friday the last two weeks, and may last up to 2½ hours. We have included a tentative rehearsal schedule in your introductory materials, and will be providing a complete rehearsal schedule with all rehearsal dates as soon as possible.

Rehearsals will typically last for 1 hour and fifteen minutes unless otherwise specified, and will be followed by a social/snack time. Children should wear comfortable clothes and sneakers to rehearsals to allow movement. Please do not wear sandals, flip-flops, or go barefoot. Also please dress appropriately – girls with tops that are not revealing, and boys with shorts/pants that do fall below the waist. No undergarments should be exposed.

Parents and other family members are welcome and encouraged to remain at rehearsals to watch their children, as long as they remain out of the “performance area” and not to interfere with the rehearsal but assist with behavior issues with your student. This can also be a time to “network” with other parents or join one of our many committees. If you drop your child off, please plan to return to pick him/her up at 7:00, or whenever the rehearsal is scheduled to end. **Artistic staff always stays until every child is gone, so please be prompt.**

If your child will be unexpectedly unable to attend a scheduled rehearsal, please contact us by calling the **MCT** office, 231.722.3852. If a rehearsal is cancelled due to weather, we will post the notice on the websites: www.muskegoncivictheatre.org or www.nomoresidelines.org , and on Facebook.

We like to serve “snacks” after each group rehearsal (cookies and punch, etc). Families of the cast have traditionally taken charge of this responsibility. We will need one or two volunteers to coordinate the treats, so let us know if you are interested. If your child has any special dietary restrictions, please let us know.

After two to three weeks of general rehearsals, we will cast the show based on our observations of the children. We will have a separate rehearsal for anyone interested in a speaking part to hear the children read, but there will be no true “auditions.” A list of the roles and the size of the roles in terms of scenes, lines and songs will be provided. As indicated previously, those receiving lead roles will be expected to attend more frequent rehearsals, depending on the size of the role.

Each **Young Artist with a Special Need** will have a mentor to assist them at rehearsals and on stage. The mentor will be on stage and costumed appropriately, but will be expected to remain “*in the background*” to provide support and guidance as needed. Please let us know if you would like a specific mentor for your child. We will do our best to honor these requests, but will always do what we feel is in the best interest of the child and of the cast. Over the first two to three weeks, we match the children based on our observation of their strengths and needs. If an artist and a mentor want to continue as partners, they need to let the mentor coordinator know this. Everyone will be matched by 2 to 3 weeks. If at any time you perceive that there is a problem with your child and his/her mentor, please do not discuss this with the children directly. Please bring your concerns to us ASAP, and let us handle any problems.

Each **Mentor** will learn the part of his or her Young Artist including lines, songs, and stage directions. Mentors will receive additional training in “mentoring” throughout the rehearsal process as well as at an Informational Meeting on **June 11th at 11:00 or June 14th at 6:00pm** and Mentor Boot Camp on **June 18^h, 10:00 – 2:00**. Both will be held at **The Hub**. Mentors will be expected to attend all rehearsals of their partner. Please, let us know if you will be unable to attend a rehearsal, so we can find a “sub.”

Each member of the cast (Young Artists and Mentors) will be given a script book and a CD of the songs. Cast members will be expected to work on their lines and songs outside of rehearsals, at home with their family or their mentors. This will allow us to focus the rehearsal time on group activities.

Parent involvement is critical to the success of The Penguin Project. In addition to helping your children prepare for rehearsals, we will need adult volunteers to assist with sets, costumes, props, stage crew, etc. We will also need adult volunteers to help backstage during the performances. Let us know if you are interested in serving in any of these capacities.

“Our Penguins may not be able to fly; but that does not prevent their spirits from soaring”

Rehearsal Schedule

The Penguin Project of Muskegon Civic Theatre

This is a “tentative” schedule. Not everyone will be needed for all cast and blocking rehearsals, but everyone should plan to be there. Rehearsals may be cancelled, but none will be added. A detailed schedule for blocking rehearsals will be provided after the show is cast.

Everyone is to help strike the set, clean the dressing rooms and greenroom. Costumes should be returned immediately after the show.

There will be a sign-in sheet at rehearsals and in the theatre, please make sure you sign-in as soon as you arrive. Dressing rooms will be assigned and that will be posted on the bulletin board in the greenroom.

