



# YaYa's Program Information

## YaYa's Mission & Philosophy

YaYa's Performance Academy is a youth and family-based program that provides the community with the opportunity to actively participate and explore the art of musical theatre in a safe, positive, and nurturing environment.

With the growing economic crisis our state faces, cuts to education have been catastrophic; arts programs have been drastically cut back, if not completely eliminated. Our goal is to keep the performing arts alive in our community. We plan to do this by producing high quality productions and training participants in singing, acting, and dancing, while at the same time building strong family and community relationships.

Unlike most community theatre programs where you must audition to be in the show, YaYa's guarantees a role in the production to all who register and complete the rehearsal process; thus, providing the opportunity to all who are interested.

At YaYa's, our mission is to keep the arts alive by creating a positive environment to encourage artists to explore, grow, and learn. Participants will develop valuable life skills like the 10 C's listed below:

- |                  |                |                |
|------------------|----------------|----------------|
| 1. Communication | 5. Confidence  | 9. Comradery   |
| 2. Creativity    | 6. Cooperation | 10. Commitment |
| 3. Coordination  | 7. Character   |                |
| 4. Collaboration | 8. Control     |                |

We celebrate diversity and welcome participants of all backgrounds, abilities, and levels of experience. We believe theatre is a way to bond families and unite our diverse community in a collaborative art form.

## YaYa's General Information

♪ **Enrollment days** are the first two Saturday rehearsals of each production. Once enrolled they are guaranteed a role in the ensemble of the show and will rehearse every Saturday. Participants may try out the first rehearsal before paying the fees. Parents are welcome to watch the first enrollment/rehearsal day; after that, rehearsals will be closed to non-performing parents.

♪ **Online Enrollment and payments** Every performer must set up an account through our online enrollment system that can be accessed from our website [www.yayasacademy.com](http://www.yayasacademy.com) or on the production share site. Once your family account is set up with emergency contact information and contact info. it will be saved for future shows. You may make your payments online using paypal or a credit or debit card. Check or cash payments may be made in person at a rehearsal. We will use this system to add your lead and costume fee's to your balance once the show is cast. You will be able to log in and view your account to see what fee's you owe.

- ♪ **Rehearsals** are Tuesday and Thursdays from 7:00-9:30 pm for leads, Saturdays from 12:00-7:00 pm and occasional Sundays from 1-5pm for the ensemble. The entire cast will not be called to every rehearsal. We will update the production Shutterfly site with a detailed rehearsal schedule listing exactly who is needed and when every 2-3 weeks. If you audition and are cast as a principle lead role, plan on being at every rehearsal. Our younger participants will only be called for approximately 1-2 hours at a time unless cast as a lead role.
- ♪ **Ensemble Casting** will happen on the second Saturday rehearsal for the production
  - Participants will attend their age group rehearsal times the 1<sup>st</sup> and 2<sup>nd</sup> Saturdays of the production.
  - During the second rehearsal, we will cast participants as a specific ensemble character. They will from then on attend only the rehearsals that their ensemble group is called to.
- ♪ **Lead auditions** will happen the second Sunday of every production and will be listed on the rehearsal schedule. Callbacks will be the next Tuesday evening (those needed will be notified via email). We will always hold an optional audition preparation rehearsal for those interested in auditioning for a lead role on the second Saturday following the last rehearsal group. This rehearsal will prepare you with the content we want to see at auditions. We will post the cast list on the website as well as email it to the full cast the Wednesday after callbacks.
- ♪ **Shutterfly Share Site** We will use a Shutterfly Share site to create custom production sites for each show. Be sure to request to be added as a member as only members can view the site. We will use this site to post the rehearsal schedule, hand-outs, rehearsal tracks, dance videos, volunteer sign up sheets and announcements.
- ♪ **Fees** involved with the program cover all the production costs of renting rehearsal space, performance venue, insurance, set construction, programs, hand-outs, show royalties, staff salaries, etc. All fees must be paid in full prior to Tech week in order to participate in the shows.
  - **Tuition Fee** of \$250.00 covers script, show shirt, rehearsal tracks, and three months of instruction in singing, acting, and dancing. Tuition fee is due the second Saturday of each production. We offer a 10% discount for 2 or more actors from the same family.
  - **Lead fees** will be charged to all who are cast as a lead role in the show. This fee is to cover the additional instruction time that these participants will receive. Principle lead fees are \$50.00 and featured roles are \$30.00. Flying lead roles will pay \$100.
  - **Ad space sales-** Fundraising is a crucial aspect to putting on our productions. The tuition fees and ticket sales do not cover all of the expenses that go into putting on each production. To help cover some of these expenses, which will allow us to continue to produce high quality musical theatre performances, each cast member is required to sell a minimum of \$25 in program ad space. Detailed information will be sent home at a later date. In addition, we will have several fundraising days at local restaurants in which 20% of the proceeds for the day will be given back to YaYa's.
  - **Costumes-** All cast members are responsible for their own costume. We will provide specific requirements as well as examples and cost effective suggestions. On the occasion that something needs to be uniform across the cast, we will bulk purchase the item and charge you a minimal fee.

