

2023-2024 SEASON

INFORMATION PACKET

WWW.CAMBRIDGETHEATRE.ORG

Welcome to the Cambridge Theatre Family

WHO ARE C.A.S.T. and What Do They Do?

We are the parents/guardians of the students who participate in the Cambridge High School theater program (The Bridge Ensemble).

Cambridge Actors Support Team, or (C.A.S.T.) is a registered non-profit organization under IRS Code 501(c)(3), and was established to help promote and support all the programs of Cambridge High School Theatre through fundraising, sales, marketing, and sponsorships.

We are here to assist our wonderful Director Mr. Kelley, as well as you and your student. If you or your student ever have a question or need assistance with anything, please feel free to reach out anytime castpresident@cambridgetheatre.org

Please fill out on-boarding forms required for new and returning students. This will give us the essential information needed to have a successful program this year.

www.cambridgetheatre.org/onboarding

HOW YOU CAN COMMUNICATE TO C.A.S.T.

email
be@cambridgetheatre.org

C.A.S.T. BOARD:

President, Judy Jones
castpresident@cambridgetheatre.org

Treasurer, Stephanie Mynatt
casttreasurer@cambridgetheatre.org

Vice President, Cindy Terry
cindy_terry@live.com

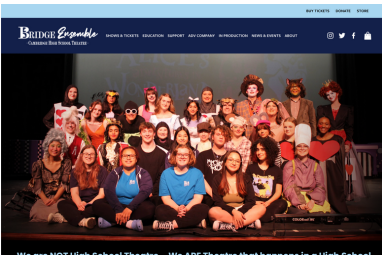
Secretary, Kristine Dolin
dolinfam@gmail.com

Theatre Director, Cory Kelley
kelleyc1@fultonschools.org

Please make sure to add our email addresses to your contacts to help insure messages do not go to spam-check your spam often so you don't miss out on important information.

COMMUNICATION

HOW C.A.S.T. COMMUNICATES TO YOU



Website & Social: **cambridgetheatre.org**

- "At a glance" yearly calendar (updated as need be)
- Payments
- Show info
- Tickets (when ticket sales go live, there will be a link to purchase them from the website)



@cambridgetheatre



@BridgeEnsembleTheatre



@CambridgeDrama

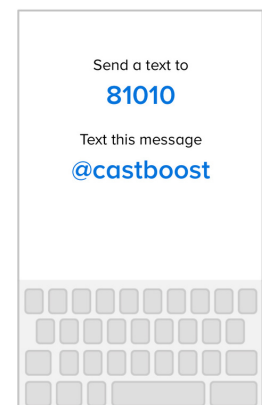
Remind

A Remind for the musical will be created and ONLY that show's cast, crew and their parents/guardians will be added so information can be shared, such as:

- Rehearsal schedule
- Prop, costume, hair, and make-up needs
- Payments and deadlines
- Urgent info like cancelled or late-running rehearsals



For all other productions including the one act play please join the Advance Company Remind. text **@chsadvco** to 81010



The Board asks all parents to join a general CAST BOOSTER Remind for basic, universal, information. text **@castboost** to 81010

TROUPE #7858

2023–2024 STUDENT OFFICERS

Elections happen during the end of Spring semester.



BEN TERRY
President



RAYNA DONIPARTHI
Vice President



ELIZA TAYLOR
Vice President



GRANT MYRICK
Secretary



MACKENZIE MARKS
Social Media
Community Outreach



NYLA TURNER
Social Media
Community Outreach

The Mission of International Thespian Society:

The International Thespian Society (ITS), founded in 1929, is an honorary organization for high school and middle school theatre students located at more than 4,900 affiliated secondary schools across America and abroad. The mission of ITS is to honor student achievement in the theatre arts. High school inductees are known as Thespians and junior high/middle school inductees are known as Junior Thespians. ITS is a division of the Educational Theatre Association (EdTA).