Artists and Mentors – Please rehearse together on your own time as well as the scheduled rehearsals. If we are getting close to show time and you or your partner is struggling, please put in the extra time to rehearse together. If you need help, ask.

Sat Jun 11 11 AM – 1PM
Penguin Project Information Meeting
The Folkert Community Hub

Tue Jul 19 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Tues Jun 14 6PM – 8PM
Penguin Project Information Meeting
The Folkert Community Hub

Thu Jul 21 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Sat Jun 18 10AM – 2PM
Penguin Project Mentor Boot Camp
The Folkert Community Hub

Tue Jul 26 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Tues Jun 21 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Thu Jul 28 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Thurs Jun 23 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Tue Aug 2 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Tue Jun 28 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Thu Aug 4 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Thu Jun 30 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Tue Aug 9 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Tue Jul 5 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Thu Aug 11 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Thu Jul 7 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Tue Aug 16 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Tue Jul 12 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Thu Aug 18 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Thu Jul 14 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Tue Aug 23 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub



Thu Aug 25 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Tues Aug 30 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Thus Sept 1 5:30 – 6:45pm
Seussical JR, Rehearsal
The Folkert Community Hub

Sunday, September 4

5:45 – 7:45pm Mentor Call
6 – 9pm Artist Call
Frauenthal Center

Mon Sept 5

5:45 – 7:45pm Mentor Call
6 – 9pm Artist Call
Frauenthal Center

Tue Sept 6

5:45 – 7:45pm Mentor Call
6 – 9pm Artist Call
Frauenthal Center

Wed Sept 7

5:45 – 7:45pm Mentor Call
6 – 9pm Artist Call
Frauenthal Center

Thu Sept 8

5:45 – 7:45pm Mentor Call
6 – 9pm Artist Call
Frauenthal Center

Fri Sept 9

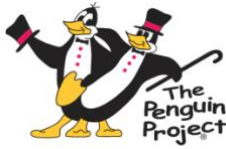
A DAY OF REST

Sat Sept 10

5:45 – 7:45pm Mentor Call
6 – 9pm Artist Call
Curtain @ 7:30 pm
Frauenthal Center

Sun Sept 11

1:30 – 3:30pm Mentor Call
1:45 – 4:45pm Artist Call
Curtain @ 3 pm, Strike following show, cast/crew party following strike.
Frauenthal Center



THE PENGUIN PROJECT® of Muskegon Civic Theatre MENTOR HANDBOOK



WELCOME MENTORS! You are the backbone of our program. Even though you are not the “stars” of our production, YOU are what help make our stars shine. Please always remember how much you are needed and appreciated.

WHAT IS THE “JOB” OF A MENTOR

- *Be a friend*
- *Keep your partner safe*
- *Help your partner learn the songs, dances, and blocking*
- *Guide and assist your partner on stage*

CHOOSING A PARTNER

- The mentor coordinator is the one responsible for matching you with an artist
- You are free to select your own partner at any time. Some mentors and artists know who they want as their partners from the beginning
- At the beginning of the first few weeks of rehearsals, the mentor coordinator will match all artists and mentors who do not have partners. You can stay with the same person or switch at the next rehearsal
- Once you have decided on a “permanent” partner, tell the mentor coordinator
- Don’t worry if you haven’t found a partner on your own. The mentor coordinator will make sure that everyone has a partner

BREAKING THE ICE

- Introduce yourself to your partner and have your partner introduce themselves to you – keep repeating your name so your partner learns who you are
- Get to know your partner – name, age, school, grade, family members, etc
- Explore common interests – TV shows, music, activities, hobbies
- Don’t be shy – YOU need to be the one to start the conversation
- Get up and sing, dance and play with your partner whenever there is music playing

BE A FRIEND

- Many children with special needs have few friends because they are ‘different’. Your job is to be a friend they know and can count on
- Leave your troubles at the door – this is a time and place to have fun!!
- Happy people create positive energy
- Don’t be afraid to talk about “personal” things if you are comfortable with that
- Hugging is common and accepted BUT make sure your partner is comfortable with physical contact before you touch or hug them

Penguin Project ® *Mentor* Handbook

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KEEP YOUR PARTNER SAFE

- The most important rule of being a mentor is to **NEVER leave your partner alone** – at rehearsals or in the green room during the production.

