

# Theatre IV's **BACKSTAGE PASS**

## **Spring 2012 Registration Packet**

Interview the stars of *Seussical!*

Welcome to Theatre IV- **Backstage Pass**! We are happy that you have chosen our workshop as an opportunity for your child to learn more about the exciting world of theatre.

1:00pm-8:00pm

**1<sup>st</sup> Session-** Sunday April 29

**2<sup>nd</sup> Session-** Saturday May 5

**3<sup>rd</sup> Session-** Saturday May 12

*\* Time dependent on show running time. Official Schedule will be emailed closer to workshop date.*

**Camp ages- 1st- 5th grade**

Theatre IV is non-profit organization and we strive to make Theatre IV- **Backstage Pass** as affordable as possible. Each session costs \$38.00 per child, payable by check, card or money order at the time of registration. Tickets cost is included in workshop price. Each group is required to have one chaperone. Required chaperones and any additional adults watching the play pay the group adult discount ticket rate of \$34.00

Please fill out the following forms (Registration Form, Contact Form, Release Form/Medical Waiver) and mail them with your check to the address listed below. You may pay with a credit card for a 3% convenience fee over the phone or by fax. Please be aware that enrollment is based on a first paid first served basis. You may call to reserve a spot for your group, however, phone reservations are not final until all paperwork and payments are in. No registration form will be accepted without payment. Make all checks payable to Theatre IV and write your group's name in the memo blank of your check. We look forward to seeing you this spring!

### QUESTIONS?

Call Brittany Taylor at (804) 783-1688 ext. 1113

Or email at [b.taylor@theatreivrichmond.org](mailto:b.taylor@theatreivrichmond.org)

[www.theatreivrichmond.org](http://www.theatreivrichmond.org)

Please make all checks payable to Theatre IV and mail all checks and registration forms to:

C/o Brittany Taylor  
*Backstage Pass Workshop Coordinator*  
Theatre IV  
114 West Broad Street  
Richmond, VA 23220

### **Registration Mailing Checklist:**

1. \_\_\_\_\_ Group Registration Form
2. \_\_\_\_\_ Group Contact Form
3. \_\_\_\_\_ Waiver/Release & Medical Forms (1 per child)
4. \_\_\_\_\_ Payment

# Theatre IV

## Backstage Pass

### Group Registration Form

Group Name: \_\_\_\_\_

Session:  Session 1 (Sun. April 29<sup>rd</sup>)  Session 2 (Sat. May 5<sup>th</sup>)  Session 2 (Sat. May 12<sup>th</sup>)

#### Group Leader Contact Information:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Email \_\_\_\_\_

Street Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

\_\_\_\_\_ Number of Children x \$38.00 \$ \_\_\_\_\_

\_\_\_\_\_ Number of Adults x \$34.00 \$ \_\_\_\_\_

\_\_\_\_\_ Number of TIV T-shirts x \$12.00 \$ \_\_\_\_\_

\_\_\_\_\_ **Group Total** **Group Fee** \$ \_\_\_\_\_

Please tally the number of children per grade level in your group:

1<sup>st</sup> Grade \_\_\_\_\_ 2<sup>nd</sup> Grade \_\_\_\_\_ 3<sup>rd</sup> Grade \_\_\_\_\_ 4<sup>th</sup> Grade \_\_\_\_\_ 5<sup>th</sup> Grade \_\_\_\_\_

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Credit Card # \_\_\_\_\_ V-code (3 digits on back) \_\_\_\_\_

Expiration Date \_\_\_\_\_ Name on Credit Card \_\_\_\_\_

Billing Address (if different from above) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

*Group payment is due in one lump sum with your registration form. If you wish to add campers/chaperones after registration, this must be approved by the Overnight Camp Coordinator and paid for in full no later than 1 week prior to your scheduled session. Waiver/Release & Medical Forms for additional child campers are also due 1 week prior to your scheduled session.*

# Backstage Pass- T-Shirt Orders

You may pre-order t-shirts with your registration. Any pre-ordered t-shirt will be waiting for you at registration. T-shirts will also be available for sale on the day of the Workshop; you may pay with cash, check or Credit Card. Please make all checks out to Theatre IV.

