

Grease

To the parents of the Cast and Tech Crew for the production *Grease*:

Please read the following and respond by January 20th!!! We must adhere to the deadlines indicated in this letter. There will be NO exceptions! ALL FORMS MUST BE RETURNED TO A DIRECTOR AND PROPER PROCEDURE MUST BE FOLLOWED FOR PROCESSING!!

The families of the cast and crew have the first chance to order tickets for our shows. The production is scheduled for Thursday, Friday and Saturday, February 23, 24, and 25 at 7:00 p.m. There will be a matinee performance on Saturday, February 25 at 2:00 p.m. A ticket order form is enclosed. We will sell tickets for the families of the cast and crew so you will not have to make a special trip to the box office. Ticket orders will be time stamped and processed on a first come, first served basis. Please note on your ticket order if you require handicapped seating with your party so we can prepare accordingly. **All tickets will be held at the “will call”, your child will receive a receipt to confirm your ticket order prior to the box office opening for general ticket sales.**

Please see the enclosed forms regarding the following **mandatory** and **optional** fees and forms:

- **(mandatory fee for all cast and crew)** For your convenience, we have decided to include all the mandatory fees into one fee. Each student in the cast and crew for the run of the show will be required to pay \$35 to cover the following items:
 - Student meals*
 - Costume dry cleaning/Technical supplies
 - T-shirts
 - Cast/Crew party

*Meals will be provided at Survivor Saturday, February 18th and between shows on February 25th. We hope that by combining these fees we can reduce any confusion and expedite the money collecting process.

- **(optional-program message)** A congratulatory ad message(s) is/ are available in the show program (if you are a Studio VII “gold” member, you receive this free). Often, families and friends want to extend their best wishes and congratulations to students involved in the production. Ad sizes and prices are listed on the enclosed form. Again with this production we offer the opportunity to add your child’s photo to the message.
- **(optional-business ad)** If you, your spouse, your neighbor or a close family friend has a personal business, or you know someone who would benefit from advertising in our program, we have included a business advertisement form. Money from these advertisements will help off set the cost of the production.

Parents and students should be active in the community looking for a chance to ask for donations to help support the play. Often times all you have to do is ask and several businesses are willing to donate all kinds of things to help the arts continue its success. It would be helpful if everyone in the cast and crew be alert and aware of the many resources we have in our community. Think

of the places you visit often and just ask if they would be willing to donate to our production. Additional business forms are always available.

All forms and payment must be returned to a director, student director or stage manager in a sealed envelope (a large manila envelope would be greatly appreciated). Proper procedure must take place when returning these important forms and fees to prevent miscommunication. Checks should be made out to Studio VII Booster Club. Please note that there are **no refunds** for any of the fees. Thank you so much for your support. Parents who have not already been contacted may be contacted shortly asking to volunteer and we want to express our deepest thanks ahead of time for your help. We are looking forward to a wonderful show!

Sincerely,
Chocs Landgrebe
Joshua Heerssen & Maggie Rodriguez
Theatre Directors



ACTIVITIES & FEES TOTAL FORM

This form is required.
It **MUST** be received by:

Friday January 20, 2012

Make checks payable to "Studio VII Booster Club"
No refunds.

1. **Student name:** _____
Parent Name: _____
Phone #: _____

2. **Mandatory Cast and Crew Fee:** covers meals, dry cleaning/technical supplies, t-shirt and cast party.....\$ 35.00
Please indicate student t-shirt size by placing a check in the blank provided below:
Adult sizes: ___xxl ___xl ___l ___m ___s
Youth sizes: ___l ___m

3. **Optional-extra t-shirts #** _____ **@ \$15.00 ea.** \$ _____
Adult sizes: ___xxl ___xl ___l ___m ___s
Youth sizes: ___l ___m

4. **Ticket amount total from ticket order form** (see page 4)..... \$ _____

5. **Optional-program message** Personal Ad Form for non-Studio VII gold members total (page 5) \$ _____

6. Does the student have any food restriction? (allergies, vegetarian?) Yes No

If yes, please list restrictions _____

****Please have all business ads sent separately**

TOTAL: \$ _____

STAGE MANAGER/
STUDENT DIRECTOR USE:

Date: _____

*Check #: _____

Initial : _____

*Keep check with this form

CAST & CREW TICKET ORDER FORM

If you wish to purchase reserved seating, return this form along with payment.

Make checks payable to “Studio VII Booster Club”

All sales are final. No refunds.

Thurs. Feb. 23, 2012 @ 7:00 PM

Fri. Feb. 24, 2012 @ 7:00 PM

Sat. Feb. 25, 2012 @ 2:00 PM

Sat. Feb. 25, 2012 @ 7:00 PM

All performances will be held in the Seven Lakes High School Performing Arts Center.

