

Harmony Studios Production Manual



At Harmony Studios, we believe in nurturing creativity, fostering talent, and creating unforgettable experiences for our children and their families. We are thrilled to have you join our community! This manual will provide you with a comprehensive overview of the various programs we offer to help your child shine on stage and beyond.

Table of Contents

About Us	4
Mission Statement	4
Vision.....	4
Production Information	4
Attire	5
General Attire	5
Parent Costume Responsibilities	5
Financial Information.....	5
Payment Options and Timeline.....	5
Financial Aid	6
What does your Production Fee Cover?	6
Audition and Production Details.....	7
Preparation and Information about Auditions	7
Weekly Schedule for Productions.....	7
Volunteering	7
Committees.....	8
Green Room	8
Tickets	8
Sets.....	9
Props	9
Hospitality	9
Concession Stand	10
Backstage	10
Basket Raffle	10
Fundraising.....	10
Advertising and Promotion	11
Make-up/Costume/Hair.....	11
Attendance Policy	12
Conflict Submission.....	12

Code of Conduct & Safety Information.....	12
Behavior Expectations	13
Disciplinary Actions	13
Theatre Etiquette.....	13
Green Room Etiquette	14
Dressing Room Etiquette	15
Backstage Etiquette	16
Safety Procedures	16
Procedures for when a Child is Sick	16
Production Details and Specifics.....	16
Playbill Biography.....	16
Tech Week Dinners	17
Cast Pictures.....	17
Playbill Advertising.....	17
Shout-outs for the Playbill	18
Concession Stand	18
Auction Baskets.....	18
Fundraising.....	18
Communication & Contact Information	19
Daily Communication.....	19
Parent Meetings.....	19
Contact Information.....	19
FAQ.....	19

About Us

Mission Statement

Our mission is to provide a nurturing environment where children can explore their creativity, build confidence, and grow in their faith. ❤️ We offer a professional quality fine arts studio offering dynamic camps, master classes, group and private lessons and children's theater. Through our dynamic theater programs, we aim to inspire and empower young performers to shine both on and off the stage, reflecting the love and grace of Jesus in all they do.

Vision

At Harmony Studios, we harness the transformative power of the arts to unlock every child's unique potential. Our vision is an inclusive, nurturing environment where all children, regardless of financial background, can explore and develop their talents for free. With two decades of professional theater experience, we are dedicated to preparing young artists for successful careers through high-quality productions, group classes, and master classes. Here, every child is welcomed, valued, and inspired, becoming part of a supportive community that celebrates their unique contributions. Join us at Harmony Studios to nurture dreams, inspire excellence, and foster a lifelong love for the arts.

Production Information

- Ages: All Ages
- Description: The crown jewel of Harmony Studios, our professional-quality theater productions are held three times a year. These performances take place in professional auditoriums, providing students with the experience of participating in high-caliber productions.
- \$325 Production fee PER show- WITH a parent/guardian volunteering for 10 hours.
 - A \$100 check is required when contracts are signed, if the hours are not complete, it will be cashed in at the end of the show.
- \$425 Production fee PER show- WITHOUT a parent/guardian volunteering for 10 hours
- \$150 Production fee PER show for Mini Harmony Studios cast member
- Audition Fee-\$30 (Covers space rental and copyrights to audition material)
 - Non-refundable
- Sibling discount-20 % off

- Tech Week Meals-\$25 OR you may send your child with food each night
 - Tech Week meal payment is due before the first rehearsal

Attire

General Attire

- All students will be required to have Ballet/Jazz rehearsals/class/workshops
- Girls must wear nude color tights, and a nude leotard underneath all costumes and for rehearsal fittings.
- Boys must wear compression shorts or biker shorts underneath all costumes
- Undergarments must be covered.
- All skirts must also include bike shorts, leggings/tights, or bloomers.
- No inappropriate messages or images on clothing (ex: crude language, provocative images).

A costume list for your cast members will be given and required to purchase for the production.