Join our Troupe Remind: text @troupe7858 to 81010

PERFORMANCE OPPORTUNITIES



Auditions TBD
One Act - Competition at North Springs High School:
Date/time TBD)
Thursday, October 19th @ 7 PM
Friday, October 20th @ 7 PM
Saturday, October 21st @ 2Pm & 7 PM



For Seniors Only
Information to apply will be sent out
beginning of school year
Thursday, November 16th @ 7 PM



Auditions TBD
Thursday, February 15th @ 7 PM
Friday, February 16th @ 7 PM
Saturday, February 17th @ 7 PM
Thursday, February 22nd @ 7 PM
Friday, February 23rd @ 7 PM
Saturday, February 24th @ 2PM & 7 PM
Be on the lookout for "Shrekfast"

*Senior Directed
1 Acts*

Shows & Auditions TBD
Performance dates TBD (April or May)

PERFORMER REQUIREMENTS

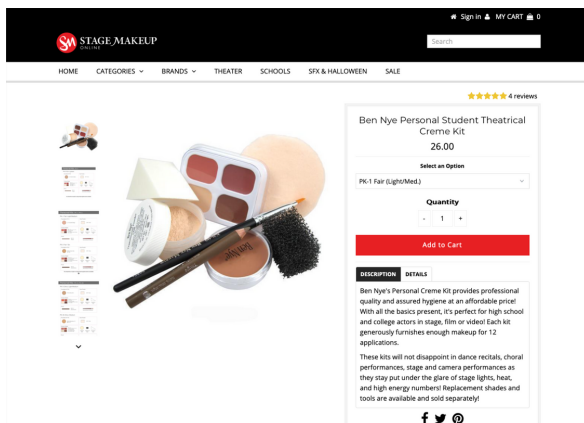
A makeup kit is required for cast members - each cast member should have a bag/box with basic supplies that will stay at school and gets restocked (as needed) after each show.

Items that your kit should include:

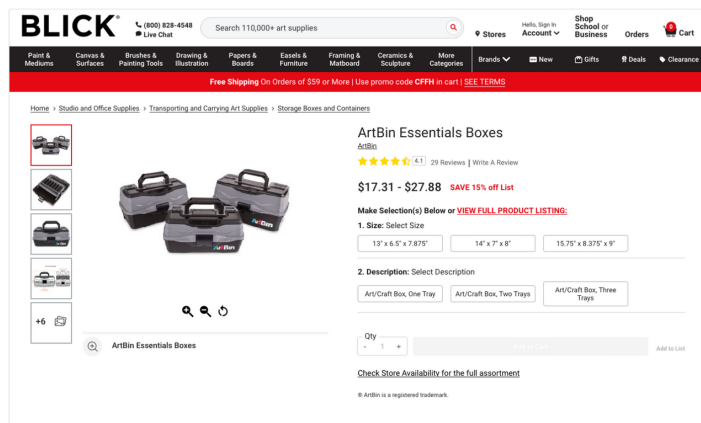
- super stay foundation
- mascara
- black eyeliner
- a red lipstick
- a pink lipstick
- hair ties
- hair spray/gel
- band-aids
- bobby pins
- sturdy safety pins
- makeup remover
- makeup sponges/brushes

DO NOT SHARE EYE OR LIP MAKEUP

**Ladies it would be good for you to keep a pair of booty shorts at school.*



Here is the most basic make-up kit that you should be expected to have. If interested in ordering from Stagemakeup online please let us know and we will send the link to purchase.



Here is example of a type of makeup kit to get/have.

COMPANY DUES

Company Dues for the 2023-2024 season are as such. For Thescon we are providing the options to pay the FULL payment OR as installments.

Company Dues and Thescon downpayment due by Aug 18th.

Advanced Company New Member-Performer <i>(includes company shirt, jacket, garment bag, Thespian Society induction fee)</i>	\$205.00
Advanced Company Returning Member (Performer or Tech) <i>(includes company shirt, Thespian Society dues)</i>	\$85.00
Advanced Company New Member-Tech <i>(includes company shirt, jacket, Thespian induction fee)</i>	\$155
Thescon <i>(includes Round Trip Ground Transportation, Hotel Accommodations, Thescon registration fees, Performances, Workshops, Lectures, Meals)</i>	\$400

PRODUCTION FEES

Each show has Production Fees. If your student is cast or in tech they will be expected to pay a production fee. Those will be One Act and Musical.

