



Information Kit

Fall 2024

FOR ALL MEMBERS OF THE CAST/PRODUCTION TEAM/CREW

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Welcome!

Dear Company,

Welcome to *Our Town*! One of the great joys of community theatre lies in the chance to forge new connections. Take this opportunity to acquaint yourself with your fellow cast members as we embark together on this journey to craft both a remarkable show and a TCP family.

TCP is renowned for delivering "community theatre at its very best". Despite being a community organization, we frequently hear our audience likening our productions to those of professional theatres in Toronto. This level of excellence requires the dedication of over 100 volunteers who contribute thousands of hours, starting as early as April! There may be challenging days where the effort seems overwhelming, but these are accompanied by moments of joy and fulfillment. Some days will demand you to stretch your limits, while on others, your team will look to you for exceptional performance. Always remember: You are part of a supportive TCP community; reach out whenever you need assistance. We assure you that when you take your final bow, whether onstage or off, you'll wish the experience didn't have to end.

If you ever have a question and don't know where to go, don't be afraid to ask—or send us an email. But first, let's jump into the fun, as you get to find out more about what is to come. Everything you need to know (for now at least) is in this Information Kit.

Lisette Weber

Production Manager

The Community Players of New Hamburg

What Is TCP?

The Community Players of New Hamburg were founded in 1984 as the Trinity Community Players. Our first show was a 150th-anniversary production for Trinity Lutheran Church in New Hamburg.

We are a non-profit community organization and a registered charity.

We have grown from a small group of local musical-theatre enthusiasts into a group of multitalented individuals dedicated to both their art and their community. Every year, we assemble a cast, orchestra and crew who volunteer their time and expertise. TCP's Leadership Team works throughout the year, behind the scenes and alongside our members, to guarantee that everything runs smoothly from start to finish. We love producing theatre in this amazing community and we are thrilled to be bringing live theatre back to the stage!

The Impact Of Covid19

By following these guidelines, we aim to ensure a safe and enjoyable production. Thank you for your cooperation!

Please self-assess for COVID-19 symptoms before rehearsals and performances, and stay home if symptomatic, notifying your Stage Manager immediately. If you test positive or are exposed to COVID-19, notify the Production Manager and follow local isolation and quarantine guidelines.

Masks are recommended indoors, especially as we often see a surge of COVID-19 and other respiratory illnesses with back to school. Hand sanitizers will be available, and frequent hand washing and surface disinfecting are encouraged.

We will update you on any changes, and attendance records will be kept for contact tracing. Compliance with these guidelines is mandatory, and non-compliance may result in removal from the production. Respect and support for each other's health concerns are crucial. Thank you for your cooperation and commitment to safety.

The People

Leadership Team

Nicole Cotie	President (president@thecommunityplayers.com)
Paul Arsenault	Treasurer (treasurer@thecommunityplayers.com)
Aaron Balzer	Secretary (secretary@thecommunityplayers.com)
Nancy Croth	Wellness (wellness@thecommunityplayers.com)
Sherry Robinson	Development (sherry@thecommunityplayers.com)
Cheryl Brubacher-Cressman	Partnerships (partnerships@thecommunityplayers.com)
Kim Fielding	Communication/Marketing (marketing@thecommunityplayers.com)
Jeffrey Zeuner	Head of Production (productions@thecommunityplayers.com)
Brooke Gamble	Artistic Director (artisticdirector@thecommunityplayers.com)
Jaime Vandermolten	Volunteer Recruitment/Engagement (jaime@thecomunityplayers.com)
Claudia Schumm	Assets (assets@thecommunityplayers.com)

Directing Team

Keegan & Elisabeth Serres	Co-Directors (director@thecommunityplayers.com)
Brooke Gamble	Artistic Director (artisticdirector@thecommunityplayers.com)
Jaime Vandermolten	Acting Coach (jaime@thecomunityplayers.com)

