

## VOLUNTEER INFORMATION

Children's Musical Theatre of Bartlesville strong volunteer base is one of the things that make CMT successful. Listed below are some of the volunteer opportunities you can have with CMT.

### PRE-PRODUCTION

- Costuming:  
Costume Coordinator. Must be detail oriented.  
Shoppers to purchase items.  
Seamstresses to sew and fit costumes.  
Light hand sewing and crafting.
- Sets and Props:  
Construct and paint sets.  
Decorate sets (acquire furniture, etc.).  
Help acquire props or make props.
- Promotion:  
Distribute flyers and posters.
- Fundraising:  
Assist in coordinating cast fundraising activities.  
Solicit Business Contributions
- Show Program:  
Solicit advertising for program.
- Rehearsal Attendants:  
Be at rehearsal to supervise kids and assist staff.
- Instrumentalists:  
Play in the Orchestra (some rehearsals prior to show)  
All instrumentalists are subject to approval.

### PRODUCTION

- Costuming:  
Seamstresses available for repairs during show.  
Dressers responsible for organizing, supervising costume changes and dressing room activities.
- Make up and Hair:  
Apply stage make-up during dress rehearsals and show.  
Assist with hair styling during dress rehearsals and before each show.
- Tech Crew:  
Load in/Load out (responsible for getting all sets, props, costumes, etc., in to and out of the Community Center before and after production.  
Help with sound/lights/curtains (subject to approval).  
Help with set changes/work fly rail.  
Organize and maintain props and prop tables.
- Reception:  
Plan and set-up receptions following each performance.

### POST PRODUCTION

- Costuming:  
Launder costumes.  
Organize storage of costumes.

CMT is sponsored by:



Children's Musical Theatre of Bartlesville  
600 SE Delaware  
Bartlesville, OK 74003

Phone: 918-336-0558  
Fax: 918-333-5533

Visit our website at:  
[www.cmtonstage.com](http://www.cmtonstage.com)  
e-mail us at:  
cmtbart@swbell.net



Children's Musical  
Theatre of Bartlesville

# Audition Guide

**Auditions:  
March 27- 30**



**Show Dates:  
July 17-20 2008**

600 SE Delaware  
Bartlesville, OK 74003  
918-336-0558  
[www.cmtonstage.com](http://www.cmtonstage.com)

During the actual auditions, students come prepared to sing a song of their choice that shows the best of their individual voice. Each student is allowed approximately one minute to sing. Students should bring either the sheet music or an accompaniment style cd or tape (one without voices). An accompanist and cd/tape player will be provided for them. They also need to bring their signed permission form and a recent photo.

Contact information sheets and Rehearsal conflict sheets are filled out. It is important to clear your summer schedule so that there are no conflicts with the rehearsal schedule. Conflicts can cost you a role. The audition process is always fair and objective. Casting is based solely on the individual audition performance. Casting decisions are made by the Director, Music Director and Choreographer. Each year, approximately 55% of our cast is new to CMT. Come dressed in comfortable clothes and shoes. If asked to come back for a dance audition, bring the necessary shoes with you. No flip flops or sandals or bare feet allowed. Tennis shoes are fine if you don't have dance shoes.

### **Rehearsal Process**

After the casting is done, a cast list will be posted on the CMT website, and on the CMT office building front door. Cast members have 72 hours to call and either accept or deny their role. Denied principle roles will have a chorus option. Denied chorus roles will be dropped from the cast list. Beginning at the first cast/parent meeting, information sheets are distributed to both the cast member and parent. These need to be completed and returned to the CMT office by the deadline date. These include contact information, costume size chart, T-shirt order forms, advanced ticket purchase forms, rehearsal conflict agreement sheet and parent volunteer information forms. For the first 4 weeks, Rehearsals are held Monday thru Friday from 9 am until 4 pm at Madison Middle School. You may not have to be present for the entire day every day, but must be available during the times your particular scene is being rehearsed. All cast members are responsible to be on time to rehearsals and prepared with lines and songs learned.

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The first week of rehearsals is mostly music and choreography. During the following weeks, rehearsals will include blocking, music and choreography with multiple rehearsals going on simultaneously. It is important for the students to stay focused. Our desire is to make the rehearsal process a fun learning environment. Uncooperative behavior will not be tolerated.

We try to keep things as structured as possible to avoid too much idle time. Students need to bring a quiet book or game they can play during times when they are in the rehearsal hall but not presently working. Please make sure all items have the students name on them. It is your responsibility to keep these in a secure location. We will not be responsible for lost items.

During final week of rehearsals leading up to the actual production all rehearsals are in the evening at the Bartlesville Community Center. These rehearsals are required attendance. Early call times for costumes, hair and make up will be announced each day.

## **What we Believe**

**Challenge-** Kids are capable of doing more than is normally expected of them. We challenge them to stretch and grow in talent, technical understanding and discipline.

**Fun-** Kids need to enjoy the process and be stimulated in a constructive fashion.

**Consistency and Repetition-** in music, choreography and direction assists kids in synergizing the various production elements.

**Direction-** Kids have great reservoirs of creativity, but their limited experience causes them to be hesitant to venture character choices and movement. With specific direction, they are freer to develop their character.

**Respect-** Kids should never be screamed at (unless to avoid danger). Nor should they be the object of profane or abusive language.

**Positive Environment-** All of these guidelines will result in a positive environment. We must keep in mind that the kids are the central focus. We want to encourage them and contribute to good self images.