Fee amounts vary depending on the number of cast and crew and show costs including: Costumes, Props, Sets, Publicity, and Rights. Fees will be announced as we get closer to the beginning of the season.

OPTIONAL ADDITIONAL COSTS

Company Meals

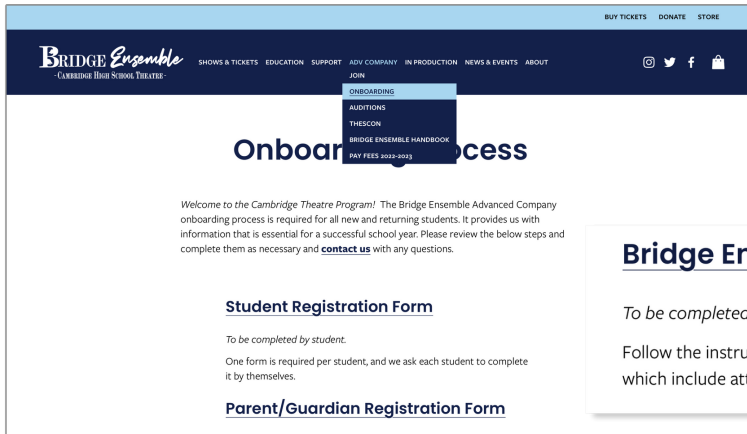
- We offer meal ordering for show days. If not ordering, your child will need to make their own arrangements.
- Meals are not included in production fees.
- Order meals on the website before the due dates.

Shout Outs

- Put a shout out in the playbill for your student
- You don't have to format, just send in a quote or note with a picture
- Order on the website before the deadline for each show

HOW TO PAY FOR STUFF

ONLINE

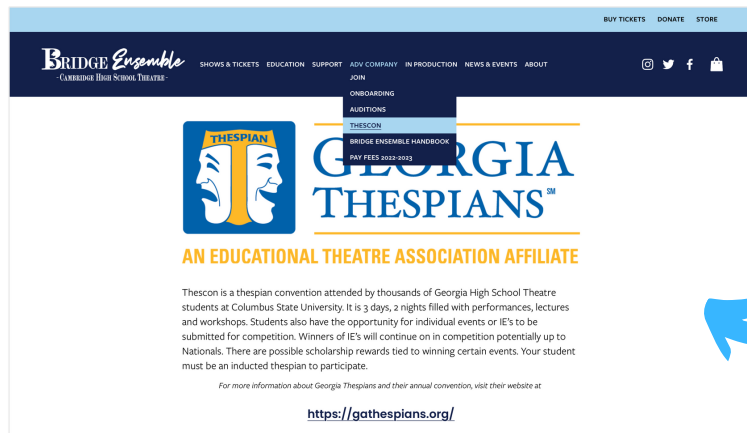


For Company Dues click Onboarding under Adv Company and scroll down:

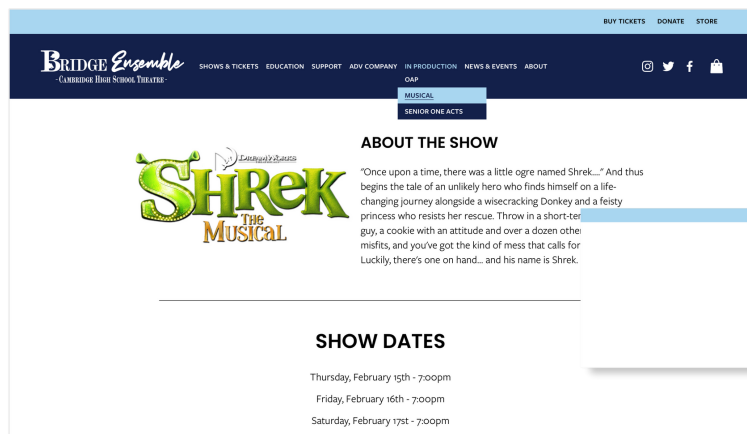
Bridge Ensemble Company Dues

To be completed by a parent/guardian.

Follow the instructions and you will be directed to pay company dues which include attire, Thespian Society dues, etc...