Production Team

Lisette Weber	Production Manager (productionmanager@thecommunityplayers.com)
Sarah Brnjas	Stage Manager (stagemanager@thecommunityplayers.com)
Grace McHardy.	Assistant Stage Manager (asmright@thecommunityplayers.com)
Jennifer Domik	Costume Lead (costumes@thecommunityplayers.com)
Alf Zeuner	Set Designer (construction@thecommunityplayers.com)
Ann Mark	Props (props@thecommunityplayers.com)
Kelsey Gamble	Hair/Makeup (hairmakeup@thecommunityplayers.com)
Sanja Ilic	Paint Lead (paint@thecommunityplayers.com)
Laurie Hunter	Front of House/Tickets (tickets@thecommunityplayers.com)
Steven Vandermolten	Head of Construction
Hal Goodman	Music
Jeff Blain	Lighting Designer

Show Dates & Theatre

Performances for *Our Town* include:

Thursday, November 7, 2024	8 pm
Friday, November 8, 2024	8 pm
Saturday, November 9, 2024	2 pm & 8 pm
Sunday, November 10, 2024	2pm
Thursday, November 14, 2024	8 pm
Friday, November 15, 2024	8 pm
Saturday, November 16, 2024	2 pm & 8 pm

Our Town will be performed at the Studio Theatre at the New Hamburg Community Centre, 251 Jacob Street, New Hamburg.

Rehearsals

Rehearsal Schedule

Sunday September 8th, 2024 First Rehearsal.

Sundays	1:30 pm - 5:00 pm and 6:30 pm - 10:00 pm
Tuesdays	6:30 pm - 10:00 pm (starting October as required)
Thursdays	6:30 pm - 10:00 pm

Though we ask for full commitment to this schedule, there are likely to be some exceptions along the way. For instance, we can tell you now that there will be **no rehearsal on October 13, Thanksgiving Sunday**. Other changes will be announced as we go.

Rehearsal Locations

Rehearsals for *Our Town* will begin on **Sunday September 8th, 2024**. Rehearsals will be mainly at the New Hamburg Community Centre (251 Jacob St., New Hamburg) and occasionally at the St. Agatha Community Centre (1791 Erbs Rd, St. Agatha). Rehearsal schedule will include location to avoid confusion.

St. Agatha Community Centre dates:

Thursday September 12	6:30 pm - 10:00 pm
Sunday September 15	1:30 pm - 10:00 pm
Sunday September 22	1:30 pm - 10:00 pm
Thursday September 26	6:30 pm - 10:00 pm

Exclusive use of the theatre space starts on October 19, 2024.

To make the best use of everyone's time, not all cast members will be required at every rehearsal or for the full day or evening. Specific rehearsal schedules will be communicated through BackStage (see below for more information)

Key Dates

Sunday September 22, 2024 5:00pm - 6:30pm Cast and crew potluck during dinner break.
Saturday October 26, 2024 2:00pm - 4:00pm 40th Reunion Celebration

The following dates are being held for work days:

Saturday October 19, 2024 9:00am - 5:00pm Load In & Work Day
Saturday October 26, 2024 9:00am - 1:00pm Work Day

**** Please sign up here for work days: <https://volunteersignup.org/QX8CY>**

Work day tasks will include, but not limited to, set building, painting, loading in audience risers and chairs, pipe & drape, etc. Big or small, there's a task for all!

In the week leading up to the show, the following special rehearsal schedule will apply:

Friday November 1st, 2024	Tech Rehearsal 6:00 pm-10:00 pm
Saturday November 2nd, 2024	Tech Rehearsal 10:00am-5:00pm
Sunday November 3, 2024	Cue to Cue Rehearsal: 12:00pm-10:00pm
Monday November 4, 2024	Dark Day
Tuesday November 5, 2024	Dress Rehearsal: Call time TBD
Wednesday November 6, 2024	Invited Dress Rehearsal: Call time TBD, 8:00pm show
Wednesday, November 13, 2024	Refresher Rehearsal: 7:00 pm
Sunday, November 17, 2024	9:30 am: Teardown. Attendance is MANDATORY

Cast: "What is expected of me?"

