



Music West, Inc.

A California Nonprofit 501c(3) Corporation
Los Angeles, CA 90045
(310) 692-0006

Summer 2012 Show: *Annie*

Welcome to Music West! We are very pleased that you are going to join us for this exciting and enjoyable production. All who register will be offered a role in this production; however spaces are limited so we encourage you to sign up early! The audition process allows the audition committee to determine which specific role(s) you will play in the show. This cast is open to ages 8 through adult.

Register to be part of this production via our website, www.musicwest.org. Click on the link to "Current Production" and complete the online registration form to choose your audition date. You may also call Music West at: 310-692-0006, and provide your information over the phone.

In this packet you will find the following items:

- **Cover Letter and General Production Information**
- **Expectations during the Registration and Audition Process**
- **Music West Etiquette, Policy Information and Agreement Form**
- **Cast Member Audition Form**
- **Family Registration Form**
- **Medical/Emergency/Publicity Release Form**
- **Volunteer Options**
- **Annie Character Descriptions**

Please read over these items very carefully and complete all required forms (one per family, except for the "Audition Form", which should be one per auditioner). **The Audition Form and the Medical Release Form MUST be brought with you to your initial audition on Thursday or Saturday. The remainder of the packet should be returned no later than the required orientation meeting on Saturday, March 24, 2012 at 11:00am.** The meeting will last approximately 30 minutes and every cast member and a parent/guardian (for any cast member under 18) must attend. Please be sure you read and understand the following information in its entirety!

GENERAL PRODUCTION INFORMATION

Mandatory Cast and Parent Meetings

The entire cast and at least one parent/guardian of all minors are required to attend two mandatory meetings:

- Saturday, March 24th 11:00am
- Saturday, June 2nd at 10:00am

Attendance

Attendance at all scheduled rehearsals is expected unless you have listed known conflicts or have cleared unexpected absences with the staff in advance, in which case the absence will be "excused." Typical excused absences would include: illness, weddings, funerals, previously scheduled performances/competitions or sports playoffs. "Unexpected absences" mean anything that is not

listed on your conflict sheet. Unexcused absences (especially absences where no staff member has been notified) may result in the cast member being removed from his or her lead part or scenes missed. Generally, lead roles will be asked to attend most or all of the scheduled rehearsals. Ensemble roles will likely not have to attend every rehearsal, until the performance dates become closer (around the beginning to middle of June).

Volunteering

Every family is responsible for volunteering for:

- One Pre-Production job
- One job during Tech Week/Performances

Buyouts: We understand that sometimes situations are present that prevent a cast member's family from volunteering extra time, therefore we offer the option to buyout of volunteering for a \$125 fee.

Participation Fee

In order to cover some of our production/facility costs, materials and insurance, it is necessary to charge a participation fee of \$300 per cast member. However:

- If you make your full payment no later than the mandatory orientation meeting on March 24th, you will receive an early bird discount of \$50 per cast member.
- Additionally, there is a \$50 discount for each additional family member after the first participant.
- Full payments are due no later than April 21st, however alternate financial arrangements are available on an individual basis if requested.

Program Advertisement Requirement

As a nonprofit organization, one of our primary fundraising avenues is the compilation of advertisements for our show program. As part of this fundraising effort, every family is required to sell a minimum of one, \$25 program business card ad (or this can be a personal ad for your cast member(s) as well). For every business ad you sell over and above this first ad, you will receive a 10% rebate back on the price of each advertisement. The more advertisements you can obtain, the more you help cover the many expenses involved with producing a show, and you can also earn money back to help defray the participation fee amount! Program ad sale packets will be distributed to every family with further instructions on how to obtain ads within the first month of rehearsals.

All cast members will be asked to attend the first rehearsal to obtain your script. Please be sure to **bring a pencil** to rehearsals. **Remember the importance of attending rehearsals!** It is only by interacting with each other at rehearsals that we are able to produce the best show possible (and have the most fun!). **The rehearsal calendar will be posted on our website, and updated frequently. Be sure to log in and check the calendar at least weekly, and check for the location of rehearsals as well as the specific times you are called!** If you ever have a question about whether you are needed for rehearsal or not, please call us at 310-692-0006, or email a member of the Music West Staff.