- This is not a time to be with your friends. Your job is to be with your partner.
- It's OK for your partner to get a drink or go to the restroom, but **YOU MUST GO TOO..** If you are a girl mentoring a boy (or vice versa) and can't go into the restroom with your partner, make sure they are okay on their own while you stand outside the door **OR** get someone of the same sex to help you.
- The Penguin Project must be a safe environment for everyone – no hitting, spitting, bullying, etc. We are not mean to each other.
- We have a "No Tolerance" policy towards anyone hurting someone else, either physically or verbally. Anyone who violates the policy may be asked to leave the program.
- If you observe anyone hurting someone else, you **MUST** report it immediately, no later than the end of the evening. This is not "tattling." We must **ALL** do everything possible to make this a safe environment for everyone.
- Sometimes your partner may not want to participate in something at rehearsal and will sit down and refuse to move. Encourage them in a fun way to join in, but do not force them. If they are in the middle of the rehearsal space, tell them it's OK to sit out and try to get them to move to the side.
- If you see a conflict between two people, separate them from the group and send for help from an adult immediately (see below). **BUT** do not put yourself in danger.
- There are several options for reporting problems. You can always go to the Director or the Mentor Coordinator. There will also be at least one adult identified each night as the Behavioral Consultant for the evening and we will also identify at least one "Head Mentor."

HELPING YOUR PARTNER LEARN THE SONGS, DANCES, AND BLOCKING

- You are responsible for knowing everything your partner does – songs, dances, blocking, entrances onto the stage, exits off the stage
- Learn the songs and dances as quickly as possible so you can spend rehearsals helping your partner
- Look at your partner when you are singing together or sing in their ear – whatever helps them learn the songs
- Talk them through the steps, but you may need to physically turn them, or move an arm or a leg **BUT** make sure they are OK being touched before you do it
- Don't grab and pull on your partner too much. Give them a chance to make the adjustment on their own. **BUT** sometime you may need to be more forceful if they are going the wrong way, going too slow, or in danger of hurting themselves

Penguin Project @Mentor Handbook

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HELPING YOUR PARTNER LEARN THE SONGS, DANCES, AND BLOCKING

- Some artists do not speak clearly – it's OK to ask them to slow down or repeat what they said
- If you are placed in a row, remember what row you are in and who is next to you
- At blocking rehearsals, write down the directions in your book and then put them in theirs
- If your partner has a part, it is very important for you to learn their lines early so you can help them; remember if something happens, **YOU** are the understudy

