



MANDATORY CAST, CREW & PARENT MEETING

Welcome to the 2024-2025 Season

December 11, 2025

Stissing Mtn. Jr./Sr. High School Library

The meeting will cover:

* Rehearsal Information *Remind App

* School requirements for eligibility

* Introduction of the STG board members

* Committee sign-ups

* Parent responsibilities

*Fund Raising

* Election of Student Officers

The Stissing Theatre Guild productions are self-sustaining. The school district pays only for the Director and Musical Director salary. Our expenses average between \$25,000 and \$35,000 per year. **We need your help with fund raising!**

Parent/Guardian/Family Requirements: WE CAN'T DO THIS WITHOUT YOU!

All parent(s)/guardian(s) of cast/crew members must:

- 1. Chaperone a minimum of 3 rehearsals (Information will be emailed to you!)
- 2. Sign up and participate in ONE or more of our Committees.
- 3. Provide a baked good or candy for the concession stand for one of the three performances.
- 4. Provide an assigned food or beverage for either the tech dinner (the week before the show) or the cast party (following the Sunday performance). You will be notified as to which dinner you are assigned.
- 5. Help sell Raffle tickets.



Box Office – Sell tickets for the show in the box office, includes answering phone messages. Must be willing to use a credit card machine. Box office is often open during rehearsals.

Cast & Crew Party – Help decorate, set-up, serve food and clean up at the cast party after the last show on Sunday. (Set up is usually Saturday)

Costumes – Must be willing to sew, mend or find costumes for the performers. Starts when rehearsals start and mending may continue through the performances. Hair and Make-up - hairdressers and makeup helpers for dress rehearsals during tech week and before all performances.

Flower Sales – Sell flowers in the lobby one hour prior to performances and during intermission.

Fund Raising – Sell raffle tickets at basketball games & other events and places. Sell various items (including raffle tickets) in the lobby prior to performances and during intermission

Lobby Decorating – Decorate the lobby the week before the show

Lobby Refreshments – Work in lobby ½ hour prior to performances and during intermission selling donated refreshments

Program Ads – follow up visits to advertisers to sell ads for the program. Primarily done in early January.

Prop Procurement – Find (borrow) props for the show

Publicity – Distribute flyers and handouts, put up posters in the community to advertise the show. Starts in February.

Set Building – Build the sets for the show. Usually done in the evening 5-9

Set Painting – Paint the set after it is built, usually starts in February, done in the evenings after rehearsal

Tech Dinner – Help to set up, serve food and clean-up for dinner on Tech Sunday (Sunday before the show)

Contact List

If your child will be <u>unexpectedly</u> either absent from rehearsal, late to rehearsal or needs to leave early text Kevin Barnes at (845) 750-7580. and leave a text

Shannon Rego: Text preferred 914-406-3188 Contact Shannon for any questions about chaperoning and the Cast Party.

Jennifer Davis: Call or text (845) 891-3601 or email <u>microjenn79@optonline.net</u> with questions about the Tech dinner.

Laurie Fouts: Text or call 845 489-8752 or email lfouts70@gmail.com Contact Laurie about the refreshment table at the performances.

Jen Blackburn: 845 901-3946 or <u>jblackburn145@gmail.com</u> Contact Jen about Parent Ads and Program ads.

Maureen Blackburn: 518-441-6589 or Momurray14@hotmail.com Contact Maureen about lobby decorations and raffles.

Tracey Sikula: Call or text 845 853-3994 or email tralynsta@yahoo.com Contact Tracey with box office questions. Tracey builds and maintains the STG Newsletter as well as the Cast/Crew email list for each production.

Esther Evans: Email epsle@optonline.net or call or text 845 797-4630. Contact Esther with any and all costume questions, and hair/makeup questions. Also questions and/or suggestions and/or follow up about business program ads and questions about photos available.

Julie Zengen: Call or text 914 714-3925. Contact Julie with costume questions and questions about the Act-a-Thon.

Keeia Hicks: Text preferred 718 916-7441 Text Keeia with costume questions and Cast Party questions

Carl Baden: 914 388-5178 Call Carl about set construction.

Amy Baden: Email <u>abenack@yahoo.com</u> or 914 388-5179. Email or text Amy about props. Amy maintains the STG Facebook pages (private and public), Instagram and Twitter

Erin Essery: Email eessery613@gmail.com or call or text 845 797-3673 about set painting.