We expect all cast members to:

- Arrive at rehearsal early enough to be ready to start **on time**; when we move to in person rehearsals, the rehearsal hall will always be open at least half an hour before the scheduled rehearsal begins;
- Attend **all** of your scheduled rehearsals;
- Bring your script;
- Bring indoor shoes, preferably dance or appropriate character shoes (no wet outdoor shoes or bare feet permitted);
- Warm up and stretch before the Directors call for action;
- Follow and adhere to all TCP policies and procedures;
- Wear appropriate clothes for movement;
- Memorize your lines, blocking, lyrics, dance steps, etc., by the dates outlined by the directors;
- **Remember that all TCP rehearsals are "closed rehearsals"; friends and family members are not permitted to watch (unless specifically stated otherwise or approved in advance by the Production Manager);**
 - Let us know if you need to bring a young child as Keegan and Elisabeth will often be bringing theirs to rehearsals.
- If for any reason you cannot make a scheduled rehearsal or are going to be late, it is your responsibility to let the Stage Manager know as soon as possible.
- Above all else, have fun!

Policies And Procedures

To guarantee that everyone has an enjoyable time in a safe environment, TCP has implemented certain policies and procedures. We require **every member of the company** to sign off on these:

- General Etiquette, including no tolerance for violence or harassment;
- Photo and Video Consent and Waiver;
- *Emergency Contact, Waiver and Medical Release.

** Please note: To complete this form you will need the name and phone number of your emergency contact, your health-card number (should you ever require medical assistance and being transported by ambulance from a TCP venue, will be provided to the paramedics) and your family doctor's name and phone number. Have this information available before you start.*

These forms must be completed before your first rehearsal or TCP function.

All Company Members, click here to complete these forms:

<https://forms.gle/Qg7rZsMt1zjJeJmf7>

Communication

It takes many people to bring a TCP production to the stage. Keeping everyone informed about what is going on is extremely important, so we have a website just for those involved in bringing this show to life. This site is called **Backstage**, and it is accessible only by those involved in the creation of this show, so please don't share these login credentials. On Backstage you will find rehearsal schedules, volunteer information, calendars, important reminders and more. If you are having trouble accessing the site, please let your Production Manager or Stage Manager know right away.

You can access Backstage in two ways:

- Go to www.thecommunityplayers.com, scroll to the right side of the top of the homepage and find the three lines. Clicking on the three lines will show more options, and the Backstage Login is at the bottom of the list.
- Go directly to www.thecommunityplayers.com/backstage (feel free to save this web link to your bookmarks).

username: tcpcompany
password: groverscorners24

Take a look around Backstage to familiarize yourself, as this is going to be our primary means of communicating with you. You will not get a notification when updates are made to Backstage, so we suggest that you log in and check for updates at least three or four times a week, and 24 hours before each scheduled rehearsal.

If for any reason you cannot make a scheduled rehearsal or are going to be late, it is your responsibility to let the Stage Manager know as soon as possible. Contact details for your stage manager are on Backstage, and you should save this contact info to your phone.

Inclement weather or other unavoidable circumstances may force us to cancel a rehearsal at the last minute. In such cases a notice will be posted to Backstage, and an e-mail will be sent to all cast and crew called for the rehearsal.

Have a question but don't know who it should be directed to? Start with either your show Stage Manager or your Production Manager, they will be able to direct you.

Wellness and Confidential Communication

If you have an issue, suggestion or question that you feel cannot be answered by someone on the team at rehearsal, or if you want a confidential way to contact the TCP Leadership Team, for whatever reason, please reach out to the Head of Wellness (wellness@thecommunityplayers.com). Your opinions and feedback are very important and valuable to us.

Health and Safety

We will collect personal medical information from all company members. This information is kept confidential by the stage-management and directing teams, and will be used only in the event of a medical emergency.

