

# Saint Genesis Productions • *The Story of Holly and Ivy* (license pending)

## AUDITIONS: Thursday and Friday, September 7-8, 2017

**Auditions are open to all actors in 4th through 8th grade who are currently attending a Catholic grade school or participating in a religious education program with their local parish.**

1. Return your completed audition registration forms on or before **Tuesday, September 5**, to the Sacred Heart or St. Pius X school office in an envelope marked **Sara Corkery/DRAMA CLUB**—OR send your forms electronically to Sara Corkery at [sara@eddiecorkery.com](mailto:sara@eddiecorkery.com). Please note that the forms must be signed by both the student and a parent.
2. Prepare a one-minute monologue of your choice. (See the St. Genesis website for ideas on where to find monologues.)
3. A callback list will be posted on the St. Genesis website as soon as possible after auditions on Friday, September 8.
4. If you are called back, please plan on being at Sacred Heart on Saturday, September 9 from 10:00 a.m. to 2:00 p.m. Bring a sack lunch. We may end earlier, but be prepared to stay the whole time.
5. For those students cast in the show, production fees are \$75 per student and \$40 for each additional student from the same family. Payment will be due at our first cast meeting—**Friday, September 15, 2017**. *Saint Genesis does not want a lack of funding to keep interested students from being able to participate. A limited number of need-based scholarships are available. Please contact Sara Corkery (630-244-9406 or [sara@eddiecorkery.com](mailto:sara@eddiecorkery.com)) to request assistance. All requests are confidential.*

**Auditions September 7-8 • Callbacks September 9 • Sacred Heart School, 322 W. Maple St., Lombard**

### REHEARSAL AND PERFORMANCE SCHEDULE:

**Regular rehearsals • Sacred Heart School —Upper Hall**  
**Fridays 6:15 p.m. - 9:30 p.m., Saturdays 10 a.m.-2 p.m.**

Friday, September 15 and Saturday, September 16

Friday, September 22 and Saturday, September 23

Friday, September 29 and Saturday, September 30

• **Mandatory Parent Meeting, Saturday at 10:15 a.m.**

Friday, October 6 (no rehearsal Saturday, October 7)

Friday, October 13 (no rehearsal Saturday, October 14)

Friday, October 20 and Saturday, October 21

Friday, October 27 and Saturday, October 28

Friday, November 3 and Saturday, November 4

Friday, November 10 and Saturday, November 11

**Friday, November 17, no rehearsal • Willowbrook Musical Performance**

Saturday, November 18

**No rehearsal Friday, November 25 and Saturday, November 26**

Friday, November 30 and Saturday, November 31

Friday, December 1 and Saturday, December 2

Friday, December 8 (Sacred Heart unavailable) and Saturday, December 10

**Move to Montini Catholic High School Auditorium**

Wednesday, December 13 - Load-In/Build (Montini)

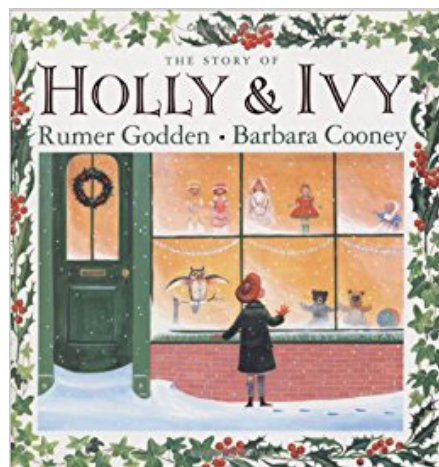
Thursday, December 14 - MANDATORY TECH - 5:00 - 9:30

Friday, December 15 - MANDATORY DRESS - 5:00 - 10:00

**Mandatory Performances • Montini Catholic High School Auditorium**

Saturday, December 16—1:00 p.m. call • Performances: 3:00 and 7:00 p.m.