For all things Thescon and to pay for trip



Each production has it's own page with details on show, meal payments and production fees.



BY CHECK

1. Please turn in checks to Mr. Kelley in an envelope
2. Make checks payable to "C.A.S.T."
3. In memo line, include what you're paying for AND STUDENT'S NAME!

VOLUNTEERING

Everyone Has Talents

It takes a village to raise a child, and it takes a room full of parent volunteers to run a theatre program. Volunteering is absolutely vital to the success of our program, we simply cannot function without your help.

**** EACH FAMILY IS EXPECTED TO VOLUNTEER IN SOME CAPACITY AT LEAST 15 HOURS FOR THE YEAR ****

Examples of ways to volunteer time:

- Sell concessions for performances
- Usher a show
- Pick up/serve meals
- Put posters up around town
- Sell business ads

Join A Team!

Let us know how you would like to support the program. More specific duties are outlined on the following pages and will be available on our website. Sign up geniuses will be sent out for volunteer opportunities.

THE FOLLOWING TEAMS WILL NEED A CHAIR:

PROPS

COSTUMES

HAIR AND MAKEUP

SETS

GREEN ROOM

PUBLICITY

FUNDRAISING

HOUSE

CONCESSIONS

TEAMS

PROPS

Responsibilities: Provide and manage all required props for the production. Locate, thrift or online shop, borrow or create all required props for the show. Coordinate set dressing.

Availability: Throughout pre-show time period. Possibly involvement during show week.

Chair Responsibilities: Lead and keep the team on track. Delegate responsibilities. Work with Mr. Kelley to determine which props can be made, which can be bought, and which need to be rented. Delegate responsibility for securing or creating each prop to a team member. Track expenses and keep within budget. Some work can be completed at home.

COSTUMES

Responsibilities: Sew, craft, assemble costumes as needed and skills allow. Thrift and online shop for costume elements. Pick up rental pieces. Handle fittings, labeling, sorting, organizing, inventorying, set-up/tear-down, and costume area management during tech rehearsals & shows. Launder (or dry clean) all costume pieces following the production and return to storage. Return rental pieces.

Availability: Needs are spread throughout the rehearsal period and tech week. and throughout the show.

Chair Responsibilities: Lead and keep the team on track. Work with Mr. Kelley to determine which costume pieces can be made, which can be bought, and which need to be rented. Delegate responsibility for securing or creating each costume piece to a team member. Track expenses and keep spending within budget.

HAIR AND MAKE-UP

Responsibilities: Assist cast with hair and make-up during production as needed- might not be needed on most productions- but useful for Shrek under direction of Mr. Kelley.

Availability: Potentially every evening of tech week and before every show. Some requirement for touch up and make up changes during the show.

Chair Responsibilities: Lead and keep the team on track. Work with Director & Production Team Member to determine make-up needs for each role.

SETS

Responsibilities: Build, adapt, and transport sets according to the set design. Help with set strike. Set-design and construction experience is helpful. Painting, Creative & Aesthetic eye.

Availability: Per Mr. Kelley's instruction during weekend rehearsals as needed on occasion and for Bloody Saturday. Having a van or truck is helpful.

Chair Responsibilities: Lead and keep the team on track. Communicate designer's vision and specs and supervise their application. Schedule dressing of sets. Track expenses and keep within budget.

TEAMS

GREEN ROOM COMMITTEE

Responsibilities: Helps with Care and Feeding of cast and crew. Responsible for ordering, deliver and set up of Show Week Meals, Organizing Volunteer Pasta Meal for Bloody Saturday, Close of show cake and celebration. Oversee cleaning (cast are assigned teams to "clean up" after rehearsals). Ensuring Dressing Rooms are stocked with any incidentals- bobby pins, makeup wipes, etc that are needed for show week.

Availability: Pre show week planning. Available for Bloody Saturday through tech and shows.

Chair Responsibilities: Collect meal orders and order all meals (done through website), delegate pickup and set up of meals to volunteers via sign up, use signup genius to arrange donations for pasta dinner and for extra volunteers to assist with serving. Pick up green room supplies as needed. Stay within budget.