Parent Costume Responsibilities

- Costumes for productions are the responsibility of the parent aside from any pieces of the costume which we may have for you to borrow in our costume storage.
- We will provide any matching outfit requirements
- Your cast member may have more than one assigned character that he/she is portraying so please make sure you know all their characters and have an approved costumes for each part.
- We encourage clothing you already own, thrifting, and rentals. The cost of the costume is the responsibility of the parent.
- Please reach out to our Costumer Director with questions concerning your characters costume requirements.

Financial Information

Payment Options and Timeline

Production fees are due prior to the first rehearsal. We have two payment options. You can pay in full or set up a monthly payment plan. If you plan to use a payment plan, \$100 must be paid before the start of the first rehearsal. \$100 each month till paid off and must be paid before the show.

Production Fees are NON-refundable. If a situation arises the board may approve a partial refund on a case-by-case basis.

Payment can be made through the following ways:

Paypal-<https://www.paypal.me/harmonystudiosbiz>

Venmo-

https://venmo.com/code?user_id=3992103323436895485&created=1722412241.152296&printed=1

CashApp-[https://cash.app/\\$HarmonyBarbour](https://cash.app/$HarmonyBarbour)

Credit Card- <https://www.harmonystudios.biz//paylink/AZEHyEO3>

Financial Aid

We proudly offer financial aid to ensure every child can shine on stage regardless of their financial situation. Please reach out to us for more information if you need support.

The board of directors must approve all scholarships and discount requests. Please reach out if you need scholarship and discounts. The director does not have the authority to approve any financial aid, please fill out the form and return. [Scholarship Form - Google Docs](#)

A production T-shirt will need to be purchased separately if given financial aid. All other cast members will receive a t-shirt as part of their “production fee”.

Please use this form to place t-shirt order.

[Wonka TShirt form](#)

What does your Production Fee Cover?

- Venue
- Rights to the show
- Props
- Rehearsal Space
- Playbill
- Sets

- Production T-shirt
- Certain Costume Items

Additional T-Shirts can be purchased- Crew, Tech, Volunteers, Parents and Friends are all welcome to purchase a production T-shirt. They will not be provided to anyone but the cast who has paid the production fee.

You are required to buy items for your cast member's costume. A Costume list will be provided.

Audition and Production Details

Preparation and Information about Auditions

- Wear comfortable clothing suitable for dancing.
- Prepare an 8 count/8 measure or 1 minute song. The song does not need to be from the show but should showcase your vocal range and vocal abilities. Please plan to sing Acapella (without background music) or have your device for playing music cued and ready.
- Select one of the monologues provided and practice it until you are comfortable delivering it with confidence.
- Our auditions are closed to parents and other family members so they will not be allowed in the room.
- Callbacks - If selected for callbacks, additional material will be provided.
- Once all auditions are completed, casting will take no longer than 2 weeks.

Weekly Schedule for Productions

- Weekly Rehearsals- Tuesdays and Thursdays: 5:00 PM - 6:50 PM
- Saturday Rehearsals- (One Month Before Production)
 - 10:00am-12pm when needed
 - 10:00am-1pm 1 month prior to show
- Intensive Saturdays: 10:00 AM - 1:00 PM (Four Saturdays leading up to the production)
- Week Before Production (Tech Week)-Monday-Thursday 4:00pm-8:00pm
- Mini Harmony Studios-The four Saturdays and Tech Week, specific times and location will be coming out shortly.

Volunteering

Volunteers are invaluable resources for Harmony Studios. As a non-profit we need all the help from friends and family. We also require volunteering to keep the production fee cost down. Each cast member must have a parent or guardian volunteer on two committees. You may opt out of volunteering by paying an additional \$100 fee when production fee is paid. We understand that everybody is busy, and our lives are full, we are a non-profit organization and in order for Harmony Studios to put on a magical show we need our cast and their families to help!

Committees

Each Committee will have a HEAD, one of our staff or a family volunteer.

Green Room

- **Head** - Coordinate Volunteers and oversee back halls/dressing rooms during tech week and during our three productions. Point of contact for scheduling helps enforce posted rules.
 - **Volunteers** - Help in dressing rooms and back halls during tech week and during productions to make sure the cast is quiet and focused, help with costumes, and help with hair and makeup, as needed ideally, we have a different volunteer each show requiring only one missed performance per family.
 - **Time Requirements** –tech week commitment, pick one show and help during tech week. Times vary but you would be needed when the cast is present before and during a production.