<b>Size</b>	<b>Amount</b>	<b>x</b>	<b>Price/Per</b>	<b>Total</b>
<b>YL</b>		<b>X</b>	<b>\$12</b>	
<b>AS</b>		<b>X</b>	<b>\$12</b>	
<b>AM</b>		<b>X</b>	<b>\$12</b>	
<b>AL</b>		<b>X</b>	<b>\$12</b>	
<b>AXL</b>		<b>X</b>	<b>\$12</b>	



# Theatre IV

# Backstage Pass

## WAIVER/RELEASE AND MEDICAL AUTHORIZATION

I, the undersigned parent/guardian hereby authorize \_\_\_\_\_  
(child's name)

To attend **Theatre IV- Backstage Pass** offered at the Empire Theatre. Theatre IV/Barksdale has permission to video and/or photograph my child to use for publication/marketing purposes. I agree to be responsible for all medical bills, costs and expenses (including ambulance services) incurred in providing necessary care to my child; and I authorize the direct billing of my health insurance carrier noted below.

In cases of emergency, Theatre IV shall act merely as my agent and neither Theatre IV nor the staff shall incur any liability for the good faith exercise of the authority granted by this release and medical authority authorization.

I give permission for my child's group leader or Theatre IV staff member to administer emergency medical care for my child.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency contact:

\_\_\_\_\_  
(Contact Name/relationship)

\_\_\_\_\_  
(Contact Number)

\_\_\_\_\_  
(Contact Name/relationship)

\_\_\_\_\_  
(Contact Number)

\_\_\_\_\_  
(Contact Name/relationship)

\_\_\_\_\_  
(Contact Number)

Please list any/all allergies:

\_\_\_\_\_

\_\_\_\_\_

Please list any/all medications/medical conditions:

\_\_\_\_\_

\_\_\_\_\_

Insurance Policy Carrier \_\_\_\_\_

Insurance Policy & Group Number \_\_\_\_\_

\* 1 WAIVER/RELEASE AND MEDICAL AUTHORIZATION is needed for each camper to finalize group registration.

# Theatre IV

## Backstage Pass

### Workshop Rules

#### Registration Process

1. **Backstage Pass** is a **workshop** for children in grades 1-5. It is a group activity and requires a group minimum of 5. One Chaperone is required per group. Parents may also sign up to see the performance and participate in the Talk Back. Due to space limitations the Musical Theatre Workshop is limited to children participants. Parents are welcomed to watch.
2. **Group Leader:** Each group must assign a group leader. The group leader is responsible for registration, organizing group transportation and group conduct.
3. **Registration Paperwork for Groups:** After Downloading the Theatre IV-**Backstage Pass** application, the group leader will fill out a *Group Registration Form* and *Child Camper Contact Sheet*. They will distribute *Waiver/Release & Medical Forms* to each child's parent to be filled out/signed. The *Group Registration Form*, completed *Child Camper Contact Sheet* as well as 1 *Waiver/Release & Medical Forms* per child must be mailed in together with payment in order to register for camp.
4. **Credit Card Reservations:** Theatre IV-**Backstage Pass** accepts phone reservations with a credit card. Please keep in mind that completed paperwork must be sent to the Workshop Coordinator in order to finalize registration. You may pay with a credit card for a 3% convenience fee over the phone, fax or mail in registration. No child will be permitted to participate in the workshop without *Group Registration, Camper Contact Sheets* and *Waiver/Release & Medical Forms*.
5. **Payment:** The group leader will collect payment from their groups' campers and mail in a group payment in **one lump sum**. Payments can be made in by credit card, check or money order. Any campers/chaperones added after registration must be paid for in full at least 1 week prior to the camp session.
6. **Cancellations:** Cancellations made 1 month prior to workshop will be refunded in full. All other cancellations are non-refundable.
7. **Cell Phones/Emergency Contact:** Children will not be allowed to have cell phones or other electronic devices turned on during the workshop as they can disrupt the group activity. They may carry a phone with them to contact you in case of emergency. Should you need to reach your child during the camp please contact the Workshop Coordinator, Brittany Taylor, at 804-783-1688 ext. 1113

#### Packing List

1. **Clothing:** All Campers must wear comfortable clothes suited for movement. They will participate in acting and dance therefore cannot wear restricting clothing. Campers must wear tennis shoes or jazz shoes. No sandals, heels, roller shoes, crocks or skirts are permitted.

Campers should also not wear items they do not want to get dirty. We recommend that everyone dress in layers. Theatre IV does not have changing/bathing facilities; therefore campers will not be able to change after the performance and before the workshop. Campers must wear their workshop clothes to the performance. They may bring a change of shoes.

