

The 25th Annual Putnam County **SPELLING BEE**

NASH Musical Information Packet

Dear Parents and Cast Members,

This year's fall musical is *The 25th Annual Putnam County Spelling Bee*. The NASH Musical is almost entirely self-funded so parent involvement throughout the rehearsal and performance process is necessary for a successful show. Any and all donations are appreciated. Thank you for helping to make this a wonderful experience. Here are some ways that you can help our show:

- ★ Purchasing tickets and sharing information with friends and family
- ★ Donating your time and skills by signing up to volunteer
- ★ Selling/buying advertisements for the program
- ★ Buying candy or flowers for cast/crew/pit members
- ★ Writing well wishes for a cast/crew/pit members to be in the program

Included on the following pages:

1. **SCHEDULES** – Rehearsals and Shows
2. **PHOTOGRAPHS** – Headshots and group shots will be taken on **Thursday, September 8** at 5:00 PM in room 194. Let the team know ASAP if you cannot make this rehearsal.
3. **BIOGRAPHIES** – Needed from all cast members via email by Monday, September 12
<https://bit.ly/NAMusicalBIO>
4. **TICKET PURCHASING INFORMATION** – A guide to our online ticketing system.
5. **PARENT VOLUNTEER FORM** - Due by Monday, September 12 (online or on paper).
<https://bit.ly/NAMusicalParent>
6. **MUSICAL STUDENT FORM** - Due by Monday, September 12 (online or on paper).
<https://bit.ly/NAMusicalStudent>
7. **DISTRICT PARTICIPATION INFORMATION**
8. **DISTRICT PARTICIPATION FORM** - the fees involved are paid to NASD/NASH and are turned into the district. Due by Monday, September 12 (paper).
9. **ADVERTISING INFORMATION** - Each student should try to sell at least TWO advertisements for the program. Ad space is filled on a first come, first serve basis so submit as early as possible.
10. **ADVERTISING FORM** - Parents can also purchase an ad to highlight your student (online or on paper) <https://bit.ly/NAMusicalAds>
11. **PERSONAL DONATION REQUEST** - Be sure that you send your donation by September 12th to be included in the program (online or on paper).
<https://bit.ly/NAMusicalDonate>

12. **WELL WISHES PAGE** - a loving tradition and for a small fee your personalized note will be printed in our program. Due by Monday, September 12 (online or on paper). <https://bit.ly/NAMusicalWISH>
13. **FLORAL BOUQUETS** - Order in advance. Due by Monday, September 12 (online or on paper). <https://bit.ly/NAMusicalFlowers>

ALL FORMS ARE DUE BY Monday, September 12th

Summary of Important Dates	
Thursday, September 8:	PHOTO DAY
Monday, September 12:	Musical Student Form, Student Biographies, NA School District Participation Form/Fee, Parent Volunteer Form, Advertisements, Donations, Well Wishes, Flower bouquets pre-orders due
October 13-23:	Tech week and performances

Flowers & Candy: During the three public performances, flowers and candy may be purchased and sent to members of the cast, orchestra, crew and directors. Notes will be provided to write a message with your gift. All of these purchases are part of our fundraising and we encourage you to participate. You may also order bouquets of flowers in advance.

Live Updates: We will be sending informative emails/Remind messages to all participating students and parents with updated rehearsal schedules, reminders of due dates, and any changes anticipated including any necessary rehearsal cancellations. If you would like to be added to the Remind list, send an email to hs@musical.com

Missing Rehearsals: Rehearsals are mandatory. If you are sick or have to miss rehearsal for any reason, talk to a director or stage manager or text Remind or call 724-934-7230 as soon as possible.

Bad Weather: It is possible that rehearsals may be rescheduled if school cannot be in session, but if the district cancels school do NOT assume that rehearsals will be canceled. Check Remind!

SCHEDULE

<p>Rehearsals: August 23 until October 10</p> <ul style="list-style-type: none"> ★ Mondays, 2:30-5:00 pm ★ Thursdays, 5:30-8:30 pm ★ Saturdays, 9:00-12:00 pm <p>Tech Week: October 13, 15, 17, & 18 - Times to be determined</p>	<p>Performances: Wednesday, October 19</p> <p>Thursday, October 20</p> <p>Saturday, October 22</p> <p>Sunday, October 23</p>	<p>Time: 4:30 PM - Senior Citizen/Staff Performance</p> <p>7:00 PM - Opening Night</p> <p>7:00 PM - Show</p> <p>2:00 PM - Closing Show</p>
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Photographs

Photographs will be taken on **Thursday, September 8 at 5:00 PM**. Please report promptly to the chorus room, as we will begin taking individual and group photos right away.