Sunday, December 17 —1:00 p.m. call • Performance: 3:00 p.m.



### LICENSE PENDING

**About the play:** Saint Genesis will present its own adaptation of Rumer Godden's Christmas tale. Ivy, Holly, and Mrs. Jones all have one Christmas wish. Ivy, an orphan, wishes for a real home and sets out in search of the grandmother she's sure she can find. Holly, a doll, wishes for a child to bring her to life. And Mrs. Jones wishes more than anything for a daughter to share her holiday. Can all three wishes come true? This festive tale is filled with the warm glow of the Christmas spirit.

**PLEASE NOTE:** If you have a supporting role, you may not be called for the entire rehearsal time. HOWEVER, we ask that you be available for the entire time, unless you have noted a conflict. YOU MUST BE AVAILABLE FOR ALL MANDATORY TECH REHEARSALS AND PERFORMANCES!

152 N. Myrtle Avenue • Villa Park, Illinois 60181  
<http://.SaintGenesisProductions.com>  
[info@SaintGenesisProductions.com](mailto:info@SaintGenesisProductions.com)



# Holly and Ivy • Audition Registration Form

## Student Information

Student Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_ Parent's E-Mail \_\_\_\_\_

Phone Number H \_\_\_\_\_ C \_\_\_\_\_ Other \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Catholic Grade School Attended \_\_\_\_\_ Current Grade \_\_\_\_\_

Monologue Title \_\_\_\_\_

## Preferred Audition Time Slot

Please check one box below. Audition times will be assigned based on receipt of completed audition packets.

**THURSDAY, SEPTEMBER 7**     **Time Slot A** —6:15 to 7:30 p.m.     **Time Slot B** —7:45 to 9:00 p.m.

**FRIDAY, SEPTEMBER 8**     **Time Slot C** —6:15 to 7:30 p.m.     **Time Slot D** —7:45 to 9:00 p.m.

## Conflicts

NOTE: Please review the rehearsal and performance schedules on page one above. If you are able to attend partial rehearsals please include that detail below—be specific. Use additional paper if necessary. After the show is cast and actor conflicts have been reviewed, a more detailed rehearsal schedule will follow. **YOU MUST BE AVAILABLE FOR ALL TECH REHEARSALS AND PERFORMANCES.**

CONFLICT \_\_\_\_\_

CONFLICT \_\_\_\_\_

CONFLICT \_\_\_\_\_

CONFLICT \_\_\_\_\_

CONFLICT \_\_\_\_\_

I have read the rehearsal schedule and agree that I can make ALL rehearsals, except as noted under "CONFLICTS." I agree that I can make ALL Tech Rehearsals and Performances.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

If you are new to Saint Genesius Productions, please list play(s) and role(s) you have appeared in.

Which roles would you especially like to be considered for? Are you willing to accept any role in the show? (Please be honest.)

Please list any special skills or training (e.g., dance, acrobatics, voice, etc.)

## Behavioral Standards Agreement

Participation in drama club activities is a privilege and each person involved is entitled to a positive experience. Therefore all students are required to follow the behavioral standards listed below.

- Show respect for the directors, staff, parents, and their fellow students.
- Respectful language and actions should be used at all times. Name-calling, profanity, and/or inappropriate actions will not be tolerated.
- Dress modestly and appropriately in a way that promotes a healthy environment and eliminates distractions. Overly tight or revealing clothing, bared midriffs, and visible underwear are prohibited.
- Be respectful of property. Any intentional damage done to property will be repaired/replaced by the student responsible.
- The use of illegal drugs, alcohol, or tobacco products is strictly prohibited during drama club activities.