- **CSULB Parking-** CSULB will charge \$9 per day per vehicle to park at the theater during Tech. week and at the performances. You will be able to pre-order a parking permit for \$32 to save money and avoid purchasing a permit from the kiosk daily. If you are only dropping the performer off you will be able to park for 15 minutes and not be charged.
- **Late Fees** will be charged for all tuition payments, lead fees, and costume fees that are not paid online by the due date.

♪ **Ticket sales** help pay for the rental of the performance venue. It is important to sell tickets in order for our program to continue, as well as to fill the seats and perform our shows for a sold-out crowd. If each family sells a minimum of 10 tickets per production, we will be in great shape. Tickets are sold online in which you may pick your seat, pay online, and print your ticket at home. All online ticket sales are final! NO exchanges or refunds. Be sure to check the lead performance schedule to ensure you are purchasing tickets for the correct performance.

♪ **Production week** is the week that we move to the facility in which we will perform the show. *These dates are listed on the rehearsal schedule that will go out at the first rehearsal.* This is the week we place everything on stage and add our sets, props, costumes, and technical aspects of the show. This is a very important week, during which there will be **NO EXCUSED ABSENCES**. It is a long and very important week. We ask that you always arrive on time ready to work and prepared to stay later than your call time. Things happen and often rehearsals run overtime during tech. week. We ask that you please be flexible with us this week, as sometimes the schedule must change last minute. Plan on needing the entire week off from 3-10pm every evening.

♪ **Parent volunteers** are a crucial part of making our productions a success. We ask our parents to volunteer a minimum of 20 hours per production. This can be done during pre-show, working jobs during performances, as well as post-show with strike. Without parent support, the show would not go on. Areas in which we need volunteers are:

- |                            |   |
|----------------------------|---|
| ○ Making costumes          | ○ Load-in   |
| ○ Line Leaders             | ○ Show-grams & flowers  |
| ○ Info table               | ○ Strike  |
| ○ Building/painting sets   | ○ Please let us know your unique skills and we will put you to work |
| ○ Making props             |   |
| ○ Concessions for the show |   |
| ○ Box office               |   |

♪ **Parent info meetings** will happen periodically throughout the production to give you updates and other pertinent show information (i.e. costume requirements, fundraising opportunities, volunteer needs, Tech week, etc.). The first parent meeting will be the 2nd day of rehearsal during your participant's assigned rehearsal time.

♪ **Where to go for help:**

- **The Payment table** is located near the sign-in tables by the doors of the rehearsal space. The staff located at this table are equipped to answer any of your questions about our program. This is also where payments are received. The payment table is here so that questions can be answered without disrupting the rehearsal process, as the

teachers/staff members are preoccupied with running rehearsals during rehearsal times.

- We have a **bulletin board** that we keep all important information posted to by the sign in sheets every Saturday. Reminders, a list of the hand-outs for today and last week, cast lists, performance schedules, tech. week dates, etc.
- The **Shutterfly Site** should be your main source of information. Everything show related is posted to this site specific to each show.
- Feel free to approach **staff members** before or after rehearsal times with your questions, or you can email, text or call us at 562-355-2004 or info@yayasacademy.com.

## YaYa's Program Policies

- ♫ **Behavior policy**- Performing in a YaYa's production should be seen as a priveledge. Disrespectful or inappropriate behavior by the performer or the parent will be grounds for expulsion from the production with no refund. Behavior will always be considered when enrolling and auditioning for future shows. Severity of the consequences are at the discretion of the Artistic Director.
- ♫ **Attendance Policy**- 3 or more unexcused absences may result in being dropped from the production without refund. Students who miss excessive amounts of rehearsals fall too far behind and we do not have the time to stop momentum and reteach each number for every absence. Leads with 2 or more unexcused ensemble and/or Lead rehearsal absences will be dropped from their lead role at the discretion of the director.
- ♫ **Family discounts** for immediate families members will receive a 10% discount per family member (ex. Mom, dad, brother, sister).
- ♫ **Tuition fee waivers**- We offer a few tuition fee waivers per show, as we understand that times are difficult and we want all interested to be given the opportunity to perform. Watch for the fee waiver deadlines 2 weeks prior to the first rehearsal of the show.
- ♫ **Payment plans** are available in which we break down the registration fee into 3 equal payments of \$83, \$83, and \$84 each. A \$10 late fee will be charged if payments are not paid on time.
- ♫ **Late fees**- All program fees (tuition, lead fee, costume fees, parking) are assigned due dates in our online payment system. Any fee not paid online by the due date will be charged an automatic late fee (\$10 for tuition payments and \$5 for all other fees).
- ♫ **Refund policy**- Requests for refunds must be submitted by the Saturday rehearsal prior to casting.
- ♫ **Adult performers** may participate at the established registration fee rate.
- ♫ **College students** are eligible for a discounted price of \$150 with proof of full time student status. Payment plans may be made at 3 equal payments of \$50 each due on the days set out in the payment plan agreement form.
- ♫ **Parent performers** will pay regular registration prices and are eligble for the family discount price. They may audition for appropriate lead roles, in addition to participating in the ensemble of the show.
- ♫ **Mentor performers** are experienced adult performers who are asked to perform specified lead roles. The age appropriate casting will allow certain roles to be cast with experienced performers, giving the younger actors the opportunity to work with and learn from these artists.
- ♫ **Photo policy**-
  - Photography and videography at the shows are strictly prohibited.

