

19 July 2023

Little Shop of Horrors

Dear Parents/Guardians,

We are writing with regards to the upcoming College production of Little Shop of Horrors. Please take the time to carefully read through this letter, as we have produced a detailed timeline of the week's rehearsal and performance times at the QPT. We hope that this will assist in creating a productive, well informed and enjoyable week for everyone involved.

We are very appreciative of your child's commitment to the show and the support you have shown towards the gruelling rehearsal schedule. We are very aware of the extra effort needed by everyone when committing to a production and the pressure this can place on a family. We are confident the hard work will all be worth it, and that Little Shop of Horrors will create some wonderful memories for everyone involved.

Little Shop of Horrors will begin with a Matinee performance for local Primary Schools, commencing at 11am Thursday 3 August. All students involved in the show will participate in a Technical Run from Recess onwards, Tuesday 1 August, and a Full-Dress Rehearsal Wednesday 2 August at the Queens Park Theatre. These rehearsals will run according to the Rehearsal and Performance Schedule attached. Cover notes have been organised and the students' absence over the week has been approved and is supported by NCC Administration and Teaching Staff.

Mr Matthew Grigsby, Miss Erin Kelly, Mr Neil Gregson, Mrs Ruth Lamb and Mr James Softly will be at the QPT over the two days of rehearsals and throughout the performances. Additional NCC staff will assist where needed.

The following Terms and Conditions are applicable at the QPT; it is important that your son/daughter understands them as they are strict instructions from the professional staff working at the theatre.

What is expected and requested from the staff at QPT:

- No running, screaming, graffiti on the walls (this is very important!);
- No running up or down stairs during the shows;
- Students are to enter the theatre through the back-stage door;
- Students are to stay in dressing rooms until called;
- If not required on stage, students are to remain in the dressing room during the performance;
- If students wish to leave the venue early, a note is required and parents/guardians must meet their son/daughter outside the back-stage door.

Tickets for Little Shop of Horrors went on sale Week 6 of Term 2.

Tickets are available online by visiting: www.queensparktheatre.com.au. Booking information can be obtained by phoning 99566662. Please note that tickets are not for sale through Nagle Catholic College.

LITTLE SHOP OF HORRORS – PRODUCTION WEEK 31 JULY – 5 AUGUST QPT REHEARSALS & PERFORMANCE SCHEDULE

<p>MONDAY 31 JULY</p>	<p>VOCAL REHEARSAL</p>	<p>Periods 4, 5 & 6</p>	<p>VOCAL REHEARSAL -Room 402 (Full Cast/Chorus) Students attend Homeroom and Periods 1 - 3 as per a normal day and then report to Room 402 in the Arts block at the beginning of Period 4 after Break 1.</p>
<p>TUESDAY 1 AUGUST</p>	<p>TECH RUN FULL CAST & CREW</p>	<p>11:25 am – 5:00pm</p>	<p>Students must attend Homeroom and Periods 1 – 3. At the beginning of recess, students will meet NCC staff at the YEAR 7/CONVENT OVAL, 11:25am sharp. Staff will take the roll and walk across to QPT with students. Students will be given time to eat their Recess; we will break for 15 minutes shortly after arriving at the QPT. Students will need to bring food and drink for the day, as they will not have access to the NCC Canteen at Recess or Lunchtime. Please ensure they bring plenty of water. Students to wear PE UNIFORMS at school. Students will not return to school at the end of the day. Students need to be picked up from inside the QPT FOYER at approximately 5:00pm.</p>
<p>WEDNESDAY 2 AUGUST</p>	<p>DRESS REHEARSAL FULL CAST & CREW</p>	<p>8:15am – 5:00pm</p>	<p>Students will meet and sign in with a staff member at the QPT GREEN ROOM EXIT DOOR no later than 8:45am. Students will not attend school on Wednesday. Students will need to bring along food and drink for the day as they will not have access to the NCC Canteen at Recess or Lunchtime. Please ensure they bring plenty of water. Students have permission to wear STAGE BLACKS/MODEST CASUAL to the QPT. 2 x run-throughs of the whole show in ‘Full Dress’. Students to be picked up from inside the QPT FOYER at approximately 5:00pm.</p>
<p>THURSDAY 3 AUGUST</p>	<p>MATINEE FULL CAST & CREW</p>	<p>8:45am – 3.10pm 11am Show</p>	<p>Students will meet and sign in with a staff member at the QPT GREEN ROOM EXIT DOOR no later than 8:45am. Students will need to bring along food and drink for the day as they will not have access to the NCC Canteen at Recess or Lunchtime. Please ensure they bring plenty of water. Students have permission to wear STAGE BLACKS/MODEST CASUAL to the QPT. Students will return to school with a member of staff by 3:10pm and be dismissed from the Year 7 Oval as per a normal school day.</p>
	<p>EVENING SHOW FULL CAST & CREW</p>	<p>4.30pm – 9.30pm 7pm Show</p>	<p>Students to arrive no later than 5pm at the QPT GREEN ROOM EXIT DOOR. Students will need to bring along food and drink. Please ensure they bring plenty of water. Students to be picked up from inside the QPT FOYER at the end of the show – approximately 9:30pm.</p>