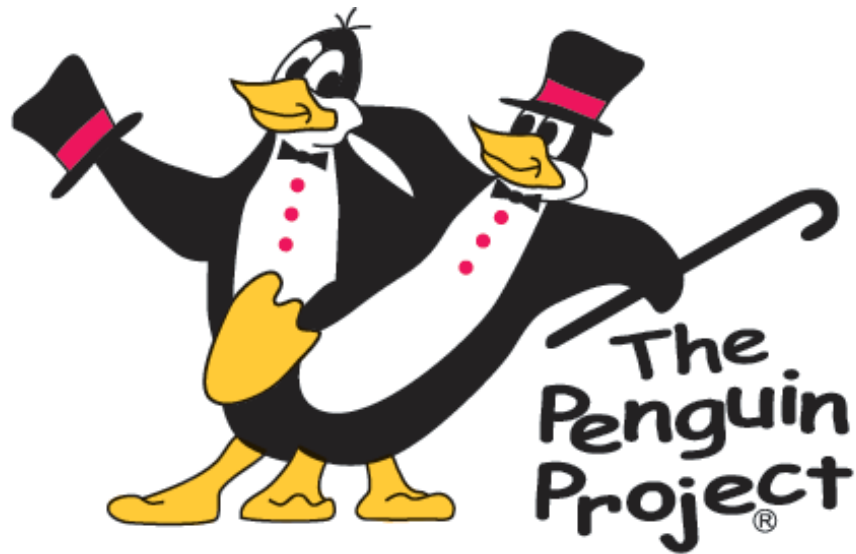
GUIDING AND ASSISTING YOUR PARTNER ON STAGE

- Keep your partner “turned out” facing the audience at all times
- The theater is one place where “cheating” is not only allowed, but encouraged. “Cheating” means making sure that an actor is facing the audience at all times. Actors should be standing at an angle to each other rather than face to face, so that the audience can see faces, not backs (unless otherwise directed). Either remind your artist with a whisper or gently reposition them. This is usually done best by rotating their shoulders outward.
- Stay on the outside shoulder of your partner – in the background, but ready to step in and assist as needed. This may be a time to stand directly behind your partner. Stay in the background, but still in the scene. The best mentors are the ones who don’t draw attention to themselves.
- Avoid getting in-between two artists who are talking to each other on stage.
- As your partner crosses the stage, stay with them and behind them.
- If they are crossing a group of people to get to a new position or exit, go behind the group and meet up with them on the other side. Some artists may need close supervision, however, and you may need to stay next to them at all times.
- Your partner may forget his/her lines, so you must be prepared to help. If this happens, lean in and whisper what they need to say. Be careful not to jump in too quickly. Give your partner time to remember lines before giving assistance. It may be helpful to devise a system for your partner to cue you when help is needed; possibly a hand squeeze or a subtle tap on the shoulder.

**THANK YOU FOR BEING A PART OF *THE PENGUIN PROJECT*
of Muskegon Civic Theatre
YOU ARE CHANGING LIVES FOREVER!!**

**“Our Penguins may not be able to fly
But that does not keep their spirits from soaring”**

Welcome to



Family

WELCOME TO THE PENGUIN PROJECT@!!

Dr. Andy Morgan, his wife Kathy, and the Penguin Project production crew would like to welcome you to the Penguin Project and thank you for sharing your time and talent for this great program. This booklet has been created to be a reference for you during this production. Please read though it and keep in mind that things may need to change slightly from time to time but generally this is how things will work. If you have any questions, please don't hesitate to ask anyone on the production crew. Don't forget to check out the Muskegon Civic Theatre, No More Sidelines or Penguin Project web sites, Facebook pages, and your emails frequently for important information and announcements.

REHEARSALS

First and foremost, The Penguin Project has adopted a SAFETY ZONE policy at every rehearsal and special event related to The Penguin Project. There will be no tolerance for physical or verbal abuse. No bullying will be allowed. If you have a concern or observe a problem, please contact a Penguin Project Staff immediately. If deemed necessary, an artist or mentor may be removed from the production, because of issues related to the safety of others.

Rehearsals are from 5:30 – 6:45 p.m. A tentative rehearsal schedule has already been provided. Tuesdays and Thursdays are generally full cast rehearsals. The Director will notify the cast which scenes will be worked on and the actors in those scenes will attend that particular rehearsal. We will practice at The Hub @ 640 Seminole Rd. until we go to the Frauenthal Theater located in downtown Muskegon at 425 W. Western Ave. the week of the performance.

If your child has a lead or is mentoring a lead, more rehearsals will be required. It is essential that artists and mentors learn their lines as soon as possible according to the rehearsal schedule provided. Please work with your child to help learn lines and/or remind them that they need to work on their lines. If you need help with this process, ask the artistic staff to give you pointers. ***IT IS EQUALLY IMPORTANT FOR BOTH ARTISTS AND MENTORS TO KNOW THEIR LINES ON SCHEDULE.*** If they don't, the entire rehearsal process gets bogged down.

In order to start rehearsals on time, it is advised that children arrive by 5:15 to sign in, get their name tags, find their partners and get to their seats to begin practice. **PLEASE BE ON TIME.**

Your child should be prepared to dance by wearing comfortable shoes and clothing - **NO FLIP FLOPS OR BAREFEET.**

If your Penguin needs to bring a cell phone to rehearsal, they will be asked to turn it off during rehearsal. If this is a problem, please talk with an Artistic Staff member.

Rehearsals begin with announcements which may include schedule changes and information about upcoming events or projects.

Rehearsals end promptly at 7:00 (this includes snack time). **Because some staff do not leave until all children are picked up, we ask that you please pick up your children on time.** This is a safety issue that we take very seriously and your help is greatly appreciated.

Due to potential allergies and health problems of some of our Penguins, please refrain from wearing perfumes, colognes or strong smelling body washes or hair products when coming to practice or performances.