If you have any questions, please feel free to ask any member of the Music West Staff. Thanks for your enthusiasm and we look forward to working with all of you!

Sincerely,
The Music West, Inc. Directors and Staff

AUDITION and CASTING EXPECTATIONS

- Please read over all of the items in this complete Registration and Audition package. It is important that you understand the enclosed information when deciding to audition for a part. Be sure to visit the website [CALENDAR](#) section when listing any conflicts with rehearsal/performance times (as asked on the audition form).
- Both the **Cast Member Audition Form and Medical Release Form** should be completed and brought, at a minimum, to your initial audition time.
- Please arrive on time to the day which you have signed up to audition (Thurs. 6:30pm or Sat 9:30am).
- We will all warm up together, and then act out some of the lines from the script. Everyone will then sing a selected song together (“Tomorrow” from the show). We will run the song several times, but you should be familiar with the song prior to auditions if possible. Those who would like to audition for a lead or moderate-lead part will then be asked to sing the song solo. We will be looking for volume/projection, stage presence, & a general feel for the performers’ interactions.
- All who register for this production and audition will be offered a role. The audition process allows the committee to determine the specific role(s) which you will be invited to play in this production.
- If we need to hear you again, we may call you back on Saturday, **March 24th**, during our callback time (11:30am–1:00pm). We will let you know if you need to attend callbacks at the mandatory orientation meeting on Saturday at 11:00am, so please leave your schedule open to attend callbacks if needed. If you do not receive a callback, that does NOT mean that you are not being considered for a lead or moderate part (often we are able to make some decisions based upon the first audition). However, if you are asked to attend callbacks, and you cannot attend, you might not be considered for a lead role.
- You do not need prior experience to register for this production and come to auditions. We only ask that you come dedicated and ready to enjoy a fun and fulfilling Broadway style show experience!
- **Rehearsals** will be held on Mondays and Thursdays, and most Saturdays, from April 16 until the show opens on July 13th. Rehearsals will generally be held from 6:30-8:30pm on Mondays and Thursdays, with Saturdays from 10am-1pm. Usually, ensemble members will only need to attend 1 or 2 practices per week. Leads will likely need to attend all three, particularly as the show opening becomes closer. All tech week rehearsals are required for all cast and crew members.
- **How will I know the role in which I have been cast in Annie?**
The cast list will be posted on our website, www.musicwest.org, as soon as the casting is completed. We know it is not easy, but please be patient as we complete the casting process! **You must email us at info@musicwest.org or call the Music West number, 310-692-0006, in order to accept your part.** If we do not receive a confirmation from you within a week of the cast list being posted, we may re-cast your part. Please keep in mind – sometimes non-leads are asked to fill a main role should the need arise, and many cast members are asked to play multiple parts. Cast Members who play an understudy role will be given at least one show to perform the lead role they have understudied.
- **What do I do next?**
Congratulations on joining the production! Please come prepared to our first rehearsal on Monday, April 16, at 6:30pm, at **The Westchester Townhouse** (same site as auditions). We will provide everyone with scripts at that time.
- **Any other questions?**
Please feel free to email the Music West Staff at info@musicwest.org, or call (310) 692-0006.

Music West, Inc. Etiquette and Policy Agreement

This agreement applies to all cast members and parents/volunteers:

- Promote encouragement and constructive comments toward each other at all times. Refrain from making negative or hurtful statements. Even constructive criticism can be given with kindness.
- Always respect the Music West Directors, Staff and Volunteers. These leaders have been entrusted with organizing this production, and have undertaken the responsibility of ensuring that the show which is produced is a quality product for the audiences. Questions or disagreements with the decisions made by the Staff must be expressed with courtesy and professionalism at all times.
- Any concerns or problems about the show, the staff, or a cast member or parent must be brought to the attention of a Music West staff member immediately. Initiating or furthering rumors, gossip, or non-constructive comments about any fellow cast member, volunteer, or staff member will NEVER be tolerated, and may result in expulsion from the current production.
- If a minor is given permission by a parent to work with a Music West staff member or volunteer outside of rehearsal or the performances, Music West will not be held liable for any potential damages or injuries during the course of those interactions.
- Music West enjoys a strong reputation for excellence and quality, in addition to a high degree of professionalism among its members. All cast members and volunteers are expected to uphold these high standards both during the rehearsal and production activities, and outside of the organization as well. Our members should see themselves as representing the ideals and goals of the company at all times during the production run, including exhibiting acceptable behavior and attitudes.