<p>FRIDAY 4 AUGUST</p>	<p>EVENING SHOW FULL CAST & CREW</p>	<p>4.30pm – 9.30pm 7pm Show</p>		<p>Students to attend a normal school day on FRIDAY. Students to arrive no later than 5pm at the QPT GREEN ROOM EXIT DOOR. Students will need to bring along food and drink. Please ensure they bring plenty of water. Students to be picked up at the QPT FOYER at the end of the show – approximately 9:30pm.</p>
<p>SATURDAY 5 AUGUST</p>	<p>MATINEE SHOW FULL CAST & CREW</p>	<p>10.30am – 9.45pm</p>		<p>Students to arrive no later than 11am at the QPT GREEN ROOM EXIT DOOR. Students will need to bring along food and drink. Please ensure they bring plenty of water.</p> <p>All cast & crew to stay at QPT between Matinee & Evening shows. Time to relax, eat well and rest.</p> <p>LAST SHOW – QPT STAFF/FULL CAST & CREW in upstairs greenroom prior to the final show. We will provide a healthy meal and a Movie – a thank you for all your hard work and dedication!</p>
	<p>EVENING SHOW FULL CAST & CREW</p>			<p>7pm Show</p>

ATTENDANCE AT ALL PERFORMANCES

A list of NCC staff & students in attendance at all shows ensures we provide excellent care for all involved and maintain accurate attendance records. This is an administrative requirement, so we know exactly who is backstage of the Theatre in the unlikely event of an evacuation/emergency. For this reason, no parents are permitted to enter the backstage area and all cast & crew must adhere to the following arrival & departure procedures.

STUDENT ARRIVAL

Students must arrive no later than 2hrs prior to the commencement of each Show via the **QPT GREEN ROOM EXIT DOOR**, which will open as early as 8.15am (Mornings) & 4.30pm (Evening Shows).

ALL STUDENTS must have their names ticked off by the NCC staff members attending to the **QPT GREEN ROOM EXIT DOOR**. NCC Staff will have copies of the student lists and can quickly assist Parents dropping off their children. Once all the students have arrived, the **door** will be locked (Approx. 1 hour before Show commences) No parents of performers are permitted to enter the backstage area.

STUDENTS DEPARTURE

At the completion of each Evening show and the Saturday Matinee, Students will be asked to go back to the greenrooms and pack up/clean-up costumes ready for the next show. They will then report to the QPT Stage. No parents of performers are permitted to enter the backstage area. No students are to leave via the QPT GREEN ROOM EXIT DOOR at THE END OF SHOWS. This door will be locked.

Parents are asked to collect students from inside the QPT, in the Foyer. Inside under lights, we can take greater care to ensure the safety and well-being of your son/daughter. Staff will dismiss students via each of the Auditorium doors once their names have been ticked off and we can see Parents are there to collect. We would greatly appreciate your support with this procedure and ensuring due diligence with the dismissal of your child.

We are very conscious of the demands of the Production Week, the excitement and energy of performing 5 shows and the impact this can have on the students and their families. Therefore, the Arts staff involved with the show are working very hard behind the scenes to ensure it is a well organised and enjoyable week for everyone involved. Please take the time to carefully read through the schedules attached to this document, to ensure you and your son/daughter are well informed, and feel free to contact Erin or myself with any concerns or further questions. We are very excited about the show and are very pleased that your son/daughter wants to be a part of *Little Shop of Horrors* and enjoys their involvement in the Arts.

Many thanks for your cooperation and support. We hope you and your family enjoy the show!

Yours sincerely,



Mr. Matthew Grigsby
Head of Learning Area – The Arts
matthew.grigsby@cewa.edu.au
W: 9920 0517
M: 0456 139 591



Miss. Erin Kelly
Director (Little Shop of Horrors)
erin.kelly@cewa.edu.au
W: 9920 0652
M: 0438 953 225