## Rehearsal and Performance Guidelines

- Avoid unnecessary noise and distractions during rehearsals and performances.
- Stay in approved areas while at a drama club facility. Do not leave the facilities at any time during rehearsals or performances unless permission to do so has been given by the director or staff person in charge.
- Complete clean-up duties as assigned during shows and rehearsals.
- Behave in a professional manner at all times during performances and rehearsals.
- Attend all rehearsals and performances excepting in the case of pre-excused absences or illness.
- Be on time for rehearsals, performances, and other scheduled activities. (Parents: please pick up your children on time, as well.)
- Come prepared with costumes, makeup, props, and scripts when appropriate.

## Disciplinary Procedures

- For the first incident, a director or staff member in charge of a drama club activity will talk with the student about his/her misbehavior.
- If misbehavior continues, the producer will call the parent and explain the misbehavior of the student and the consequences of continued misbehavior.
- If misbehavior continues, the producer will meet with the parent and student to discuss possible dismissal from drama club activities.
- Continued misbehavior will result in dismissal from drama club activities for the duration of the production.
- Parents and students should be aware that serious misbehavior will be documented and may effect participation in future drama club activities. In certain cases, misbehavior that is considered extreme and/or which threatens the well being of others will result in immediate suspension and/or permanent expulsion from all drama club activities.

You must sign and return this form stating that you have read and agree to follow the guidelines stated above, and have read and understand the consequences of failing to follow them. Your signature will also signify that you are aware that drama club personnel strive to keep students and others safe and free from harm when reasonably possible, but that drama club personnel cannot guarantee any person's safety or that students will comply with these guidelines at all times.

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Signature of Student

Date

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Signature of Parent

Date

# STORY OF HOLLY AND IVY • Saint Genesius Productions

## Medical Information/Release Form

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_ Parent's E-Mail \_\_\_\_\_ @ \_\_\_\_\_

Phone Number H \_\_\_\_\_ C \_\_\_\_\_ Other \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_

Please list any allergies, medical conditions, special needs, etc., that drama club staff should be aware of:

\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Physician \_\_\_\_\_ Phone \_\_\_\_\_

Insurance Company \_\_\_\_\_ Insurance Plan/Group # \_\_\_\_\_

### Authorization and Release

The undersigned, the parent or legal guardian of the above-named minor, grants permission for the above-named minor to participate in auditions, rehearsals, performances, and other activities provided or sponsored by the drama club. The undersigned understands and acknowledges that the above-named minor may suffer injury, sickness, or other physical harm from participating in such activities. The undersigned further understands that the undersigned is responsible for all costs and charges for medical treatment that may result from such injury or sickness, or other damages that otherwise result, relate to, or arise from participation in drama club activities. The undersigned further understands and acknowledges that the drama club and Saint Genesius Productions will not allow the undersigned or the above-named minor or immediate relatives thereof to participate in drama club activities without releasing and holding the drama club and Saint Genesius Productions harmless. The undersigned requests that the drama club and Saint Genesius Productions allow above-named minor to participate in the drama club activities, and in consideration thereof, agrees to release, and forever discharge the drama club and Saint Genesius Productions, their officers and directors, and their employees, agents, and parties volunteering on behalf of the drama club from all actions, causes of action, or claims for damage of any kind growing out of or relating to any of the drama club activities in which the undersigned or above-named minor or their immediate families participate. The undersigned acknowledges that this is a full and complete release of all injuries, sicknesses, and damages that the undersigned or above-named minor or their immediate families may sustain or incur as a result of participation in the drama club's activities.

The undersigned gives permission to the drama club and Saint Genesius Productions to use any and all photographic portraits or pictures, television spots, movie films, videotapes, web sites, and/or sound recordings, or any part thereof, taken or created during drama club activities which may include the undersigned or above named minor or their immediate families in promotional materials.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

# STORY OF HOLLY AND IVY • Saint Genesis Productions • Parent Responsibilities

I realize that if my child is cast, I will be responsible for making sure he/she attends every rehearsal and will notify the producer via phone, text, or e-mail in case of illness. I understand that there may be minor costs for makeup/costumes (i.e., tights, shoes, etc.) in addition to the production fees.