Tickets

- **Head** - Coordinate Volunteers, coordinate will call, and oversee the ticket table during our three productions. Responsible for coordinating any free gifts, tickets, prize, tickets, promo tickets or raffles. All money turned into this person in the lockbox and counted with one other person at the end of the night this person resolves any refunds exchanges or conflicts. This is a pre-and tech job help oversee any ticket, marketing campaign, and Gift winning competitions that would involve free tickets all tech week scheduling
 - **Volunteers** - Help man the tickets table during our three productions. Sell tickets, verify purchased tickets at the door, hand out playbills, and open the doors when seating is allowed.
 - **Time Requirements**- You would need to be available 1 ½ hours before whichever show start you are volunteering for to help set-up and be ready for the crowd. Your shift would end when the show

starts. Help with coordinating any decorating in the lobby and at ticket table and Help tearing down the ticket table. Assure ticket funds get to the ticket head.

Sets

- **Head** - Coordinate volunteers, instruct crew on Set use, collaborate on set design and coordinate set changes.
 - **Volunteers** - Help construct set pieces and backdrops, repair set as needed, and help stage crew in set usage during tech week and the productions. Attend planning and dreaming meetings and other plan to help on scheduled building days or maybe assigned props to build and construct on their own at their own time.
 - **Time Requirements** - This is a little more time-consuming committee and requires time from day one and work at your pace. If creativity is what you are seeking in your volunteering, this is the committee for you.

Props

- **Head** - Create a list of props needed for the production using the script and the internet and coordinate volunteers in their efforts to find or make the props. this head will need to work, preshow with careful planning and coordinating efforts to find props but will also be in charge of setting the sacred prop table, backstage and coordinating competent volunteers who are able to cover them so they can share in being in the audience.
 - **Volunteers** - Create props, find props at thrift stores, and instruct the crew and cast in the use of their props.
 - **Time Requirements** - Work at your own pace to find or create the props for the show. Time will be needed during tech week and the productions to instruct the crew and cast in prop use.

Hospitality

- **Head** - Coordinate volunteers and formulate a plan for the hospitality of the cast and crew. Organize Tech week dinners for the cast, crew and volunteers. Coordinates the hospitality team making sure that everyone gets equal chance to be in the audience also covering healthy intermission, snacks, and waters for the cast by soliciting for payment from Harmony Studios or soliciting for now that we're not profit community donations or family donations.
 - **Volunteers** - Solicit donations of drinks and snacks for the cast at rehearsal, help with Tech week dinners.

- **Time Requirements** - Intermittent help with donations at some rehearsals, help organizing dinners and serving during dinner hour during Tech week and on Saturday between shows.

Concession Stand

- **Head** - Coordinate Volunteers for concessions stand, create theme for concession stand, organize concession donations.
 - **Volunteers** - Help set-up and dismantle concession stands, help sell concessions before and during intermission of all three shows.
 - **Time Requirements** - Two hours prior to show set-up required, One hour prior to show to sell concessions, half-hour during intermission, one hour after show to dismantle concession stand.

Backstage

- **Head** - Coordinate volunteers and crew, help organize Set and Props, have script backstage during Productions. This person works very closely with the head of Set crew and volunteers and tech crew capable of moving all set and knowledgeable to include coming to rehearsals during tech week.
 - **Volunteers-** Help with set and props during the Productions. Help keep Crew on task and help them with set cues and script. Help repair damaged set. Help keep props in order.
 - **Time Requirements-**

Basket Raffle

- **Head** - Organize and create basket themes for current show. Coordinate volunteers to help with baskets. Create sheets for basket sales.
 - **Volunteers-** Has one meeting with head of committee and understands assigned baskets they've been help solicit for community donations and help find people to take be in charge of certain themed baskets.
 - **Time Requirements-** One meeting with basket, lead head and work at your own pace fulfilling your assigned baskets this is a pre-Show job and during tech week will help coordinate finding the winners and getting the correct baskets to the winners.

