

WELCOME to the Atomic City Children's Theater!

## Required Forms

The following forms are required for participation by your student. Please complete and sign all the forms in this packet and return them to one of the directors ASAP!

- Participation Guidelines & Agreement
- Liability Release
- Photo/Video Release
- Script Loan Agreement
- Clothing Size / Parent Volunteer Form

Blank forms may also be downloaded from our website at: [www.AtomicCityChildrensTheater.com](http://www.AtomicCityChildrensTheater.com)

## Dates for Your Calendar

Parent/Student Meeting (mandatory)

Tuesday, November 6<sup>th</sup> at 5:30 p.m. in the Pinon Elementary Music Room. Turn in your forms!

Rehearsals

Tuesdays, Wednesdays, and Thursdays, 4:00 - 6:00 p.m. (Beginning November 6<sup>th</sup>)

At Pinon School in November/December

At LAMS and/or Smith Auditorium in December/January/February

Performance Week

Monday - Thursday, February 4-7 from 4:00 - 9:00 p.m. (load-in & rehearsals)

Friday, February 8, from 4:00 - 10:00 p.m. (7:30 pm evening performance)

Saturday, February 9, from 12:00 – 6:00 p.m. (3 pm matinee performance)

## Parent Volunteers

Adult volunteers are critical to the success of the show! We need your help in the areas of stagecraft, properties, hall monitors, hair/make-up, concessions, cast party and photography/video. Please let us how you plan to help.

## Participation Fee, Script Purchase, and Optional DVD Order

Due to the nature of our program change, we are asking for a participation fee (\$50) to help cover the cost of our production. We are also asking students to purchase their scripts (\$10) and show shirts (\$20) for our January 25<sup>th</sup> fundraising preview to ensure that our Smith Auditorium production is a success! We are giving parents the option of ordering DVDs while registering for the audition.

Participation Fee: \$50.00

Script: \$10

T-Shirt: \$20

DVD: \$20 (optional)

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Total: \$100.00 (\$80.00 without the DVD)

Please make checks for payable to "ACCT" and turn them in with your required forms.

Atomic City Children's Theater  
PARTICIPATION GUIDELINES & AGREEMENT

Attendance

- Report all known schedule conflicts on the Participant Registration form at the time of audition.
- Do not accept a role that you know you will be unable to fulfill due to missed rehearsals.
- By accepting a role, participants agree to attend all meetings, rehearsals and performances called.
- Attendance will be taken at all rehearsals. Absences that are unexpected (such as for illness) require a parent excuse in writing/e-mail to the directors prior to the rehearsal missed.
- After three absences, parents will be contacted and the student's role may be recast.
- Rehearsals dates, times, and place are subject to change. It is the responsibility of the participant to stay informed of these changes through verbal and e-mail announcements and to regularly check postings on the ACCT website at [www.AtomicCityChildrensTheater.com](http://www.AtomicCityChildrensTheater.com)

Rehearsal Preparation

- Know when rehearsal is scheduled and be on time (early is better).
- Bring your script and a pencil with an eraser.
- For dance, wear or bring appropriate clothing and closed-toed shoes; secure hair off of the face.
- Bring a light snack/meal and a water bottle with a closing lid.
- Leave accessories, toys, electronics or other personal items at home or in the backpack.
- Leave mobile phones in backpacks. No phones will be allowed in rehearsals.
- Work on memorizing lines, reviewing songs, dance steps and blocking between rehearsals.

Behavior Expected

- Show respectful behavior toward school employees, ACCT directors, parents and fellow students.
- Be quiet, attentive, and focused during rehearsal, making the best use of the time.
- Be cooperative and open to direction.
- Encourage and support the performances of others.
- Be where you are supposed to be; stay in designated areas.
- Keep track of your own things and pick up after yourself.
- Take good care of school facilities and equipment.
- Stay informed: read all e-mail communications and regularly check for schedule updates on the website.

Scripts

- Bring your script and a pencil with an eraser to all rehearsals.
- Keep track of your script. Take it home with you after rehearsal.

Costumes

- Agree to wear costume pieces assigned.

- Take good care of costumes issued and return them in good condition, or fees may be assessed.

### Consequences

- Any intentional damage done to property will be replaced or repaired by the student and/or parent/guardian at their expense and may result in the student being asked to leave the program.
- Overt physical contact is inappropriate and will not be tolerated.
- The possession of drugs, alcohol or tobacco is grounds for immediate dismissal from the program. No warnings will be given.
- In the cases of inappropriate attitude, misbehavior or excessive absences, the directors reserve the right to remove the student from the after-school program and recast their part. Resolution of the issue will take place according to the following process:
  1. The director(s) will talk with the student individually.
  2. The director(s) will meet with both the student and their parent/guardian.
  3. The director(s) will meet with the student, parent/guardian, and LAPS administrator.
  4. The student may be asked to leave the after-school program.
  5. The student's behavior will be documented and may affect future ACCT participation.

For additional understanding of rules governing participation in after-school LAPS-sponsored activities, please see the Los Alamos Public Schools Extracurricular Activities Code of Conduct located in the forms section of the LAPS website:

<http://laschools.net/cms/lib07/NM01000458/Centricity/Domain/7/forms/xtracurrcode.pdf>

### AGREEMENT

We have read, understand, and accept the conditions outlined in the above Atomic City Children's Theater Participation Guidelines and willingly agree to abide by them.