- YaYa's Performance Academy will contract with a set professional show photographer each production to photograph the shows. Participants will have the opportunity to purchase photographs from the photographer.
- When the royalty contract allows for it, YaYa's will video record the show and sell copies to the participant's families. The privilege to do this is on a per show basis depending on what show we are performing and the set regulations in the royalty contract.
- YaYa's will use photographs, video, and sound recordings taken during rehearsals and performances for publicity purposes only.

#### 🎵 **Contracts-**

- **Lead Contracts** lay out the expectations we have for our lead performers and their parents and must be signed by all who wish to audition for a lead role.
- **Tech Week contracts** explain what to expect, rules and, general tips for all that goes on during Tech week and must be signed by all performers in order to perform in the shows.

## Parent Volunteer Positions



**Please sign-up for a parent volunteer position on the volunteers page of the Shared Site. Please let us know if you have friends or family who would like to sign up for any of the positions listed. You may sign them up by putting your name, but listing their name and contact info. in the comments section on the sign-up sheet. You must sign up on the Shutterfly site through a web browser on a computer. The app does not currently support sign-up sheets.**

***THE SHOW DOES NOT GO ON WITHOUT PARENT VOLUNTEERS!!!***

### BACK STAGE JOBS:

1. **Line Leaders**- You will be assigned to one of the ensemble groups and chaperone them backstage, bring them to the side of the stage, listen for their cue and send them out to perform. Then fetch them as they come off stage and take them back to the dressing rooms where you would supervise them until their next cue. For this position we would need you for at least 2 tech week rehearsals to learn their cues and practice their entrances and exits. This is a great way to be backstage with your performer and be a part of the action. We would like you to commit to working at least four of the performances, more if you are up for it so you can then watch one or two of the shows.
2. **Stage Crew**- Stage crew members work behind the scenes and move the set and prop pieces on stage between each scene during the blackouts. We also need people to operate the spot lights and fly rail (pull the ropes to bring in the backdrops). This is a position that we would need you at most if not every tech rehearsal and then schedule you to work 6-7 of the performances.
3. **Mic Moms**- We need help backstage putting the microphones on the actors before the shows, swapping them from actor to actor during the show and taking them off after the show. We would need you at the dress rehearsals on Wednesday and Thursday and then schedule you to work a number of the performances. We will train you on how to handle the mics.

3. **Fly Operators**- These are the parents who will be pulling the ropes to make the actors fly in the show. This is a position in which you would have to make every flight rehearsal during tech. week. Our professional flight director will train parent volunteers. Must be able to lift 2/3 of the performers weight.
4. **"Hooker" Moms**- Are the moms who put the actors who fly in their harnesses and bring them to the flight director and hook them up to fly. Hooker moms would need to attend every flight rehearsal during tech week.
5. **Hair & Make-up**- We need a few volunteers to help with make-up and hair for dress rehearsals and shows. The Scarecrow, Tinman, Lion and Wicked Witch have very fast changes from their farm hand/ Gultch costumes. We need volunteers to help do these quick make-up changes. You would be trained by our make-up designer.

### FRONT OF HOUSE JOBS:

1. **Concessions**- We need help selling the drinks and goodies that we offer before the show and during intermission. This is a good job if you can't make it to tech week rehearsals to work backstage positions. You can show up to the performance and help set up the concessions table, sell them during intermission and help clean up after.
2. **Flowers and Show-grams**- We need help selling the flowers, gifts and show-grams that audience members can purchase to send backstage to the actors. This is a good job if you can't make it to tech week rehearsals to work backstage positions. You can show up to the performance and help set up the table, sell them before the show and during intermission and help clean up after.
3. **Ushers**- As an Usher you would take tickets at the door, hand out programs and help patrons to their seats. Ushers will also be required to arrive an hour prior to each performance to help assemble the show programs. During the performances you will stand at the lobby doors or sit next to it if the seat is available and make sure the door closes if a patron exits the auditorium. Ushering is the only position that you will be able to watch the show for free.

### PRE-PRODUCTION JOBS:

1. **Costume Crew**- We need more volunteers who want to help sew, glue or cut out costumes. We will usually have projects that we can send home with you to work on and then bring back. All levels of skills are needed.
2. **Snack Shack**- We like to offer a snack stand on Saturdays for those who would like to purchase a snack following rehearsal and for the kids who have to stay and wait for their sibling to finish rehearsals. If you are able to sit at the snack shack table to sell food during your child's group time please sign-up on the shutterfly site.

*All volunteers must still purchase a ticket when watching a show. If you have any questions on any of these positions, please email [info@yayasacademy.com](mailto:info@yayasacademy.com) and we will forward your email on to the person in charge of that position. The chair heads will contact you prior to tech week with more information about your job.*