Fundraising

- **Head** - Organize and create basket themes for current show. Coordinate volunteers to help with baskets. Create sheets for basket sales. Works with Director and Producer to set as many fundraisers as possible to cover

the budget of the current production, assigning volunteers with a clear plan for coordinating fundraisers with the community

- **Volunteers-** One meeting with fundraising head to get your specific fundraising assignments and committing to marketing and promoting the fundraiser helping to implement a social media marketing plan for all fundraisers and helping the head. Explain any upcoming fundraisers, quickly, efficiently, and effectively to the cast and their families.
- **Time Requirements-**One meeting pre-show to get assignment and most of this job is before the show starts this position needs several volunteers.

Advertising and Promotion

- **Head** - Excellent head at social media and marketing, checking in frequently to support the auction basket committee working closely, the director and to community contests and opportunities helping setting up printing and having the posters and postcards to promote the show sent to print and paid for via Harmony Studios delegating who will cover which area of the County to distribute flyers, posters and coordinating getting that small head shots printed out for promo, posters to each school.
 - **Volunteers-** Brainstorming and implementing fresh marketing campaign and being available to other parents for more help distributing marketing material rotating the marketing advertising team and touching base with the kids every few weeks to give them ideas to sell tickets to their shows.
 - **Time Requirements-** This is a pre-Show job does require weekly marketing task and digital marketing.

Make-up/Costume/Hair

- **Head** - Create make-up/costume/hair suggestions according to director's plan. Develop handouts for the cast, help backstage with make-up touch-ups/costumes/hair. schedule and recruit volunteers to help so as only required to work one show each.
 - **Volunteers-** Help during tech week and productions backstage with the applying of make-up, hair, and costume help and touch-ups of make-up. Helping with hair.
 - **Time Requirements-** Need to be on call during tech week and during production backstage. This job is during tech week

Sign-up for committees will be at the first parent meeting. The head of each committee will reach out to each volunteer after the first parent meeting.

Attendance Policy

- All students under the age of 16 are required to have a parent, sign them in and sign them out.
- Punctuality is essential. Please arrive on time for all scheduled rehearsals, lessons, etc. and be prepared to begin promptly.
- Consistent attendance is crucial for the success of the production. Frequent absences may result in re-evaluation of your role.
- Planned Absences: Must be communicated and approved at the time of audition.
- Unplanned Absences: In the event of sickness or emergency Please reach out to the Parent Liaison-Malorie Griffis 631-275-2265
- The success of our production heavily relies on the commitment and dedication of each cast and crew member. Your cooperation with this attendance policy is greatly appreciated and ensures a harmonious and productive rehearsal process for everyone involved.

Conflict Submission

- All potential scheduling conflicts must be submitted at the time of auditions, prior to signing the contract. This information is crucial for casting decisions and ensuring the smooth progression of rehearsals.
- Tech Week is MANDATORY and scheduling conflicts are NOT excused from SATURDAY 11/2 through SATURDAY 11/9 (We may present a short “friends and family sneak peek performance on Sunday” 11/3 TBD
- (Excluding physician advised absence) Missing any of tech weeks rehearsals will result in HS implementing your understudy for the remainder of the run.

Code of Conduct & Safety Information

At Harmony Studios, we encourage students to audition only if they are willing to accept any role given to them. It is normal to want to go after specific roles. But once the casting is announced, our expectation is that you will receive whatever roles you are assigned by the directing team like a pro. You can be disappointed, of course; that's

normal. But after a few days you are expected to handle your casting with grace and be part of the team as we practice and perform the show for the glory of God.

Behavior Expectations

- Designated staff and leadership lead HS events and are responsible for safety and discipline during all events. They should be informed immediately of any emergency. Students must cooperate and follow the instructions of these adults.
- Harmony Studios, Inc. events are group activities, not dating venues. Participants will not be left unattended. All cast members will be supervised by a member of the Harmony Studios crew.

Disciplinary Actions

- Should a cast member or student violate this Code of Conduct, the first time they will be reminded if it is a minor violation.
- If the behavior occurs a second time, the family will be notified. If this becomes an ongoing problem the cast member or student may be asked to leave the current HS production or Class.