PUBLICITY

Responsibilities: Execute all publicity events for shows, distribute posters and fliers to businesses and schools in neighboring areas (past list ideas will be provided) Committee is responsible for finding 6 to 8 new advertisers for the playbill.

Availability: Spread over the weeks leading up to shows. Minimal requirement during show.

Chair Responsibilities: Keep the Committee on track. Track expenses and keep within budget.

FUNDRAISING

Responsibilities: Securing/preparing auction baskets and silent auction donations for *Ursa Major Starry Nights* during Musical and tracking them. Silent Auction Set Up/Take Down. Assist with 50/50 Raffle, Paint Fundraiser in the Fall and Restaurant Nights throughout the school year.

Availability: Ongoing throughout the year, can be done from home. May require presence during musical for auction nights (set up and take down auction) and paint fundraiser.

Chair Responsibilities: Keep the team organized. Delegate responsibilities. Track and manage all fundraising initiatives and items.

TEAMS

HOUSE

Responsibilities: Assist with set up box office table and equipment for each show, sell tickets at shows, resolve ticketing issues that arise at the theatre during show times, welcome patrons. Work shows, ushering patrons to their seats. Provide welcoming presence to patrons.

Availability: Show Week Every show. (Committee will work on tickets before the show but will also be assigned to help with concessions and souvenirs at intermission)

Chair Responsibilities: Organize Sign up genius to cover the following volunteers: ushers, box office coverage, souvenir sales, coordinate with concessions chair for coverage. Run the house during all performances troubleshooting any issues that arise.

SOUVENIRS

Responsibilities: Make or secure souvenirs (ie. buttons, stargrams. show posters). Organize and manage the Souvenir table. Sell commemorative themed show roses and live roses. Set up & tear down souvenir table in lobby, sell souvenirs during all performances.

Availability: Some work from home. Volunteer time before and after every show and during intermission.

LOBBY/DECOR

Responsibilities: Obtain headshots of cast & crew-put into frames. Design display case with headshots around the theme of show. Set up lobby prior to shows (ie, put up QR scan signs, playbills, sponsor boards). Make Cast Bags with each cast members name to organize gifts and stargrams. Decorate Lobby for shows- mostly for Musical / cast meet and greet events.

Availability: Should be completed early in Tech Week (Bloody Saturday). Some items can be done at home and brought in for setup.

CONCESSIONS

Responsibilities: Organize and manage the refreshment concession that takes place during the performances. Set up & tear down refreshments stand, sell refreshments during all performances.

Availability: Some of tech week to set up, then before and after every show and during intermission.

Chair Responsibilities: Lead and keep the team on track. Organize Sign up genius for concession donations and volunteers to cover all shifts during performances.

FUNDRAISING

One of the best and easiest ways to support Cambridge Theatre is by fundraising. Ticket sales alone are not enough to pay for everything a not-for-profit theater gives its community each season. It costs a great deal to produce great shows. The musical alone can require over \$20,000. It's up to us to raise the funds needed to produce these fantastic shows! When putting on a production, there are many expenses that must be accounted for.

Each year Cambridge students participate in a number of fundraisers to raise support from the community. Information about our fundraisers is given out yearly.

Some fundraisers for this upcoming year are:

- Annual Ursa Major Starry Nights Auction (held during the musical)
- 50/50 Raffle during each production
- Fall Paint recycle fundraiser
- Special events tied to our shows
- Restaurant nights

If you have other ideas, or have run successful fundraisers in the past, please join our fundraising committee to share your ideas and help make this year great.

Annual Auction: Ursa Major Starry Nights

We are requesting donations for our annual auction: restaurant gift cards, tickets, items for auction baskets, etc.

If you have a connection to a local business, restaurant, or retail store, golf country club etc, that would be willing to donate please ask and see if they would be willing to donate.