- 2. Personal Items:** Due to the physical nature of the workshop we ask that campers not bring jewelry. Please encourage your chaperones to refrain from bringing jewelry as well. Any and all personal items need to be individually labeled. We strongly recommend that chaperones use fanny packs to store wallets, as you will not be able to lock up any valuables during camp. Space is limited, therefore please have your campers bring only what is needed for camp. No electronic items (including cell phones, handheld games, etc.) are allowed turned on at camp. Theatre IV is not responsible for any lost or stolen items.
- 3. Food-** Your group is responsible for bringing a bagged dinner. Groups will store their bagged dinners in the Little Theatre during check-in. There will be a dinner break following the show. The Campers may also finish their bagged dinners during the Talk Back. There will not be an organized group snack break. Campers are welcome to bring a snack if they feel they will need it during the afternoon/evening. Our concessions counter will be open before the performance, during intermission, and throughout the workshop event. Snacks and sodas can be purchased throughout the evening.
- 4. Group Name-** Each group needs to assign themselves a group name (this name will also go on the *Group Registration Form*). Theatre IV will provide a sign displaying the group name to designate your group's storage area for bagged dinners/personal items.
- 5. Name Tags-** Theatre IV will provide nametags at camp.
- 6. First Aid Kit-** Each group must bring their own first aid kit. The Group Leader must bring the medical forms for each camper to camp as well as provide the Overnight Camp Coordinator with a copy with the registration packet. Any/ all group medication must be kept and dispensed by the Group Leader.

## **Workshop**

- 1. Check In-** Your group can check in between 1:00-1:20pm. The sign in table will be located in the front lobby of the Empire Theater in front of The Little Theatre. The Group Leader needs to bring their confirmation email and up-to date camper/chaperone contact sheets in order to sign in. Group Leaders will receive a welcome packet that includes a group itinerary, map of the building and emergency procedure sheet. After check in your group will be escorted to the Little Theatre where they will be assigned a "loading dock" to store-bagged dinners and personal items.
- 2. Orientation-** At 1:20pm the Workshop Coordinator will welcome campers and talk through the afternoon/ evening's schedule.
- 3. Seussical-** After your group checks in you will be escorted to the main lobby where you can take your seats for *Seussical*. Following the performance please gather your group back to the Little Theatre.
- 4. Bagged Dinner -** Following the performance campers will have dinner in the little theatre. Groups are responsible for their own bagged dinner.

5. **Q&A with Stars of *Seussical***- Campers will have the opportunity to meet members of the cast of *Seussical* in a private question and answer session.
6. **Tour**- Campers will be split up into two different age groups and get a backstage tour of the theatre.
7. **Musical Theatre Workshop**- Campers will participate in a musical theatre workshop based on *Seussical*. Scouts will earn credit towards theatre badges. (Girl Scout badge requirements will be based on both old and new badges)
8. **Check Out**- The final station ends at 7:30pm. Campers are then released to their group station in the Little Theater to gather their personal belongings. Official Camp end time is 8:00pm. Campers are not to be left at the theater. If a parent is picking up a camper and not traveling with the group, an adult chaperone from the group must stay with the child until they are picked up. Any adults picking up at release time or in case of emergency must bring a form of identification and notify the Backstage Pass Workshop Coordinator of the pick-up.

If you have any additional questions please contact:

Brittany Taylor  
*Backstage Pass Workshop Coordinator*  
(804) 783-1688 ext. 1113  
b.taylor@theatreivrichmond.org

# Theatre IV

## Backstage Pass

### Example Schedule

1:00- 1:20 pm- **Check in (In the Little Theatre)**

1:20-1:30pm- **Welcome (In the Little Theatre)**

1:30-2:00pm- **Break/ Take seats in main theatre**

2:00- 4:30pm- **Main Stage Performance – *Seussical***

4:30-4:45pm- **Rotation**

4:45-5:00pm- **Bag Dinner**

5:00-5:20pm-**Q&A with Cast Members of *Seussical* (finish bag dinner)**

5:20-5:45pm- **Tour of Empire Theatre**

5:45-5:50pm- **Rotation**

5:50-7:30pm- **Musical Theatre Workshop**

Campers will participate in a musical theatre workshop based on *Seussical*. Scouts will earn credit towards theatre badges. An official list of fulfilled badge requirements will be included in your check in packet.

7:30-8:00pm- **Checkout**

***\* This is a sample schedule. It is subject to change based on show running time. A detailed schedule will be sent to participants closer to workshop date.***