The schedule conflicts we listed on the Participant Registration form submitted at audition are accurate and complete to the best of our knowledge. Should our schedule change for any reason, we will notify the directors in writing/email.

Student's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Print)

Parent's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print)

## ACCT – Disney Beauty and the Beast Jr. Liability Release

1. **Understanding Affirmed:** Then undersigned Los Alamos Public Schools (LAPS) system student affirms and acknowledges each and all of the flowing matters to be true and correct:

The undersigned is at least nine (9) years old and desires to participate in the activities of **Atomic City Children's Theater** (ACCT) which will be organized by LAPS employees and assisted by volunteers.

- a. **ACCT** engages in potentially dangerous activities. Participation by students in such activities subjects such participants to risks of injury or death.
  - b. The undersigned's participation in such activities is not requested or required by the LAPS system but is entirely elective and voluntary on the part of the undersigned student. Accordingly, the LAPS require the execution and delivery of the agreement by each participant as a condition of allowing any aspect of such activities to occur on the LAPS's premises or in the LAPS's name.
2. **Assumption of All Risks:** The undersigned hereby personally assumes all risks to the undersigned in connection with such activities, including any and all risks of injury, death, harm, or damage of every kind or description that may befall the undersigned student while participating therein, regardless of whether such risks are known or unknown, foreseen or unforeseen, disclosed or undisclosed, The undersigned is solely responsible for personal safety.

The undersigned certifies that in assuming the risks involved in participating in this after-school program, the undersigned will be required to pay personal medical and emergency expenses in the event of injury or illness. The undersigned agrees to contact his/her personal medical insurance carrier to verify that participation in this after-school program's activities is not excluded in said policy coverage.

3. **Liability Release:** The undersigned completely and unconditionally releases each and all of the following named entities, persons, and parties (herein collectively referenced as the "Releases") from all claims of liability for each and every injury, harm, damage, and loss of every kind or description (including death) to the undersigned's person or property, directly or indirectly occurring in connection with, resulting from, arising out of the undersigned's participation or travel to and from the aforementioned after-school program's activities, whether caused by negligence of any of the Releases, or otherwise.
  - a. Los Alamos Public Schools system, its affiliates and subsidiaries (including the Atomic City Children's Theater), and each trustee, director, officer, employee, agent, and representative of any such entities, including the after-school program's directors, members, and advisors.

The undersigned does further agree to defend, hold harmless, indemnify and release, and forever discharge the Releases from and against any and all claims, demand, and actions or causes of action on account of damage to or related to the undersigned's such participations and travel.

4. **Additional Representatives:** the undersigned has read the foregoing Agreement and understands the same. The undersigned has signed this document freely and voluntarily, without any inducement, assurance or guarantee. The undersigned accepts and approves the same by completing this form and signing herein.

The undersigned certifies this release and all provisions contained herein are binding upon the undersigned, the undersigned's heirs, and the undersigned's personal representatives and will apply to all claims or causes of action which may result from the undersigned's participation in **Disney Peter Pan Jr.** and which result from causes whether within or beyond the control of the ACCT, except such occasioned by the willful or wanton negligence or misconduct of ACCT.

Student's Name: \_\_\_\_\_  
Local Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
School Attending: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_  
Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## PHOTO/VIDEO RELEASE FORM

I do hereby grant to Atomic City Children's Theater and the Los Alamos Public Schools, hereafter referred to as ACCT/LAPS, the unlimited right to use and/or reproduce video, photographs, likenesses or the recorded voice of my child in any legal manner and for the internal or external promotional and informational activities of ACCT/LAPS. I also agree to allow my child to be interviewed and/or photographed by representatives of KSRN and PAC8 in relation to any and all coverage of ACCT/LAPS in which they are involved. I also agree to allow my child's video, photographs, likenesses or the recorded voice to be published on the ACCT/LAPS Internet/Intranet Web Pages, Reel Deal Theater, KSRN, or PAC8. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s).

Student's Name: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT NAME** (print) \_\_\_\_\_

**Student Clothing Size**

Please provide a numerical clothing and shoe size, for example: "10"  
Pants \_\_\_\_\_ Shoe \_\_\_\_\_ Dress (girls) \_\_\_\_\_

Show T-Shirt Size (Child/Adult S-M-L-XL) \_\_\_\_\_

**PARENT VOLUNTEER NAME** (print) \_\_\_\_\_

Adult volunteers are critical to the success of the show. We cannot do it without you. Check at least one area below and tell us how you plan to help.

- Stagecraft/Sets: Assist on scheduled stagecraft/set-building days
- Costumes/Wardrobe: Assist with fitting/alterations/costume care
- Hair/make-up: Assist with hair and/or make-up *before* performances
- Properties: Find and coordinate "Props" (movable objects used on stage)
- Monitors: Monitor students in dressing room area before performances
- Photography: Take cast photos during/after dress rehearsals/performance
- Concessions: Sell concession items at Intermission during performances
- I am willing to head-up the Concessions Crew.
- Cast party: Held after the Saturday matinee performance. Cast/crew families set-up, clean-up and provide the food.
  - I am willing to head-up the Cast Party.
- Show Strike/Theater Clean-up: Saturday after last performance. Everyone (cast/crew/parents) will be expected to participate in clean-up.
- Other \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_