Theatre Etiquette

- When you step off the stage, walk quietly backstage and everywhere in the building! No talking or whispering off stage. No loud noise in the dressing room.
- Nothing ruins a scene more than the thumps of someone running to make a cue or someone talking in the wings.
- Once the house is open, stay off the stage and out of the theater. Don't mingle with a waiting audience.
- Please no talking when the directing team is talking.
- Don't miss an entrance.
- No phones backstage.
- Accept all notes from the directing team graciously. If you don't understand the note, or you disagree, ask the note-giver for more clarity afterwards, privately.
- Do not give other cast members notes. If someone does offer you notes, say, "Thank you but we should take that through the director." The only members of production who should be giving notes are the directing team.
- Do not add something to or remove something from your costume. If you have suggestions or problems with a part of your costume, take them to the costume chair or the director.

- Don't hang out in the wings to watch the show. Backstage areas can be tight. The crew and your fellow cast have to get to where they need to be.
- Clean up after yourself in all rehearsal spaces and dressing room.
- When waiting in the wings for an entrance, watch your sight lines. If you can see the audience or the seats, then you can be seen.
- When entering and exiting, try to avoid brushing/touching against curtains/drops.
- Tech week can be tough. Hang in while the crews fine-tune cues and equipment. Give them the respect they deserve while doing their jobs: pay attention, stay quiet, and be available as they jump from scene to scene.
- Pay attention to the stage manager. He or she will be telling you important information to keep the show running smoothly. And don't forget to thank the stage manager when he gives a call ("15 minutes!" "Thank you 15!"). That's so the stage manager knows that you heard the call and are ready to go.
- Do not touch someone else's prop, even if you think it's out of place. They may have moved it there on purpose to help the flow of the show. Bring it to the attention of the stage manager if you think it's in the wrong location.
- Always check your props before curtain. Things happen, props get bumped or moved or crushed. It's also comforting to know that everything is where you expect it to be before the curtain goes up.
- Props and (most) costumes don't belong to you, they belong to the theater. Treat them with respect and be sure to return them to their rightful locations after you've used them.
- Whether it's a rehearsal or production night, don't miss the call time. There's a very good reason that the director set a call time, even if you don't know what it is. And if you're going to be late or miss a rehearsal for unforeseen circumstances, please let the production manager know as soon as possible.
- Always give your best! Whether it's a matinee with a house full of kids or opening night, the audience paid to come see you become somebody else. There's no excuse for giving less than 100%! Focus!
- Always be respectful of everyone you work with the staff, the crew, the directors, the designers, the other actors, and yourself!

Green Room Etiquette

- **Respect the Space:** The green room is a shared sanctuary for relaxation and preparation. Please keep noise levels down and respect others' need for quiet time.
- **Cleanliness is Key:** Tidy up after yourself. Dispose of trash properly and keep personal items organized. This ensures a pleasant environment for everyone.

- **Healthy Snacks:** We provide a selection of healthy snacks donated by our amazing parent team. Please avoid bringing sugary or junk food into the green room to promote a nutritious atmosphere for our young stars.
- **Electronic Devices:** Use of electronic devices should be limited to silent mode to avoid disturbing others. Phones should not be used backstage or onstage. Headphones are a must if listening to music or playing games however only use device to play games or listen to music if we are on a break or it is not time to be rehearsing.
- **Parental Supervision:** Parents or guardians will be organized in volunteer shifts by the HEAD OF GREENROOM Committee. Because of the large age gap of students in our program there must always be an adult supervising.
- **Emergency Protocols:** Familiarize yourself with the emergency exits and procedures. In case of an emergency, stay calm and follow the instructions of our staff.
- **Behavioral Expectations:** Kindness and respect are non-negotiable. Bullying, aggressive behavior, or any form of discrimination will not be tolerated and must be reported.