Contact and let us know. be@cambridgetheatre.org

EVENTS



GHSA REGIONAL ONE-ACT COMPETITION

The One-Act competition is an all-day event where our school will compete against other 6A schools. We are given 50 minutes to load the set onto the stage, perform our play, and clear the stage. We are penalized points if we go over the time limit. There will be judges who rate each performance. The awards ceremony will be at the end of that day. The first-place winner continues on to perform at the State competition level. *More info will be sent out regarding the competition in the Fall.*

When: TBD (North Springs High School)



GHSA STATE ONE-ACT COMPETITION

This year we will be hosting the GHSA State One-Act Competition. We will need student and parent volunteers to help with this event. ***More information will be sent in the Fall.***

When: November 18th



THESCON

Thescon is a thespian convention attended by thousands of Georgia High School Theatre students at Columbus State University. It is 3 days, 2 nights filled with performances, lectures, and workshops. Students also have the opportunity for individual events, or IE's to be submitted for competition. Winners of the IE's will continue on in competition, potentially up to Nationals. There are possible scholarship rewards tied to winning certain events. Your student must be an inducted thespian to participate.

When: February 1-3, 2024

Cost: \$400

This covers thescon fees, travel expenses, food and transportation. We ask that you make a \$150 down payment by September 7th, so we can secure rooms and transportation based on the commitment to attend. ***More information regarding Thescon will be sent in the Fall.***



SHULER AWARDS

The Shuler Awards is a competition for Georgia High School musical theatre. It is like the Tony Awards, but for our level. During one of our performances of the musical, there will be 3 or 4 judges that will rate our show and determine if we are awarded a nomination in various categories. The Shuler Awards ceremony is a formal affair that is broadcast live on PBS. Shuler Hensley, a former Broadway actor and Tony Award recipient is the founder, and is the MC of the ceremony. This past year our production, *The Drowsy Chaperone*, was a recipient of the Standing Ovation Award and we received a Best Orchestra Nomination and Featured Performer Honorable Mention.

When: Nominations announced March/Ceremony held in April



DRAMPROM

Dramprom is our end of the year theatre awards banquet. We will give out special awards and recognitions, and highlight all of the hard work and accomplishments the kids have achieved. Dinner and dessert are included. It is a very special evening.

When: April/May-TBD

Thank You!

We want to say thank you for your support of our program, our students, and each other. The past few years the program has been changing and growing.

Under our director and a hard-working board we will continue to do all we can to make sure your students have a great experience with theatre, and make those memories that will last a lifetime.

Have a safe and healthy summer. We are so excited about what this new year will bring for your students and the program. We appreciate you!

C.A.S.T. Board

Don't forget to follow us!



@cambridgetheatre



@BridgeEnsembleTheatre



@CambridgeDrama

*Check out the Bridge Ensemble website often for
information, photos, forms, and tickets*

WWW.CAMBRIDGETHEATRE.ORG



Coming soon...BRIDGE ENSEMBLE MERCH

PATRONS

Your support helps bring the Bridge Ensemble stage to life.

This program is a chance for families, alumni, and members of the Cambridge High School community to support The Bridge Ensemble at Cambridge High School.

WHY BECOME A PATRON?

Patrons provide the Bridge Ensemble with resources to provide the highest quality experience in theatre.

Patrons will help to fund and reduce costs for:

- Rights and royalties for productions
- Set rental/purchases
- Purchase/rental and care of costumes
- Theatre improvements
- Tools and resources for technical theater
- Audio equipment wish list (Ask us for the list)



Does your Company match donations?



Some companies offer an in-kind match for all personal donations to non-profit organizations supporting youth, the arts, and education.

We are a 501(c)(3) nonprofit organization and donations are tax deductible.

JOIN NOW



www.cambridgetheatre.org/patrons

PRODUCER

\$600+

Donor Recognition

- Cambridge Theatre Website
- Theater Lobby Signage
- Playbills

- Musical Show Shirt
- 6 complimentary seat tickets (each production)
- Early access additional ticket purchase
- 4 Tickets to Shrekfast

DIRECTOR

\$400+

Donor Recognition

- Cambridge Theatre Website
- Theater Lobby Signage
- Playbills

- Musical Show Shirt
- 4 complimentary seat tickets (each production)
- Early access additional ticket purchase

STAR

\$200+

Donor Recognition

- Cambridge Theatre Website
- Theater Lobby Signage
- Playbills

- BE Car Magnet
- 2 complimentary seat tickets (each production)
- Early access additional ticket purchase

ENSEMBLE

\$100+

Donor Recognition

- Cambridge Theatre Website
- Theater Lobby Signage
- Playbills

- BE Car Magnet
- 1 complimentary seat ticket to (each production)
- Early access additional ticket purchase

ADVERTISING SALES FORM

We would like to invite you to consider purchasing an advertisement to support the work of our amazing student theatre artists at Cambridge High School - The Bridge Ensemble.

