

BIG FISH Introduction

Welcome Cast! I would like to take this opportunity to congratulate all of you for making it through the audition process – you obviously did something right to get this far. However, do not think that all of your hard work is finished – actually, it has just begun. You were selected because of something we saw in you – whether it was your actual audition or what we see as your potential. You will all be challenged in this process and we encourage you to rise to the challenge. Show up to all rehearsals and give us your best, because that is what we expect from you. Have a professional attitude and don't get discouraged – there is nothing worse than a small-minded actor who didn't get the part they wanted or who is not happy about something, ruining this experience for everyone. Now, before you begin reading the script, there are a few business matters we need to clear up.

All cast members signed a contract on the back of your audition form, saying that you would attend all rehearsals - that meant rescheduling any other time commitments that may interfere with rehearsals: dental, doctor, family, church, work, etc. Collaboration is extremely important and if you are not here, it slows the whole process down. Any absence (excused or unexcused) is an absence, and you are only allowed two (beyond what was approved at auditions). On the third absence, you could be replaced – *DIRECTORS DISCRETION!* If you do need to miss a rehearsal, talk to the Stage Managers, allowing him/her to mark it down in the attendance sheet (that way, we will know not to count on you that day).

1. Check the **Attendance Sheet** to confirm your absences that have been pre-approved – dates that were specified in audition forms. (Only specific days & dates were accepted.)
2. Check the **Cast Contact Sheet** to see if your name is spelled correctly and that is the phone number and email in which you can be reached.
3. Check the **Excused Matinee List** for your name and student ID number.
4. Make sure you have turned in your **Production Contract** (audition form) - if your contract is not returned to us in a timely fashion, we will be forced to recast your part. This agreement must be signed by your parents to acknowledge your responsibilities and commitment to this production.
5. Grab a **Parent Help Letter** to take home to your parents/guardians. In addition, please remind your parent/guardian that they must attend this Saturday's production meeting from 8:00am to 9:00am in the Auditorium.
6. Pick up a **Grade Check** form that must be signed by all of your teachers and turned in by Friday, February 2nd (just before Quarter 1 end), so they are aware of your commitment to participate and have time to help you fix bad grades. You must maintain good grades and a positive attitude in all of your classes – I will support your teachers!
7. Read through the **Rehearsal Schedule** to understand the time requirements. Almost every day we will start at 3:00pm. I will be working with actors on specific scenes listed on the Rehearsal Schedule until 5/6:00pm. If you have any questions regarding scheduling, talk to the Stage Manager.
8. This Saturday from 9:00am to 10:00am in the auditorium backstage area, you will need to be present for costume measurements, makeup color-matching, and collection of all missing forms, **Headshots** will also be taken (so please dress nice).
9. Get a **Script** and start highlighting your part in the play as we read through it.

Now, if there are no questions regarding this information, let's read the Play!

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Read-Through Agenda

1. View the **ATTENDANCE SHEET** – confirm absences and initial to confirm you have looked it over..
2. View the **CONTACT SHEET** – correct any errors to spelling, phone numbers or email... LEGIBLY!!!! Initial if correct.
3. View the **EXCUSED MATINEE** – have them label in their student identification numbers or initial if correct.
4. Grab an **INTRODUCTION SHEET** – Read through it on their own.
5. **CONTRACTS** – Turn in missing audition forms to Stage Manager.
6. Pass out the **PARENT HELP LETTER** – explain what they need to bring: \$50 CDP costume fee and \$50.00 TUHSD activities fee. We scheduled a time this Saturday, January 13th from 8:00am to 9:00am to meet with your parents/guardians to answer any questions and enlist their services.
7. Pass out the **GRADE CHECK** forms – explain that they need to get them signed by their teachers and turned in on Friday, February 2nd.
8. Pass out **REHEARSAL SCHEDULES** – go over rehearsal structure, time commitment, etc.
9. Pass out **SCRIPTS** and have them get out highlighters – read-through the entire play.

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ATTENDANCE SHEET

Find your name and confirm the absences that you stated were rehearsal conflicts on your audition forms!

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CONTACT SHEET

Find your name and check the spelling. Then, check your phone number and email address to see if they are accurate!

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MATINEE EXCUSED LIST

Find your name & write your student identification number next to it!