Dressing Room Etiquette

- **Assigned Spaces:** Because our cast size space is extremely limited, backstage each child actor will be assigned a dressing room space. Please respect these assignments and do not move into another's space without permission.
- **Baskets for Personal Belongings:** Keep personal belongings organized and within your designated area. Label all items to prevent mix-ups. We ask that every student bring in their own small sized laundry basket that can be purchased at dollar tree, clearly labeled easy transport to and from the theater.
- **Costume Care:** Handle costumes with care. If any repairs or adjustments are needed, inform the costume department immediately.
- **Makeup and Hair:** Follow the makeup and hair guidelines provided by our team. Avoid using personal products that are not approved by our makeup artists to prevent allergic reactions and maintain consistency.
- **Timeliness:** Be punctual. Arrive at your dressing room at the scheduled time to ensure a smooth and efficient preparation process.
- **Privacy and Modesty:** Respect the privacy of others. Knock before entering and ensure that everyone feels comfortable while changing.
- **Maintenance of the Space:** Report any maintenance issues immediately. A clean and functional dressing room is crucial for a positive experience.
- This flyer will be posted backstage in each dressing room for the cast. Please review these dues and don'ts with your child.

Backstage Etiquette

- Do not Run. Walk Calmly.
- Do not shout: Keep your voice low.
- Do not touch others Stuff: Only handle your own items.
- Do not eat or drink: No snacks or drinks backstage.
- Do not play rough: Avoid horseplay.
- Do not distract performers: Let them focus.
- Do not forget to have fun: Enjoy the experience!
- Backstage is where the magic starts. Let's keep it respectful and Fun!

Safety Procedures

- In case of an emergency, a participant can leave the event only after being checked out with the appropriate adult coordinator or in person by a parent or legal guardian.
- Illegal and Inappropriate Items - Under no circumstances may alcohol, cigarettes, illegal drugs, or weapons be possessed or used at HS activities.

Procedures for when a Child is Sick

- Isolation: If your child falls ill during a session, they will be isolated in a designated area.
- Notification: You will be notified immediately to pick up your child.
- Return Policy: Children must be symptom-free for at least 24 hours before returning to the studio.
- Preventative Measures: Keep your child at home if they show any signs of illness.

By following these guidelines, we can ensure a safe and healthy environment for all our young performers. Thank you for your cooperation!

Production Details and Specifics

Playbill Biography

- We include in our playbill a biography of your cast, tech, and crew member for each show.
- The bios are due one month before the show date to ensure there is time to edit the Bio for grammatical changes and get them into our playbill design before our print deadline.

- The Bio should be no more than 4 or 5 sentences in length and should describe your child's theatrical experience, and other tidbits of information you want the world to know.
- The google form link is below to submit your Bio: [Playbill Cast Biographies \(google.com\)](#)

Tech Week Dinners

- During our Tech Week (the last week before the show), the cast members are required to be at rehearsal from 4:00 to 8:30 each day, Monday through Thursday. To make your life easier, we like to offer dinner for your cast, tech, crew, and volunteers.
- Monday - Thursday, and between the two shows on Saturday to help ensure your cast member gets to rehearsal on time and has dinner
- On the Saturday shows they are not allowed to leave during the break between shows. Friday dinner is not provided so you will need to feed them before call time at 5:00.
- The cost of these 5 dinners is \$25.00 for each cast member. You may opt out of the provided dinner option and bring your cast member their dinner during the dinner breaks each day.

Cast Pictures

- Your cast, tech, and crew members will need to have their picture taken for our playbill each show.
- The pictures are taken during rehearsal and notice will be given prior to picture day for you to prepare your child for their head shot.
- We will offer one "headshot makeup day" to get your picture taken if you missed the first photo day.
- We cannot allow the use of any other headshot photos, except the ones taken by our photographer for the sake of a unified and organized looking playbill.
- On picture day, your child will need to wear a black shirt and have their hair and full make up done, if make-up is something your child wears.

Playbill Advertising

- You can advertise your business in our playbill and let the community know about your business as our shows generally have 300+ in attendance. The playbills are distributed during our shows, are given to each cast member/family, and are posted on our website.
- The deadline to submit your advertisement is three weeks before the show date and can be sent by email to info@harmonystudios.biz in the following formats - Word, jpg, and pdf.

- The cost: \$25.00 for a quarter page, \$50.00 for half a page, \$100.00 for a full page, \$150.00 for inside back page.