Seen by nearly 2,000+ audience members. The Bridge Ensemble at Cambridge High School's show playbills provide the perfect advertising opportunity for local and regional businesses. All ads will be in full color printed (musical) and digital (all).

The Benefits/Recognition:

- Ad in printed and digital playbills (4 productions)
- Cambridge Theatre Social Media "shout out"
- Cambridge Theatre Lobby Signage
- Listing and link to your website on the Cambridge High School Theatre sponsor page

ORDERS & PAYMENTS CAN ALSO BE MADE ONLINE WWW.CAMBRIDGETHEATRE.ORG/SPONSORS

Please circle what ad size you would like to purchase.

AD SIZE	AD DIMENSIONS	FULL SEASON
FULL PAGE	5 in (w) x 8 in (h)	\$300
1/2 PAGE	5 in (w) x 3.85 in (h)	\$150
1/4 PAGE	2.375 in (w) x 3.85 in (h)	\$75
INSIDE COVER	5 in (w) x 8 in (h)	\$350
INSIDE BACK COVER	5 in (w) x 8 in (h)	\$350
BACK COVER	5 in (w) x 8 in (h)	\$375

Payment Information:

Payment can be made via PayPal QR code or check made payable to C.A.S.T.

Contact name:

Business name:

Business email/phone:

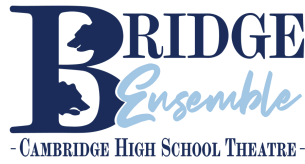
- Ads should be submitted print-ready, 300 dpi and in pdf, eps or jpeg format.
- Logo for website should be high-res png or jpeg, include website URL when submitting
- To submit your artwork, send ad content to chstheatremarketing@gmail.com

**ONLINE PAYMENT:
PAYPAL QR CODE
PLEASE INDICATE "AD"
IN NOTE SECTION**



****Place order by September 30, 2023 to be included in the first Playbill ****

Any questions, please contact
be@cambridgetheatre.org



CAMBRIDGE ACTORS SUPPORT TEAM

Cambridge High School Theatre

Cory Kelley, Director

2845 Bethany Bend, Milton, Georgia 30004

(470) 254-2543

be@cambridgetheatre.org

DONATION/RECEIPT FORM

The Cambridge Actor's Support Team welcomes 'in-kind' donations such as products or services. Please fill out this donation form and keep for your records.

Please Fill Out Information:

Date: _____

DESCRIPTION OF ITEM(S) DONATED	MONETARY VALUE

Thank you for supporting Cambridge Actors Support Team (CAST). The mission of CAST is to support and promote the Theatre program at Cambridge High School. This includes, but is not limited to, funding theatrical productions, purchasing items for the classroom that will enhance the educational experience, and providing opportunities for students to attend conferences and competitions.

**The Cambridge Actors Support Team is a 501(c)3 organization with the Tax ID 81-3366600
Your donation is tax deductible.**

PHOTO RELEASE FORM

FOR CAMBRIDGE THEATRE
2023-2024

Bridge Ensemble Advanced Company and all cast and crew members of the 2023-2024 production season

I grant permission for the Fulton County District and Cambridge Theatre to use or publicly display me/my student's photograph, video, audio clip, name, age, grade, school and school activities or achievements on the District's and Cambridge Theatre's web pages or emails, District or school social media (such as Facebook, Twitter, Instagram, or similar), or in other official District publication.

Photo release: Pictures may be taken during our class and rehearsals which we may share on our website, social media, or in printed materials. By signing below, I agree to allow pictures of my student or myself to be shared.

(STUDENT SIGNATURE)

(DATE)

(PARENT/GUARDIAN SIGNATURE)

(DATE)