



Huntsville High Theatre Department
2024-2025 Guys and Dolls Production Packet

PARENT MEETING
Monday, December 2, 2024

<u>Date</u>	<u>School/Senior</u>	<u>Matinee</u>	<u>Evening</u>
4/4	9:00 HHS Jr/Sr		7:00 pm
4/5		2:00 pm	7:00 pm
4/6		2:00 pm	
4/9	9:30 School		
4/10			7:00pm
4/11			7:00 pm
4/12		2:00 pm	7:00 pm
4/13	Strike and Cast Party		

General Schedule Information

- Tech Week will be the week before the show opens:
 - **March 28 - April 3**
- Google calendars will be sent out via email. Please refer to those for all scheduling. ***Keep in mind that the schedule is subject to change and Google calendar will reflect the latest.***
- **Tech week and all performances are mandatory. No excuses allowed.**
- Unannounced tardies and absences are grounds for removal from the production.
- All absences must be coordinated in advance and approved by Mrs. Phelps and/or Ms. Gandy.
- Cast & Crew may have no more than 3 excused absences from rehearsals and/or set builds.
- 3 tardies equals 1 absence.
- Extreme circumstances will be taken into consideration.

Communication

- Our **website** is hhtheatre.com.
- The Booster Club will periodically send show specific information to parents via **email**. Email addresses on file were used to announce this meeting. It is essential that we have valid email addresses for parents. Multiple email addresses may be provided as necessary to keep all parents informed.
- Volunteer Teams will be forming, and we may establish **additional email** distribution lists specific to those teams.
- Please join the Guys and Dolls **Remind** by texting :
 - Actor Parents- @gdperfor to 81010

- Tech Parents- @gadtec to 81010
- Students are required to use the app **BAND** and join their respective group.

Behavioral Expectations

- Inappropriate behavior on or off campus are grounds for removal from the production.
- Students will respect the directors, stage managers, and each other. Lack of respect is grounds for removal.
- Students will have a professional appearance on all social media.
- Bullying, cyber- bullying, inappropriate/illegal behavior will NOT be tolerated and are grounds for removal from the production and program.
- Being in trouble with the school (ex. in-house, suspension) will have a direct effect on your participation in the show.

Parent, Cast & Crew Responsibilities

The Theatre Department, with support from the Booster Club, is responsible for most of the financial and organizational aspects of the show. Please see below the checklist of cast/tech/parent responsibilities:

- Students should not alter their appearance (haircuts, piercings, tattoos etc.) without consulting the directors prior to alteration.
- Each Cast/Crew Member is responsible for maintaining a minimum of a 2.0 GPA in order to participate in the show.
- Each Cast Member is responsible for a Production Fee to cover expenses such as Show T-shirt, Photos, Show Video, and Between-show-meals. These fees also contribute toward the costs of show production (e.g., costumes, set construction, advertising, lighting). Invoices for these fees have been sent out via email. If you have not received an invoice, please contact Rhoda Stanley. (thestanleys5@sky.com)
 - **Spring Musical Production fees are \$250 for Cast Members and \$150 for Tech Crew.**
 - If a student is in both cast and crew, they are only responsible for the Cast Fee.
 - These fees are due **January 6**. If needed, please email Mrs. Phelps or Ms. Gandy **immediately** to establish a payment plan or to discuss scholarship opportunities.
 - Payment options include:
 - Credit Card through the online invoice.
 - Check or Cash by placing them in a labeled envelope in the collection box in the theatre classroom or mailing them to Rhoda Stanley, 3519 Carroll Circle Huntsville, AL 35801.
 - Please make checks to **HHS Theatre Booster Club** and *indicate student name on check*.
- Each Cast & Crew member is responsible for participating in **head shot photo sessions** and for **submitting a bio** to be posted in the lobby and/or program. Photo sessions will occur at school. Dates will be announced.
- Each Actor must participate in at least two Tech Workdays (Set Construction, Costume Construction, etc).
- Family support is vital to the success of our show. We ask that each student have at least one parent or caretaker volunteer in some way. Please **complete the digital Volunteer Form** by scanning the QR code at the end of this cover letter. We kindly request you complete the form before leaving the meeting. The final deadline for submission is **January 1**.

- All Parents should **complete and return the Allergy and Dietary Restriction Form** by scanning the QR code at the end of this cover letter. We kindly request you complete the form before leaving the meeting. The final deadline for submission is **January 1**.
- (optional) Parents may order additional Show T-shirts. T-Shirt Order forms will be distributed at a later date.
- (optional) Support the program by joining the Theatre Booster Club. See attached **Booster Club Form**.
- (optional) Support the show by becoming a Sponsor or identify businesses that might like to become Sponsors (monetary or “in kind” donations). See attached **Sponsorship Letter and Form**.
- (optional) **Program Ads** can be purchased through Booster and Sponsorship packages, only.
- (optional) **Purchase Show Tickets**. Spring Musical show tickets will be reserved seating. Show Tickets will be available on-line at hhtheatre.com and at the HH Theatre Box Office.
 - Box Office will open 2 hours prior to each show.
 - Spring Musical ticket prices are \$20 for Adults, \$18 for Seniors & Military, and \$15 for Students.
 - Tickets may also be ordered using the attached **Cast Member Order Form**.
 - Booster Club members will receive an order form via email.