***If your child is unable to attend a particular rehearsal, please e-mail
penguinproject@muskegoncivictheatre.org***

Snacks and a drink are available after practice on Tuesdays and Thursdays only. The snacks and drinks are donated by parents. If you would like to donate snacks or drinks for a rehearsal please let someone in the production crew know. The more parents who donate the easier it is to keep this tradition going. There is a snack coordinator that will schedule volunteers to bring snacks.

Parents are invited to stay during rehearsals. It is fun to watch everyone get better and better, and this will also give you an opportunity to “network” with other parents. If you do attend rehearsals, please stay in the “parent section” and do not intrude on the rehearsal process. However, should there be a behavior issue with your participant please, assist our staff with correcting the behavior.

ARTIST / MENTOR PAIRINGS

This is usually done by the children themselves. If the children do not pair up by themselves, the artistic team will assign partners. If there is a problem that you see between your child and their partner, please notify the mentor coordinators immediately.

Within a couple weeks after we start rehearsal, we will have a separate activity for mentors, what we have decided to call “Mentor Boot Camp.” At Boot Camp, we will discuss mentor responsibilities and ways to facilitate interaction between artists and mentors. (This will be held on June 24th. from 5:30PM – 7:00PM).

“ALL ABOUT ME”

Once pairings are established artists and mentors will receive a worksheet about “likes” and “favorites” to complete and return at the following rehearsal. This information will only be shared with their partner which will assist them in getting to know each other better.

NOTICES / COMMUNICATIONS

Our Production Coordinator will send out notices on a regular basis so it is imperative that you check your e-mail **daily** during our rehearsal process.

Should there be inclement weather leading to rehearsal cancellations, you will be notified by e-mail and an announcement will be posted on our Facebook page.

Any questions may be directed through MCT at: penguinproject@muskegoncivictheatre.org or 231.722.3852. Please read all correspondence carefully!

PENGUIN GEAR

An order form will be available for you to order some special Penguin wearables and other gear. There will be deadlines to meet, so please be sure to get your order in on time so we have them before the production!! Please note this is optional.

Show t-shirts will also be given complementary to each artist and mentor. Please make sure names are put inside. There is usually a cast photo at the theater as well as an artist/mentor photo taken to be put on display in the theater lobby for all the shows. They will need the show shirt for both of these. Dates TBA.

PARTIES

We like to have as much fun as possible so we like to have a few parties. Because there are so many of us, each party usually requires each family to bring a shared dish. Each party is a little different so notices will be sent out via e-mail letting you know what is needed. There's no question that we like to party and EAT so you may find yourselves baking a lot more than usual --- sorry!

We will give you advanced notice of when there will be a party.

COSTUMES

As we move closer to production dates, your Penguin could possibly be measured for certain costumes. Please make sure your Penguin is tuned into announcements.

On occasion parents may be asked to purchase costume items such as shoes, slacks, sweats, etc. If you do not have a certain item, many parents find that second hand stores have what they need.

Please do not wear perfume or cologne while in costume but always wear DEODORANT.

SHOW DATES AND TICKETS

Saturday, September 10th @ 7:30 Sunday, September 11th @ 3:00

On Thursday, September 8th, we have our final dress rehearsal and preview show. Each participant may bring 2 guests for the preview show, free of charge. Tickets will be provided.

For shows Saturday and Sunday the ticket prices are: \$10 **PLUS** \$3.00 Box Office fee
All tickets must be purchased through the Frauenthal Box office 231.727.8001 at 425 W, Western Ave. and will be available in August.

WHAT IS TECH WEEK?

Tech week begins on Sunday, September 4th and runs through Thursday, September 8th before we open the show. This is when all the pieces finally come together for the first time (lights, sound, costumes, etc.) Although this is very exciting, it's also a **very long** week. Rehearsals begin at 7 pm sharp and may run until 9 pm. Your child needs to arrive at 6 pm. to get their hair, make-up and costumes together. This is called "Call Time". Please make sure they are fed sufficiently as there are not any food breaks during rehearsal.

THESE REHEARSALS ARE MANDATORY. We usually have one full run of the show. In order to keep the children occupied, we ask that your children bring quiet activities for when they are not on stage.