Rules and Procedures for the Production:

- Punctuality – please arrive on time to rehearsals and show call times, and do not plan to leave early without prior arrangements with the Directors. Minors should be picked up on time from rehearsals, or please notify the Directors if you will be more than a few minutes late.
- Read all emails and updates, and please remain flexible with the schedule. Being able to produce a quality show in just 3 months will sometimes necessitate that rehearsal times need to be adjusted at the last minute.
- If you become ill and must miss a rehearsal, please call (310) 692-0006, or email info@musicwest.org, to inform the Music West staff as soon as possible.

Program Requirements Agreement

- **Participation Fee Policy** – The Participation fee must be paid by the third rehearsal unless alternate arrangements are made directly with a Music West staff member.
- **Volunteer Policy** - Each cast member (or family) is responsible for at least two volunteer areas as listed on the Volunteer Opportunities sheet, or for providing the buyout fee of \$125.
- **Program Ad Sale Policy** - Each family is responsible for selling at least one \$25 program business ad (or personal ad).
- **Returned Check Policy** - There will be a \$25 fee for all checks which do not clear payment by the bank.
- **Refund Policy** - Music West has a no refund policy.
- **Conflict/Attendance Policy** - Attendance at all scheduled rehearsals is mandatory. All conflicts and potential conflicts must be listed on the audition form. Failure to list conflicts, or missing rehearsals not listed on your conflict sheet may result in your being removed from a lead part or not placed in scenes that were staged during an absence. Ongoing communication between our cast members and the staff is of utmost importance so that we may always make the best use of rehearsal time!
- **Behavior** - All cast members are required to adhere to the Music West Etiquette listed above. Any cast member who consistently violates these standards may be removed from the production.
- **Video Policy** – Due to our royalty agreements and copyright laws, absolutely no videography is allowed during the performances.

Please provide your signatures below to indicate that you have read, understood and accept these program requirements and policies. The Music West Staff holds these standards in high regard and expects that all cast members and volunteers will do the same.

X

Parent/Guardian Signature (if cast member is under 18)

X

Cast Member Signature

X

Cast Member Signature

X

Cast Member Signature

Family Registration Form

PARENT/GUARDIAN NAMES _____				
(if any auditioners under 18)	Last	First	Last	First
ADDRESS _____		CITY _____	STATE _____	ZIP _____
HOME PHONE _____	WORK PHONE _____	CELL PHONE(s) _____		
Alternate/Emergency Contact and Phone: _____				
EMAIL ADDRESS (all communication done via email) _____				

Name of Cast Member(s)	Age	Grade (or N/A)	Sex	Email (optional)	Phone (optional)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Participation Fees:

- \$250.00 if paid by March 24 (early discount), or \$300.00 due by April 21
- \$50.00 discount for each additional family member after first registrant

Fundraising:

- Each family is responsible for selling a minimum of one, \$25.00 business card or personal program advertisement. There are incentives for additional advertisements sold.

Volunteer Areas:

- Each family must volunteer for at least one pre-production area and one tech-week area (unless volunteering for a lead position). Please list your choices here (first-come, first-served):

_____ Pre-Production 1st Choice
 _____ Pre-Production 2nd Choice
 _____ Tech Week 1st Choice
 _____ Tech Week 2nd Choice

(Optional): Volunteer Buy-Out Fee: \$125.00

Please Make Checks Payable to Music West, Inc.

Office Use Only:

Participation Fee Received: _____ Amt: _____ Check #: _____

Buyout Received (if app.) _____

Program Ad Received: _____

Parent Volunteer Opportunities

Pre-Production

***Rehearsal Supervisor** – Monitor cast members' arrivals and departures, collect any funds due and notify families of any outstanding payments. Assist with keeping cast members attentive and in the right place at the right time.

***Costume Fittings and Alterations Lead** – Lead the costume team with the sewing, ironing, shopping, or other assistance required to assemble the cast members' costumes in accordance with the requests and images determined by the show Directors. Utilize costumes contained in the costume collection prior to purchasing new pieces. Ensure borrowed costumes are checked in upon the close of the show.