Mrs. Phelps, Ms. Gandy and Production Team Members are available to answer questions.
HuntsvilleHighTheatre@gmail.com

Contact Info:

Andrea Johnson, Co-Producer
 256-694-2277

Beth Monroe, Co-Producer
 256-603-3399



[Click Here](#)



[Click Here](#)

Scan here to submit electronically.



Booster Club and Sponsorship Opportunities

		Tickets for Spring Musical: <i>Guys and Dolls</i>				Exposure to Thousands of Patrons Across the Season							
		Level	Cost	Priority Seating	Discounted Tickets (\$2 off)	# of Tickets	Program Listing	Lobby Sign	Website Listing	Social Media	Ads	Back Cover (Color)	On Ticket
BOOSTER CLUB ~Parents ~Grandparents ~Alumni	Spotlight	\$100	✓	✓	-	✓	-	-	-	-	-	-	-
	Encore	\$200	✓	✓	2	✓	-	-	-	Quarter	-	-	
	Applause	\$300	✓	✓	4	✓	-	-	-	Half*	-	-	
	Applause Plus	\$400	✓	✓	4	✓	-	-	-	Full*	-	-	
SPONSORSHIP ~Business Owners ~Community Partners	In-Kind	Not Valued	-	-	2	✓	✓	✓	1 Tagged Mention (all In-Kind)	-	-	-	-
	Bronze	\$500	-	-	4	✓	✓	✓	1 Linked Post	Quarter	-	-	
	Silver	\$750	-	-	10	✓	✓	✓	1 Linked Post, 1 Reel	Half	✓	-	
	Gold	\$1,000	-	-	16	✓	✓	✓	2 Boosted Post/Reels, Custom Pic	Full	✓	-	
	Presenting	\$2,500	-	-	24	✓	✓	✓	2 Boosted Post/Reels, Custom Pic, Trending Video	Full Color Inside Cover	✓	✓	

*or equivalent (e.g., two half page ads equal one full page ad)



Dec 14, 2024

Dear Community Partner,

The award-winning Huntsville High Theatre Department is excited to welcome you to another fabulous season! HHS Theater alumni Meghan Browning Phelps is in her tenth year as program director. Meghan is a graduate of Jacksonville State University with a degree in Theatre and graduated this summer with an MFA degree in Theatre Education from Mississippi University for Women. We are also pleased to have Abby Gandy as part of our teaching and directing team. Abby has a Master’s degree from the Yale School of Drama and has experience in the professional theatre industry.

We hope you joined us last year for our incredible production of *Sweeney Todd!* We are excited to bring *Guys and Dolls* to the stage this year, and we expect to welcome large crowds of theatergoers. *Guys and Dolls* is a golden age, romantic comedy musical with a well known score and full of energy. The Huntsville High production will include amazing music, beautiful choreography, impressive sets, and around 150 students onstage and off. The 2024-2025 season also includes productions of *A Christmas Carol* and *Women of Lockerbie* as well as our devised competition piece that will be written, designed and performed by students for the Trumbauer competition.

Huntsville High Theatre receives no funding from the school or from Huntsville City Schools outside of salaries for the teachers and upkeep of the facilities. We rely heavily on support from the community to provide these impressive shows and provide wonderful opportunities for students. We could not maintain the quality that Huntsville High has become known for without the support of local businesses and sponsors.

We are offering the following sponsorship packages for exposure opportunities across the entire season:

Level	Cost	Spring Musical: <i>Guys and Dolls</i>					Season Long Exposure		
		Tickets	Ads	Back Cover (Color)	On Ticket	Social Media	Program Listings	Lobby Sign	Website Listing
In Kind	Not Valued	2	-	-	-	1 Tagged Mention	✓	✓	✓
Bronze	\$500	4	Quarter	-	-	1 Linked Post	✓	✓	✓
Silver	\$750	10	Half	✓	-	1 Linked Post, 1 Reel	✓	✓	✓
Gold	\$1,000	16	Full	✓	-	2 Boosted Post/Reel, Custom Pic	✓	✓	✓
Presenting	\$2,500	24	Full Color Inside Cover	✓	✓	2 Boosted Post/Reel, Custom Pic, Trending Video	✓	✓	✓

We are very proud of our partnership with our sponsors and strive very hard to make sure they are a special part of our show. We would love to include you as a sponsor this year!



Scan here to submit electronically.

