

Dear Families,

Thank you for your interest in Trinity Theatre's educational production of *Elf, Jr.* We are so excited that you may be joining us for this opportunity, which we hope will further our efforts of providing arts education to local communities. This packet has a great deal of information which may help navigate the process, as well as all registration forms that must be completed in order for your child to participate. Should you have any immediate concerns, or questions not answered in this packet, please email us at [TrinityTheatreCompany@gmail.com](mailto:TrinityTheatreCompany@gmail.com).

Thank you very much for your time and consideration, and we look forward to seeing you at auditions on September 28th!

Take Care,  
Sean Boyd, Artistic Director  
Trinity Theatre Company

**About the show:**

Buddy, a young orphan, mistakenly crawls into Santa's bag of gifts and is transported to the North Pole. The would-be elf is raised, unaware that he is actually a human, until his enormous size and poor toy-making abilities cause him to face the truth. With Santa's permission, Buddy embarks on a journey to New York City to find his birth father and discover his true identity. Faced with the harsh reality that his father is on the naughty list and that his half-brother doesn't even believe in Santa, Buddy is determined to win over his new family and help New York remember the true meaning of Christmas.

Directed by: Sean Boyd  
Music Direction & Choreography by: Megan Goyette

**Important Dates:**

Auditions and Callbacks: September 28th from 10:00am-2:00pm

Rehearsals: October 1 - December 7

    Tuesdays (full company): 4:30pm-7:00pm

    Saturdays (full company): 10:00am-2:00pm

Tech: December 9-12th from 4:30pm-7:30pm

Performances: December 13th-15th. Fri/Sat at 7:00pm. Sun at 2:00pm. Actors called one hour prior (unless otherwise noted)

Cast Party: December 15th, rooftop party after the performance.

**Tuition:** \$250/student

**Ages:** 5-18

**Locations:**

Scripps Ranch Rec Center  
Rehearsals  
11454 Blue Cypress Dr  
San Diego, CA 92131

Tenth Avenue Arts Center  
Tech and Performances  
930 Tenth Avenue  
San Diego, CA 92101

## **FORM CHECKLIST**

*This packet has two sections of documents*

### TO BE COMPLETED:

- Page 3 Audition Form
- Page 4 Liability and Photo Release Form
- Page 5 Emergency Contact Information
- Page 6 Actor / Parent Contract
- Page 7 Payment Information

### TO BE RETAINED:

- Page 1 Introductory Letter
- Page 2 Form Checklist
- Page 8 Rehearsal Schedule





**EMERGENCY CONTACT INFORMATION**  
*To be completed and returned by your child's audition time*

Child's Name and Date of Birth: \_\_\_\_\_

Any Allergies? If so, what? \_\_\_\_\_

Medical Diagnosis you'd like us to know? \_\_\_\_\_

**Parent/Guardian #1:**

Name & Relationship to the Actor : \_\_\_\_\_

Best Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Parent/Guardian #2 (If Applicable; Or, provide contact for an Emergency Contact):**

Name & Relationship to the Actor : \_\_\_\_\_

Best Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Third Emergency Contact:**

Name & Relationship to the Actor : \_\_\_\_\_

Best Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## ACTOR / PARENT CONTRACT

*To be completed and returned by your child's audition time*

CAST MEMBERS: please read and sign below.

I promise to:

- 1) Respect myself, my fellow castmates, and the director and production team;
- 2) Arrive ten minutes prior to call time, in order to stretch and be ready to start on time;
- 3) Remain at rehearsal until I am dismissed;
- 4) Keep my cell phone turned off and away during rehearsals;
- 5) Learn my lines, music, blocking, and choreography by the scheduled dates;
- 6) Maintain my duties at home and at school (including my grade status, homework, etc.);
- 7) Read, study, or observe the rehearsal while I am not onstage, and not be a distraction;
- 8) Take my commitment to this show seriously;
- 9) Understand that each cast member is necessary for the quality of the show.

PARENTS: Please read and sign below

I promise to:

- 1) Submit all conflicts at the auditions;
- 2) Understand that absences submitted after the first week of auditions will not be honored;
- 3) Contact the Production Stage Manager if we are running late;
- 4) Submit tuition payment in a timely manner;
- 5) Attend any Parent Meeting and turn in necessary paperwork at or before the auditions;
- 6) Honor the closed rehearsal policy.