Joan Taylor: <u>joanctaylor@yahoo.com</u>. Or call 518 329-1535. Contact Joan with any questions about tee shirt money and photo money. Also contact Joan if you are not sure who to ask; she can direct you or answer the question

Please hand this form and money in at the Parent Meeting or put in drop box on the box office door in a *sealed envelope*

Cast/Crew Member Name:	
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Script Deposit

Each student must provide a separate check or cash for \$25 to receive a script. The deposit is required before a script will be given to a student. The check or cash will be returned when the script is returned without any writing, in good condition. All scripts must be sent back to the royalty house immediately after the performance, otherwise STG is charged for them.

Dues & T-Shirt No charge for Cast & Crew in 2024-2025	Indicate size YOUTH XS(2-4), S(6-8), M(10-12), L(14-16) ADULT Small, Medium, Large, X- Large		
OPTIONAL Additional T-Shirt	Indicate size and number YOUTH XS(2-4), S(6-8), M(10-12), L(14-16) ADULT Small, Medium, Large, X- Large	\$20 each	
OPTIONAL Cast Photo	Indicate the number prints digital download	\$10 each \$7	
OPTIONAL REHEARSAL PHOTOS See attached	USE FORM ON THE BACK	\$20.00 USB \$15.00 digital download	

TOTAL \$

Cash or check is accepted. Please make check out to Stissing Theatre Guild.

THANK YOU FOR YOUR SUPPORT!

Rehearsal Photos Order Form

Rehearsal photos are available on USB or as a digital download. If you purchase a digital download a link and password will be sent directly to you.

Name			
Email			
The photos have been taken by and publication of poses and ac		re granting permission for soYork Photograp roperty of soYork Photography	phy for the display
Signature:			
USB: \$20 Digital Download \$15	Quantity Quantity	Total Total	

Stissing Theatre Guild

c/o Stissing Mountain Junior/Senior High School 2829 Church Street Pine Plains, NY 12567

Dear Parents:

The Stissing Theatre Guild is proud to announce this year's production of:



Book by Karey Kirkpatrick & John O'Farrell Music and Lyrics by Karey Kirkpatrick & Wayne Kirkpatrick

> **Director: Kevin Barnes Choreographer: Ashley Burren Musical Director: Alec Sisco**

All productions are funded through program ads, ticket sales, raffles and donations-and the help of all the parents and volunteers. Please support the show by joining the Parent's Page with a donation or by placing an ad. We thank you in advance for your support!

Parent's Page Booster Listing Patron Listing Producer Listing Ad Quarter Page Half Page (4.75 x 3.75) Full Page (4.75 x 7.5)	Cost \$ 5 to \$14 \$ 15 to \$39 \$ 40 and above Cost \$ 50 \$ 75 \$125 (Receive 1 Free Ticket)
Name(s)	Phone:

Please email a PDF file of your ad to stgprogramads@gmail.com and include a contact name and telephone number with the email. Make all checks payable to **Stissing Theatre Guild** and place your check and this form in a sealed envelope in the drop box on the box office door at the school or mail to the address below. If you are not able to email a PDF, please enclose a camera-ready ad in the envelope.

> **Stissing Theatre Guild** c/o Stissing Mountain Junior/Senior High School 2829 Church Street Pine Plains, NY 12567

To ensure that you meet the program printing deadline, please return your information no later than January 15, 2025 Thank You!!

Sample Ads:

Compliments of the

FULL PAGE



Pine Plains FFA and the Vocational Agriculture **Advisory Board**

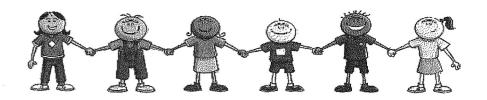
Pine Plains Elementary PTA

insElementaryPTA@yahoo.com

Jok: Pine Plains Elementary PTA

1/2 PC/E aces and upcoming events, please Like us on

Facebook!



We are so proud of all your hard work, Madison!

Congratulations to the Cast + Crew of The Addams Family

Love, Your Family

and Luck to Cast and Crew

Victor T. Mitchell ÆCTOR OF DRAMATICS for MOUR SMITH PLAYERS and **ISSING MOUNTAIN PLAYERS**

FOREIGN LANGUAGE TEACHER EIGN LANGUAGE DEPARTMENT CHAIR

Pine Plains Central School District