Costume Fitting Assistants – Assist the Costume Lead (above) to identify and fit costumes from the Music West library, to the cast members on costume fitting days. Assist Costume Lead with obtaining items from secondhand stores, or requesting specific items from cast members themselves. Assist with ensuring costumes are labeled, organized and packed upon close of show.

Set Painting/Decorating - Help to paint and decorate the sets after load-in and initial construction. Involves painting and working with fabric material and hardware.

Props - Help acquire and/or make any props as requested by the Directors.

Laundry Assistants – Assist in the washing of costumes, both during costume fittings and possibly between show weekends.

Load In/Out and Set Construction - Help load props and sets from the truck into the theater on load-in day and from the theater into the truck on load-out day. Assist with constructing the actual set pieces and platforms/walls on load-in day, and on subsequent days prior to tech week. Work will begin on load-in day, tentatively scheduled for June 9th, and can occur during most evenings and/or weekends. Some experience with hand/cordless tools and building materials preferred, but not necessary.

Tech/Production Week

***Props/Stage Crew** - Keep props organized backstage and place them onstage or with cast members during scene changes. Help move sets on and off stage. (Must be available for all Tech Rehearsals, at least 2 pre-Tech dress rehearsals and at least 3 performances)

Costume Assistants/Dressing Room - Help keep the costumes organized and in good repair during Dress/Tech Rehearsals and performances. Assist with quick costume changes. Supervise younger cast members in the dressing room/backstage areas. Escort younger cast members from dressing rooms to stage when needed. Help keep volume level low backstage during shows and tech rehearsals. (Must be available for all Tech Rehearsals, at least 2 pre-Tech dress rehearsals and at least 3 performances.)

***Tech Week Meal Coordinator** - Plans meals, takes orders and collects money or arranges for donations, places orders, and arranges for food to be picked up and served to cast members during dinner break throughout Tech Week (3 rehearsals).

Tech Week Dinner Assistants – Help coordinator to pick up food, set up tables, serve food and clean up each night. You are asked to help at least 2 of the 3 nights.

***Box Office Manager** – Lead for ticket sales. Fills pre-orders, prepares and runs/supervises box office prior to all performances. Must be reasonably comfortable with electronic ticket sales.

Theater House Management - Several people needed to handle ticket sales at the door, stagegrams, and food/drink sales during intermissions, distribute programs and help people find seats, if necessary.

***These jobs fulfill ENTIRE Parent Volunteer commitment. No further pre-tech or Tech Week jobs required.**

Please enter your preferred choices on the attached Family Registration Form.

Authorization to Consent to Medical Treatment

I/We (the undersigned) agree to allow representatives of Music West, Inc., to arrange for medical treatment for the undersigned, should it be necessary for the undersigned to require medical treatment while participating in this activity. I hereby give the supervisory personnel permission to use their judgment in obtaining medical service for the undersigned, and I give permission to the physician selected by the supervisory personnel to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the Directors and Volunteers of Music West, Inc., and other supervisory personnel from any liability in connection with this request, and agree that Music West, Inc. personnel will not be held responsible for injuries which occur to the undersigned while participating in any Music West function.

Music West, Inc., INSURANCE PROVIDED BY FARMERS INSURANCE COMPANY.

Primary Location of Activities: The Westchester Townhouse
8501 Emerson Avenue, Westchester, CA 90045

Dates of Activities: March 22 - August 31, 2012

Name(s) of Cast Member(s) _____

Cast Member signature (Parent/Guardian signature if under 18)	Date
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In case of emergency please provide the following additional contact information:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Insurance Co. _____ Policy or Group # _____ ID# _____

Policy Holder Name/Phone: _____ () _____

Any known allergies: _____

Any known medical conditions or chronic ailments: _____

If under 18: Names of any persons authorized to pick up child(ren) from rehearsal or performances:

PHOTO AND VIDEO RELEASE

I hereby give my consent to Music West, Inc. to use my or my above-listed child(ren)'s name, voice, verbal statements and portrait or picture (motion or still) for publicity purposes, trade or any lawful purpose whatsoever, in connection with Music West's primary activities.