All costumes and accessories are to remain at the theater, no costumes are to be taken home. Sometimes we have snacks and beverages around, so please have your child bring something to cover their costume when eating or drinking. A large shirt, smock or robe would be sufficient.

OPENING NIGHT/PRODUCTION WEEK

Finally, the big night! It is a 'theater tradition' for actors to receive an opening night gift of flowers, candy, a card or something relating to their performance. This is not a requirement, but we don't want any child to feel left out because you didn't know about the tradition.

A professional DVD of the show will be available for purchase (\$25.00). There are usually order forms in the green room during production week. If parents are interested in creating their own video, it must be taken during rehearsals. No photography/videography of any kind is allowed during actual performances.

HOW YOU CAN HELP YOUR PENGUIN

Each Penguin will receive a CD of the music and a script book. Please make sure your Penguin brings the script to each rehearsal until told to leave at home.

IF YOU'RE NOT SICK OF THE SONGS, YOU'RE NOT PLAYING THE CD ENOUGH! Play the CD as often as possible, especially whenever you're in your car. Every child is required to know all the words to the songs!

Come and watch our dance rehearsals. If you learn the dances you can help your child practice at home.

If your child has lines, they will need your help in memorizing. This can be a tedious process, but one that is very rewarding in the end! Please feel free to ask the Director or other creative staff for helpful tips if you need them.

HOW YOU CAN HELP OUR PROGRAM

Get involved in any way you can. The more involved you are, the more fun you'll have! If you have a special talent or want to do something 'extra' please notify Erin Sharpe at 231.722.3852 or esharpe@muskegoncivictheatre.org. We are always looking for new and fresh ideas!

Occasionally there will be volunteer sheets posted where the kids sign in. You are not required to volunteer for anything except providing treats at least once during our rehearsal process.

After the show, we will Strike the set followed by the cast/crew party. Everyone must help us clean up the backstage area before you leave the building. We will not begin the party until everything is cleaned up and the last person is present.

Our productions are very costly and we always welcome sponsorships. If you know someone you think would be willing to contribute, please contact MCT 231.722.3852 or penguinproject@muskegoncivictheatre.org .

HOW THE PROGRAM CAN HELP YOU

This is an amazing experience which will enhance your child's life as well as your own! You will find that there are no limits on how your child will change in all matters positive. As parents you will find yourself seeing the impossible unfold throughout the season. You might find your child more comfortable in groups, making friends, and becoming more confident.

Because of your child's involvement in The Penguin Project, you will have the opportunity to meet some amazing and fun parents! You will also find a great network of other parents who have many things in common but would have never met if not for The Penguin Project. During a rehearsal it is not uncommon to hear parents exchanging ideas about school, community workshops, or other great things going on in the world of disabilities. It is important to try to become a member of one the committees. It will definitely enhance your family experience. Speaking of family, Muskegon Civic Theatre considers all our volunteers, actors, artistic staff, etc. as family. Welcome to our family!

COMMITTEES

SOCIAL - parents plan a variety of events such as dinners and parties including: Labor Day Parade, Fundraiser, Cast & Crew Party

SNACKS/TREATS - volunteers organize family donations of snacks and drinks after every Tuesday and Thursday rehearsal until we go to The Frauenthal. The organizers request individual sized drinks or snacks for a quick grab and go. Some examples have been water, juice boxes, or Capri Sun and store purchased snacks like crackers, chips, cookies, etc.

VIDEOGRAPHER - a few volunteers are needed to take some fun video of the rehearsals throughout the season. A leader is needed to put all the video together. There will be a professional videographer for the actual performance.

STAGE CREW - parents volunteer to move sets, props, etc. Volunteers must be available during most of tech week as well as show weekend. Parents can be rotated so you won't miss sitting in the audience for a show. Everything will be at the direction of the Technical Director.

GREEN ROOM - parents are needed to assist in monitoring the Penguins during show weekend. You will also be needed to help get Penguins to line up for cues and may be asked to assist with costumes.

COSTUME CREW - volunteers assist the costumers with whatever is needed. Sewing not a requirement, but if you can assist in this matter, please let them know. Everyone will be under the direction of the Costume Designer.

VENDORS - parent volunteers assist in the pre-sales of special items during the rehearsal period.

PROPS - parents assist in the acquisition of props for the entire production. A Prop Master will be in charge of all things related to props.