## COMMITTEE ASSIGNMENTS

I realize that the success of this production relies on the involvement of parents and that I am required to sign up for one of the following committees. The participation of both parents is strongly encouraged. Couples may serve together or separately. A brief description of each committee is listed on the next page. Please number your 1st, 2nd, and 3rd choices, along with the first name of the parent. We recommend choosing one committee from each column.

COLUMN 1	Choice #/Parent Name	COLUMN 2	Choice #/Parent Name	COLUMN 3	Choice #/Parent Name
<input type="checkbox"/> Makeup _____		<input type="checkbox"/> Greenroom _____		<input type="checkbox"/> Marketing/PR _____	
<input type="checkbox"/> Clean up _____		<input type="checkbox"/> House Mgr _____		<input type="checkbox"/> Costumes _____	
<input type="checkbox"/> Production Asst _____		<input type="checkbox"/> Photographer _____		<input type="checkbox"/> Props _____	
<input type="checkbox"/> Backstage _____		<input type="checkbox"/> Refreshments _____		<input type="checkbox"/> Sets _____	
<input type="checkbox"/> Co-Stage Mngr. _____		<input type="checkbox"/> Strike _____		<input type="checkbox"/> Tech _____	

Would you consider chairing a committee? \_\_\_\_\_ Which one? \_\_\_\_\_

(There are advisory people to help guide you and answer questions.)

## Parent's Contract

- At least one parent will attend the mandatory parent meeting on **Saturday, October 15 at 10:15 a.m.**
- I will serve a minimum of 10 hours as a part of a parent committee.
- I understand that in order to ensure the quality of the production, any unexcused absences during rehearsals may result in my child's dismissal from the show.

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

(Parent signature required. Form not accepted without signature.)

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## **STORY OF HOLLY AND IVY • Saint Genesius Productions • Committee Descriptions**

The list below includes a general description of the parent volunteer committee tasks. Students may also sign up to help with many of these positions.

### **Makeup**

Help to organize hair and makeup supplies in the makeup area before each performance; assist actors in applying their makeup before and during the performance; help with any hair or makeup quick-changes backstage during the performance; clean up the makeup area and organize supplies after each performance; inform makeup committee chair about any supplies that need to be restocked for the next performance; help to organize and pack supplies and do a clean up of the makeup area after the final performance.

### **Co-Stage Manager**

Attend as many rehearsals as possible, note actor blocking and prop and set piece placement and work backstage during performances to organize and oversee actor entrances and exits, props, and set changes. Two to three volunteers needed to share duties. Special training available. Time-intensive position meriting extra-special gratitude and appreciation.

### **Backstage**

Assist with the movement of the props, scenery, and performers during technical rehearsals and performances.

### **Greenroom**

Assist with "crowd control" backstage during tech week rehearsals and performances at Montini. Plan games and/or activities to keep the children amused and relatively quiet during this time--but help to insure that they make their cues.

### **House Manager**

Oversee activity in the front of the house. Manage ushers and box office volunteers.

### **Photographer/Videographer**

Take digital photos/video of various rehearsals and performances to document the production.

### **Refreshments**

Purchase (using St. Genesius Productions funding), organize, and sell concessions during intermission.

### **Marketing/PR**

Help to publicize the performances and promote the event in the various surrounding communities and populations.

### **Costumes**

Help to construct and fit the costumes and keep them organized; help to set up and organize the costume area and the dressing room area at Montini; assist performers in dressing during dress rehearsals and performances, and assist as needed with any quick-changes during the shows. Help to strike and pack the costumes after the last performance.

### **Props/Sets**

Assist with the construction of the props and the scenery; help load props and scenery into the theater for technical rehearsals and help to set it up at the theater; assist with repairs as needed; help to strike, move, and store props and sets after the final performance.

### **Tech**

Assist with the set up and running of the sound and lights during the technical rehearsals and the performances.