To keep the show safe and fun for everyone, please review and follow these guidelines:

- Please, no running in the rehearsal hall;
- Take a moment to familiarize yourself with emergency exits and fire extinguishers in the rehearsal hall;
- A first-aid kit is available at all rehearsals, along with a list of TCP members who are certified in first aid. These will always be with your stage managers; see them in case of any emergency.
- Should you have safety concerns, please don't hesitate to talk with your stage-management team.

Other Important Show Info

Participation Fee

Everyone who appears onstage with TCP will pay a \$20 participation fee. All participation fees must be submitted at the first rehearsal, in the form of cash (exact denominations, please), cheque (made payable to TCP), or EFT (treasurer@thecommunityplayers.com).

Program Bios

We will have a show program for ***Our Town***. We are asking every member of the cast and production team to prepare a bio (60 words maximum) and email it to the Production Manager. You may start submitting your bios now.

The deadline for submission is Sunday September 22nd.

You can include pretty much whatever you like in your bio, such as previous stage experience, what you do in "real life," and thanks to friends and family. But please, no joke bios.

Here is one example of a suitable bio:

Violet Bowman is thrilled to be onstage with TCP for the fifth time. Her favourite roles include Bombalurina in *Cats* (TCP) and Joanne in *Company* (KWMP). She also sings with the Luxemburg Pop Choir. She would like to dedicate this performance to her supportive family, Walter and Peter.

TCP Communication and Marketing Initiatives

TCP has an extensive marketing initiative in place to promote the show. This includes (but is not limited to) social-media advertising and posters. If you have other ideas that you think we should know about, please don't hesitate to tell us. We ask, however, that you don't initiate anything without first contacting our Head of Communication and Marketing (marketing@thecommunityplayers.com).

Partnership and Sponsorship Opportunities

If you know of someone who may be interested in partnering with TCP or advertising in the show program (depending on what this looks like), please direct them to contact our Head of Partnerships (partnerships@thecommunityplayers.com).

Volunteering

Cast Volunteer Hours

TCP is a volunteer organization. For a typical show, we would ask every member of the cast to contribute **a minimum of 10 hours** of volunteer time in addition to the time spent in rehearsal and performance. These hours would normally be helping with things like set construction, painting, sewing, ticket sales, advertising, theatre setup, stage walking and more. In addition, with the focus on safety and minimizing exposure to individuals outside of your bubble, we are not going to enforce this 10 hour requirement, but will instead look at the additional volunteer needs and may make specific requests of individuals at that time.

Please sign up here: volunteersignup.org/QX8CY

Front of House Volunteers

Volunteers are needed for show week to help with ushering, selling concessions and selling 50/50 tickets. If you know any responsible adults (or mature high-school students) who would enjoy helping in these roles, please ask them to contact our Production Manager (productionmanager@thecommunityplayers.com).

TCP Photo And Video Policy

In an effort to maintain a consistent and professional image, and to respect the terms and conditions of our rights agreement, TCP enforces the following policy:

Photographs are permitted throughout the entire rehearsal process, up to but not including dress rehearsals. **These photos are for personal use only. No individual is permitted to publish or distribute any photos in a performance setting by any means, including any type of electronic distribution, such as a web site or social-media platform.** As the rights holder of the show, only TCP is permitted to take official “performance setting” photos and to publish images.

Note: TCP works with a professional photographer to take high-quality show pictures, which you will have access to.

Ticket Sales

Tickets will go on sale in October with details provided once rehearsals start.

TCP On The Web And Social Media

www.thecommunityplayers.com

TCP's web site is regularly updated with show information and general info about the group. This is a great place to look if you have general questions, and a place to direct your friends and family to find out more about the production.

#mustseeTCP

“Friend” Us, Follow Us, Put a Pin on Us! Being a part of TCP's social-media presence makes a huge difference when we are advertising and trying to bring attention to the show. It's an easy but important way to get involved, and you may even see pictures of yourself!

Take part in our marketing for the show by using #mustseeTCP in all of your posts. Help us spread the word and stay up to date on everything TCP, both onstage and off.