- Cast & crew ticket orders will only be sold until Friday January 20th. Ticket orders that are received on or before January 20th will be available at “will-call”, your child will receive a copy of this form when your tickets have been processed.
- If you are a 2011-2012 Patron with season passes, as determined by your level of patronage, please indicate that on your order form.
- Please address any questions regarding tickets to Box Office 281-237-2836.

**PLEASE REMEMBER THAT ALL SEATS
ARE RESERVED.**

		# of Tickets at Students \$10/Adults \$12
Tickets for Thur., Feb. 23, 2012	7:00 PM performance	_____
Tickets for Fri., Feb. 24, 2012	7:00 PM performance	_____
Tickets for Sat., Feb. 25, 2012	2:00 PM performance	_____
Tickets for Sat., Feb. 25, 2012	7:00 PM performance	_____

TOTAL NUMBER _____

TOTAL AMOUNT enclosed = \$ _____

Student's Name _____

Parent Name: _____

Home #: _____ Cell #: _____

E-mail: _____

STAGE MANAGER/
STUDENT DIRECTOR USE:

Date: _____

Time: _____

*Check #: _____

Initial : _____

*Check stays with “Activities & Fees Total Form”

BOX OFFICE USE:

Date: _____

Seat # _____

Initial _____



PROGRAM ADVERTISEMENTS FORM

NOTE: PATRONS at the Underwriter, Executive Producer & Producer levels include advertisements in each program. The ads will appear in ALL production programs.

Please note that Personal and Business advertisements are for ONE PLAY ONLY. Please mark below if this person/business wants to be contacted for other programs.

Company / Patron Name: _____

Company / Patron Contact: _____

Address: _____ Zip: _____

Phone: _____ Fax: _____

Size of Ad: _____ Cost: _____ Copy Received: Y N

Amount Received: _____ Check No: _____

Did you get a business card from this business? Y N

Does the Business wish to be contacted for future production programs? Y N

Name(s) of person selling ads: _____

Phone # to contact if any questions: _____

Size and Price of Congratulations/Encouragements/Advertisements

One line congratulation/encouragement (4.5 inch line)	\$5
1/4 Page (1.125 x 1.875)	\$50
1/2 Page (4.5" x 3.5")	\$100
Full Page (4.5" x 7.5")	\$150
Inside Front/Back Cover – Full Page	\$200
Outside Back Cover – Full Page	\$250

(All cover pages are sold on first come- first served basis.)

Show Description	Performance Dates	Deadline for Advertisement
Fall Production	October	September 30
Spring Production / Musical	February	January 20
Spring: <i>Student Directed 1-Acts</i>	May	April 1

If you have any questions, contact Chocs Landgrebe at 281-935-6756 or the Studio VII Playbill Coordinator (contact information available on the Studio VII website).

NOTE: To make the advertisement even more successful, please make sure the background is white. This will create a crisper looking ad. If you wish to send it electronically, please send it as a .tif or .jpeg file to the Studio VII Playbill Coordinator, Deborah Quintero brannenfolis@yahoo.com. This will enable the publishing program to download your ad without losing any formatting.

Please make checks payable to: **Studio VII Booster Club**

Return to: Mr. Chocs Landgrebe, Director

Seven Lakes High School

9251 South Fry Road

Katy, TX 77494



STUDIO VII THEATRE COMPANY
PATRON PROGRAM - DONATION FORM
 (For a description of costs for patronage please log on to
 StudioVII7.com)

Name as it will appear in program and lobby display: (Please print legibly)

Mailing Address: _____ Phone: _____
 _____ Fax: _____
 E-mail Address: _____@_____

CONTRIBUTION LEVEL: (Check One)

UNDERWRITER **EXECUTIVE PRODUCER** **PRODUCER** **STAR** **CO-STAR**

Total Personal Contribution:

\$ _____

Is your company matching your donation? (Check One)

Yes No

Total Combined Contribution incl Matching Funds:

\$ _____

Matching Fund Paperwork attached? (Check One)

Yes No

Corporate Matching / Name of your Company as it should appear in program:

(Please Print) _____

(Matching funds are noted as follows on print materials: Employee Name/Company Name. An employee donating at the Underwriter level and giving matching funds in addition will be listed as an individual and again with the company. Names appear under the level of combined total donation. Please note: Contribution is promoted to the higher level after matching funds are received by the Studio VII Boosters from your company.)