ACTOR AND PARENTS: Please keep in mind

- 1 No Call or No Show (or unapproved absence) will result in the actor being removed from the songs and scenes that were rehearsed that day.
- 3 No Calls or No Shows (or unapproved absences) will result in the actor being removed from the production altogether without a refund.

Please bring your questions or concerns to the Production Stage Manager.

I have read the above contract and agree to do my very best.

Actor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the above and discussed with my child. I give them permission to be in this production and I agree to be supportive of their Educational Production commitment.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT INFORMATION**

*To be completed and returned by your child's audition time*

Participation Fee: \$250/Student

ACCEPTED AND AGREED BY:

\_\_\_\_\_  
Parent's/Guardian's Name Date

\_\_\_\_\_  
Parent's/Guardian's Signature Date

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

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent's E-Mail 1: \_\_\_\_\_

Parent's E-Mail 2: \_\_\_\_\_

Student's E-Mail (if parents give permission) \_\_\_\_\_

Please list any food allergies, or medical conditions your child has or medications they are currently taking: \_\_\_\_\_  
\_\_\_\_\_

Payment Method:    Cash    Check    Amex    MasterCard    Visa    Discover

Card # \_\_\_\_\_ Exp. \_\_\_\_\_ Sec. Code \_\_\_\_\_

Name on Card \_\_\_\_\_ Authorized Amount: \$ \_\_\_\_\_

Signature \_\_\_\_\_

## REHEARSAL SCHEDULE

*Please retain for your records*

Please note, not all actors will be called for all rehearsals. Please list all conflicts clearly on the Audition Form. We will do our best to accommodate any pre-scheduled conflicts.

**Note:** Rehearsal Schedule is subject to change.

DATE	TIME	LOCATION	SPECIAL NOTES
9/28	10:00am-2:00pm	Scripps Ranch Rec Center	Auditions and Callbacks
10/1	4:30pm-7:00pm	Scripps Ranch Rec Center	1st Rehearsal
10/5	10:00am-2:00pm	Scripps Ranch Rec Center	
10/8	4:30pm-7:00pm	Scripps Ranch Rec Center	
10/12	10:00am-2:00pm	Scripps Ranch Rec Center	
10/15	4:30pm-7:00pm	Scripps Ranch Rec Center	
10/19	10:00am-2:00pm	Scripps Ranch Rec Center	
10/22	4:30pm-7:00pm	Scripps Ranch Rec Center	
10/26	10:00am-2:00pm	Scripps Ranch Rec Center	
10/29	4:30pm-7:00pm	Scripps Ranch Rec Center	
11/2	10:00am-2:00pm	Scripps Ranch Rec Center	
11/5	4:30pm-7:00pm	Scripps Ranch Rec Center	
11/9	10:00am-2:00pm	Scripps Ranch Rec Center	
11/12	4:30pm-7:00pm	Scripps Ranch Rec Center	
11/16	10:00am-2:00pm	Scripps Ranch Rec Center	
11/19	4:30pm-7:00pm	Scripps Ranch Rec Center	
11/23	10:00am-2:00pm	Scripps Ranch Rec Center	
11/26	4:30pm-7:00pm	Scripps Ranch Rec Center	
11/30	10:00am-2:00pm	Scripps Ranch Rec Center	
12/3	4:30pm-7:00pm	Scripps Ranch Rec Center	
12/7	10:00am-2:00pm	Scripps Ranch Rec Center	
12/9	4:30pm-7:30pm	Tenth Avenue Arts Center	1st Day of Tech
12/10	4:30pm-7:30pm	Tenth Avenue Arts Center	Tech
12/11	4:30pm-7:30pm	Tenth Avenue Arts Center	Tech
12/12	4:30pm-7:30pm	Tenth Avenue Arts Center	Tech
12/13	5:00pm-8:30pm	Tenth Avenue Arts Center	1st Performance @ 7pm
12/14	6:00pm-8:30pm	Tenth Avenue Arts Center	Performance @ 7pm
12/15	1:00pm-???	Tenth Avenue Arts Center	Performance @ 2pm; Strike and Cast Party to follow

Scripps Ranch Rec Center  
11454 Blue Cypress Dr  
San Diego, CA 92131

Tenth Avenue Arts Center  
930 Tenth Avenue  
San Diego, CA 92101