Shout-outs for the Playbill

- A-outs are an expression of affection and excitement provided by the parents about their cast, tech, or crew member that we print in our Shows Playbill each show.
- The cost is as follows: \$5.00 a line (15 words), \$25.00 for a quarter page, \$50.00 for half a page, or \$100.00 for a full page Back of front OR Last page are \$150.
- Shout-outs are due in one month before show time along with payment and can be emailed to info@harmonystudios.biz.

Concession Stand

- The performances concession stand generates funds to support the rehearsals and performances. There are several opportunities to volunteer related to concessions.
- First, each family is asked to donate \$25-\$35 of items for the concessions stand. Families may see what is needed through the sign-up genius
- Secondly, parents can volunteer to serve at the concession stand during one of the performances or help set-up or dismantle the stand at should end.
- We work around your preferred show so you can enjoy your performer(s) with family and friends who attend.

Auction Baskets

- One of our biggest fundraisers for each show is show themed baskets prepared by parents of cast members and volunteers.
- These themed baskets are displayed in the lobby of our show and can be bid on by adults only.
- All the proceeds from the sale of the baskets go to the cost of the current production such as venue rental and equipment rental.
- If you are interested in creating a basket or have ideas for a basket, please join the Basket Committee.

Fundraising

- To offer scholarships and to be able to afford to have our productions, we must fundraise.
- We do at least three fundraisers during our production. Examples are Popcorn Fundraisers, Chick-fil-a, Panda Express, American Steak House, Texas Roadhouse, and a Football pool. If your family is the recipient of a scholarship, we ask you to please try your hardest to participate in the fundraisers.

- If you have any ideas or wish to help us in our fundraising efforts, please let us know or join us on our Fundraising committee.

Communication & Contact Information

Daily Communication

- Harmony Studios communicates with its cast and families through email Info@harmonystudios.biz, our website (Harmonystudios.biz), in texts, and through GroupMe.
- A GroupMe will be set up after the cast list is announced. Cast members or cast family member will be added once production fee is paid.
- Weekly rehearsal information is posted by email the weekend before a rehearsal and on the website.

Parent Meetings

We will have an initial parent meeting the night before the beginning of rehearsals, one halfway through, and one right before Tech Week.

Contact Information

Harmony Studios

Info@harmonystudios.biz

(571) 288-9083

Key Staff Contacts

Harmony Barbour-Director- 571-288-9083

Sarah Aileen -Assistant Director-540-764-0134

Debra Troxel-Raper- Administrative and Board of Directors-571-490-6860

Malorie Griffis -Family and Volunteer Liaison- 631-275-2265

FAQ

1. Why is it necessary to pay \$325 in production fees?

There are many costs that go into each production such as buying the rights to the play from the publishing company, scripts and music rentals, professional fees, school or theater rental, utilities, printing t-shirts, copying costs, publicity, etc. On average, each HS production costs about can be extremely expensive to put on stage. Ticket sales

cover only a part of the costs. We will have some limited scholarship funding available on a first come first serve basis. Your child is also receiving training from experienced theatrical staff in acting, singing, and choreography.

2. Why is there a non-refundable \$30 audition fee when other theater groups do not charge for auditions?

HS is a non-profit 501 (C) (3) organization and there are administrative costs involved with each audition. Audition materials and copying costs are also paid by the fee.

3. Who is involved in the casting of a production?

The Director, Music Director, Choreographer, and Theatre Arts Director/ or HS representative. The only staff members allowed in the audition room. The Director, Music Director, and Choreographer make all casting decision jointly behind closed doors.

4. What are the responsibilities of the Director and Producer in a production?

The Director is responsible for the casting, blocking, dialogue, and making the final decisions concerning choreography, music, sets, costumes, makeup and technical options. The Producer is responsible for maintaining financial records of the show; organizing the production so that it runs smoothly; overseeing rehearsals and coordinating all communications. The Producer oversees each committee, making sure that each is working effectively.

6. My cast member had a lead part in a previous production so why does he/she have a non-speaking role in this one?

Each production is different, and each Director will cast each person he/she feels best fits the requirements for each role. The Director makes the final decision. EVERY role in each production is important and ALL roles support one another.

8. I have a full-time job; how can I volunteer for two committees?

There are many committees that take little time but are important to the production or we have the option to not volunteer and pay the \$100 opt-out.