Cast Member signature (Parent/Guardian signature if under 18)	Print Name	Date
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CAST CHARACTER DESCRIPTIONS - *Annie*

Characters: (selected roles may be understudied)

- Annie (appears age 10-11). Spunky, friendly, big-voiced, street-wise orphan. Excellent stage presence (Must sing and dance well)
- Oliver Warbucks - (appears age 30-60). A powerful billionaire, who always has his mind on business, but has a kind heart. Commanding stage presence. (Vocal Range: Baritone to a high F.) The role involves a very small amount of dance. May be required to shave head.
- Miss Hannigan - (appears age 25-60). Miss Hannigan is the cantankerous and mean orphanage director. (Mezzo-Alto. Must have great comic timing)
- Grace Farrell - (appears age 20-45). Loyal and intelligent private secretary to Oliver Warbucks. She brings Annie and Warbucks together (Vocal Range: Soprano to high G).
- Rooster Hannigan - (appears age 18-50). Miss Hannigan's no-good brother. Rooster is flashy and self-assured - a real con man. (Tenor. Must have great comic timing. Dance, a plus.)
- Lily St. Regis - (appears age 18-30). Lily is Rooster's girlfriend - ditzy and flirtatious. (Mezzo-Soprano. Dance, a plus)
- Orphans - (appears ages 8-15). All must sing and move well. Dance, a plus.
 - Molly - The littlest orphan
 - Pepper - The toughest girl in the orphanage
 - Duffy - The oldest girl in the orphanage
 - Kate - The next to littlest orphan
 - Tessie - The crybaby in the orphanage
 - July - The strongest orphan
 - Orphan Ensemble
- Sandy - A stray dog befriended by Annie and the orphans; does not speak; able to move around quickly with ease.
- Bundles McCloskey - The laundryman who serves the orphanage.
- President Franklin D. Roosevelt - The President of the United States of America, who takes an immediate liking to Annie and her optimism. Must be comfortable in a wheelchair; Ideally able to imitate President Roosevelt's voice and mannerisms.
- Servants of Oliver Warbucks: All must sing and move well. Dance, a plus.
 - Drake - The English butler.
 - Cecille - A maid.
 - Annette - A maid.
 - Mrs. Greer - The head housekeeper.
 - Mrs. Pugh - The chef.
 - Servant Ensemble

- Radio Hour (roles will be doubled in ensemble)
 - Bert Healy - A charming radio personality. (Tenor, soloist)
 - Boylan Sisters (Connie, Ronnie, Bonnie) - Performers on the Bert Healy show. (Must be able to sing "Andrew Sisters" style harmonies)
 - Jimmy Johnson - Bert Healy's announcer
 - Fred McCracken and Wacky - a ventriloquist and his dummy
- Sound effects man - provides sound effects for the radio show
- The White House Cabinet Members: (roles will be doubled in ensemble)
 - Ickes
 - Perkins
 - Hull
 - Morgenthau
 - Perkins
- NYC Ensemble
 - Star To Be - A young, aspiring Broadway actress. (Mezzo belt soloist in NYC)
 - Lt. Ward - A policeman who returns Annie to Miss Hannigan after she escapes from the orphanage.
 - Policeman - Lt. Ward's police partner
 - Dog Catcher and assistant - they give chase to Sandy
 - Appleseller- NYC neighbor who helps Annie
 - Sophie- NYC neighbor who helps Annie
 - Eddie - NYC neighbor who helps Annie
 - NYC Characters- Pedestrians on New York City streets

Songs:

- Maybe - Annie and Orphans
- Hard Knock Life - Annie and Orphans
- Tomorrow - Annie
- Little Girls - Miss Hannigan
- I Think I'm Gonna Like it Here - Grace, Annie and Servants (with solos), Ensemble
- NYC - Warbucks, Grace, Annie, Star to Be, Ensemble
- Easy Street - Rooster, Lily, Miss Hannigan
- You Won't Be an Orphan for Long - Grace, Servants, Warbucks
- Maybe - Annie
- You're Never Fully Dressed Without a Smile - Bert Healy, Boylan Sisters, Orphans
- Tomorrow (reprise) - Annie, Roosevelt, Warbucks, Cabinet members
- Something was Missing - Warbucks
- I Don't Need Anything but You - Warbucks and Annie, Ensemble