Program Advertisement attached:

Yes No

(If on disc please attach in PC Format)

Advertisement Contacts: Chocs Landgrebe – Theatre Director, (281) 237-2893 or the Studio VII Playbill Coordinator (see our website for contact information).

Please make checks payable to: **Studio VII Booster Club**

Return to: Mr. Chocs Landgrebe, Director
 Seven Lakes High School
 9251 South Fry Road
 Katy, TX 77494

Amount Enclosed: \$ _____ **Check No:** _____ (No cash, please)

Studio VII Booster Club is a registered 501(c)3 non-profit, tax exempt organization.
 (If your donation is used for tax purposes, please deduct the value of tickets and ads from your total donation.)

Grease Rehearsal Schedule

JANUARY

W	4	3:30-5:30	Read-through	PAC/Black Box
TH	5	3:00-5:00	NO REHEARSAL- OAP Auditions	PAC/Black Box
F	6	3:00-5:00	NO REHEARSAL- OAP Auditions	PAC/Black Box
M	9	3:00-5:00	Music Rehearsal Act I	PAC/Black Box
T	10	3:00-5:00	Dance Rehearsal Act I	PAC/Black Box
W	11	3:30-5:30	Blocking Scenes I. 1-3	PAC/Black Box
TH	12	3:00-5:00	Dance Rehearsal Act I	PAC/Black Box
F	13	3:00-5:00	Blocking Scenes I. 4-6	PAC/Black Box
*M	16		NO SCHOOL/NO REHEARSAL	
T	17	3:00-5:00	Dance Rehearsal Act I	PAC/Black Box
W	18	3:30-5:30	Music Rehearsal Act I/II. 1	PAC/Black Box
TH	19	3:00-5:00	Dance Rehearsal Act II. 1	PAC/Black Box
F	20	3:00-5:00	Blocking Scenes II. 1	PAC/Black Box
*S	21	9:00-3:00	Rehearsal Act I, II.1 Sing, Dance, Block	PAC/Black Box
M	23	3:00-5:00	Music Rehearsal Act II.1	PAC/Black Box
T	24	3:00-5:00	Dance Rehearsal Act II. 1	PAC/Black Box
W	25	3:30-5:30	Blocking Scenes II.1-3	PAC/Black Box
TH	26	3:00-5:00	Dance Rehearsal TBA	PAC/Black Box
F	27		TETA	

JANUARY/FEBRUARY

M	30	3:00-5:00	Music Rehearsal	PAC/Black Box
T	31	3:00-5:00	Dance Rehearsal TBA	PAC/Black Box
W	1	3:30-5:30	Blocking Scenes II. 4-5	PAC/Black Box
TH	2	3:00-5:00	Dance Rehearsal TBA	PAC/Black Box
F	3	3:00-5:00	Review Blocking w/o music	PAC/Black Box
*S	4	9:00-3:00	Stop and Go Run	PAC/Black Box
M	6	3:00-5:00	Clean scenes as needed	PAC/Black Box
T	7	3:00-5:00	Act I	PAC/Black Box
W	8	3:30-5:30	Act II	PAC/Black Box
TH	9	3:00-5:00	Act I	PAC/Black Box
F	10	3:00-5:00	Act II	PAC/Black Box
*S	11	9:00-3:00	Run Show	PAC/Black Box
M	13	3:00-5:00	Act I	PAC/Black Box
T	14	3:00-5:00	Act II	PAC/Black Box
W	15	3:30-5:30	Scenes as needed	PAC/Black Box
^TH	16	1:30-5:00	Music Rehearsal/Dry Tech ACT I	PAC/Black Box
*F	17	3:00-6:00	Music Rehearsal/Dry Tech ACT II	PAC/Black Box
*S	18	9:00-TBA	Rehearsal/Tech "Survivor Saturday"	PAC
*M	20	3:00-6:00	Rehearsal/Tech ACT I	PAC
T	21	3:00-5:00	Rehearsal/Tech ACT II	PAC

W	22	3:30 Call	4:15 Curtain, FINAL DRESS REHEARSAL	PAC
TH	23	5:00 Call	Performance 7:00 PM Curtain	
F	24	5:00 Call	Performance 7:00 PM Curtain	
S	25	10:00 Call	Photo Call 12:00 Act I	
			Performance 2:00 PM	
			Photo Call Act II Following 2:00 Performance	
			Performance 7:00 PM Curtain	

^ = Early dismissal
 * = Saturday/No School

The rehearsal dates listed in **bold** are **MANDATORY**. These dates are **non-negotiable**. **During this time the production MUST COME ABOVE ALL OTHER ACTIVITIES**. If you are not willing to commit to these dates please reconsider auditioning for this show.