SPONSOR FORM

Name of Sponsor: _____

Contact Name: _____

Address: _____

Phone: _____

E-mail: _____

Sponsor Level: Presenting Gold Silver Bronze In Kind _____
product/service provided

Student/Cast member you are supporting (if applicable): _____

Tax Exempt Receipt? Y N

**For a tax exempt receipt, please pay by check and not through the electronic portal above.*

Optional listings:

Social media handles (Facebook, Instagram, Twitter):

Business website: _____

Checks should be made payable to: **Huntsville High School Theatre**. Form and check can be mailed to Rhoda Stanley, 3519 Carroll Circle Huntsville, AL 35801 or we will gladly pickup. Artwork for program advertising and for the website (.jpeg or .pdf format), if applicable, may be sent electronically to: ***huntsvillehightheatre@gmail.com***. Deadline for all artwork to be included in Guys and Dolls is **02/21/2025**. Note that for full season benefits, we will place your artwork on the website immediately and submit the logo to be printed for the lobby, as soon as we receive it.

Finished artwork should be sized accordingly. Please let us know if you need assistance in building or sizing your ad.

Full page – 4.75” x 7.75” (vertical)
Half page – 4.75”x3.5” (horizontal)
Quarter page – 2.25”x3.5” (vertical)

On behalf of the cast and crew of all our productions, thank you for your support of Huntsville High School Theatre.



Theatre 2024-2025 Booster Packages

Questions: huntsvillehightheatre@gmail.com

Please review the following Booster Packages and mark your selection. Note that only Boosters and Sponsors will have an opportunity to have ads in the Spring Musical program.

You can scan the QR code below to submit payment electronically or return this form with a check to the Collection Box in the Theatre Classroom. Please make checks to **HHS Theatre Booster Club** and indicate student name on check. **DUE DATE: December 15, 2024**

Applause PLUS Package - \$400

- 4 tickets to the spring production
- Discount for additional tickets (\$2 per ticket for advance purchase)
- Full-page ad (or equivalent) in spring musical production program
- Listing in each program



Scan here to submit electronically

Applause Package - \$300

- 4 tickets to the spring production
- Discount for additional tickets (\$2 per ticket for advance purchase)
- Half-page ad (or equivalent) in spring musical production program
- Listing in each program

Encore Package - \$200

- 2 tickets to the spring production
- Discount for additional tickets (\$2 per ticket for advance purchase)
- Quarter page ad in spring musical production program
- Listing in each program

Spotlight Package - \$100

- Listing in each program
- Discount for tickets (\$2 per ticket for advance purchase)

PACKAGE SELECTION:

Applause PLUS Applause Encore Spotlight

Total Payment \$ _____

Student Name(s):

Booster Name(s) for Program Listing:

Phone: _____ Email: _____



**Guys and Dolls
Program Ad Form**

Name/Company: _____

Contact Person: _____

Phone #: _____ **E-Mail:** _____

Cast/Crew Member: _____

Type (select one) Booster Package Sponsor Package Additional Purchase

Ad Size (select one) Full-Page ½ Page ¼ Page

All ads will be printed in black-and-white in our program that will be distributed at eight performances, April 4-12, 2025. Finished artwork should be sized according to the dimensions listed below and should be in one of the following formats: jpeg or pdf format. Please let us know if you need assistance in building or sizing your ad. If you are purchasing an additional ad, the cost is as follows:

Full Page – 4.75”x7.75” (Vertical)	\$200
Half Page – 4.75”x3.5” (Horizontal)	\$100
Quarter Page – 2.25” x 3.5” (Vertical)	\$50

Payment Options:

- A check payable to Huntsville High School Theatre
- Request an invoice to be emailed

Forms, ads, invoice requests, and questions can be sent to huntsvillehightheatre@gmail.com.

The deadline for all Ads and Artwork Submission is **February 21st**.

On behalf of the cast and crew of our production, thank you for your support of Huntsville High Theatre.

For use by Booster Club Members and Show Show Sponsors Only



Guys and Dolls HH Theatre Ticket Order Pre-Sales Form (Cast & Tech)

***If you are a SPONSOR or BOOSTER MEMBER, there is a different form to submit to honor the features/opportunities of your additional support to the Theatre Program.**

Cast/Tech Member Name:	
Parent Name(s):	
E-mail:	
Phone #:	

Tickets will be filled with best available seating. Orders will be emailed. If ADA Accessible seating is needed, please notate and we will provide reasonable accommodation.

**There are no refunds of tickets purchased. In rare circumstances, tickets may be changed and handled on a case-by-case basis.*

Show Date	Time	# of Adults \$20 per ticket	# of Seniors/Military \$18 per ticket	# of Children \$15 per ticket	Total
Friday, April 4, 2025	7pm				
Saturday, April 5, 2025	2pm				
Saturday, April 5, 2025	7pm				
Sunday, April 6, 2025	2pm				
Thursday, April 10, 2025	7pm				
Friday, April 11, 2025	7pm				
Saturday, April 12, 2025	2pm				
Saturday, April 12, 2025	7pm				
				Total Due:	

Options for Payment include Cash, Check, Card or by invoice. Box Office Main POC: Brandi Lisenbee (850-865-2749) Call/Text/Email huntsvillehightheatre@gmail.com. If by Check, make payable to HH Theatre.

Tickets will be available starting:	
Sponsors	12-Feb
Boosters	14-Feb
Cast/Crew	26-Feb
Public @ 10 am	17-Mar

Everyone must have a ticket regardless of age. All seats are RESERVED.