Headshots will be taken of all cast members. Please follow the following guidelines for what to wear to look your best:

- ★ no words, large logos, or pictures on the front of your clothes
- ★ avoid distracting patterns like stripes and polka dots
- ★ make sure it fits and that you feel comfortable and confident

Contact us via Remind or call (724) 934-7230 if you cannot attend.

Candid photographs will be taken at some rehearsals and a large group photo of the entire cast, crew and orchestra will be taken during show week. For the large group photo, the cast will be dressed in costume, the orchestra will dress in performance black and crew members will dress in all black.

Ticket Ordering

You may order your tickets at any time online, beginning **October 5, 2022**. This is the date that the online system will be open to the public.

Prior to that, beginning **Saturday, October 1, 2022, at 9:00AM** you will be given the opportunity to order through a Pre-Sale. Musical participants will be given a presale code to allow early access to the ticket system. The website link and pre-sale code will be mailed to each musical participant a few days prior to pre-sale.

Please be aware that all seating is reserved. You will be able to select your seats during the online ordering process. Therefore, if you wish to reserve seats together, be sure to know how many you need before you go online. We will have no ability to get nearby seats for you at a later date.

Biographies

Biographies are due on **Monday, September 12**

All cast members are required to write a short biography for the program.

Please follow the instructions below:

1. Each biography has the same format for the initial sentence. Format goes: *first name, last name (name of character)* – A senior, (junior, sophomore, freshman) *first name* and then continue with the rest of the statement. For example: Joe Bloggs (Jud Parker) – A junior, Joe is. . .
2. Titles of productions should be in italics, remember to use the correct title and spellings of shows and characters.
3. Remember - this is YOUR Biography, so tell us about YOU. If you want to thank others you can submit Well Wishes.
4. Please either email your bio to hs@namusical.com or use the online form <https://bit.ly/NAMusicalBIO> .

Here are some examples that match the instructions. **Keep it short and concise!**

Example 1 Fred Smith

Fred Smith (Ensemble) – A junior, Fred is appearing in his first NA Musical. He has previously appeared in *Les Miserables* and *The King and I* with the Premier Theater Workshop. Fred enjoys swimming, playing Dungeons and Dragons, and is currently a member of the NA Marching Band and the NA Debate Team.

Example 2 Sherry Murphy

Sherry Murphy (Vivian/Dancer) – A senior, Sherry is no stranger to the stage. This is her eighth and final musical at NA. Favorite previous roles include Ms. DaMico in *Titanic*, Jenny in *The Music Man* and Eponine in *Les Miserables*. When she is not acting Sherry enjoys crocheting and is a member of Best Buddies club.

Example 3 Matty Huntington

Matty Huntington (Gale) – A senior, Matty is in their second NA Musical production previously appearing as Cat in the Hat in *Seussical: the Musical*. Matty is a member of the Gender and Sexuality Alliance and Environmental Club.

Parent Volunteer Information - **due September 10th**

The NASH Musicals rely heavily on parent participation. Please consider signing up to help. Please read through the following list of volunteer opportunities and descriptions and consider what you might do to help. Fill in the form on the next page and have your student return it to us. We encourage anyone with questions to reach out to us for answers by **Remind** or **emailing hs@namusical.com**. Most performance night jobs are arranged so that parents who have tickets for that show can be in their seats and watch most of the performance.

You may use either the online form <https://bit.ly/NAMusicalParent> or print this one:

PERFORMANCE VOLUNTEER OPPORTUNITIES

- Candy Sales** – Price and sell candy, snacks, and water before performances and during intermission. Deliver candy to student buckets. Help set up candy tables and clean up.
- Flower Sales** – Pricing and selling flowers before performance and during intermission. Delivering flowers to student buckets. Setting up flower selling tables and cleaning up.
- Basket Raffle** – Secure donations and put together raffle baskets. Contact winners after the last performance and arrange for basket pickups.
- Ushers** – Hand out programs, show patrons to seats, monitor auditorium during performances, and help to clean up the auditorium after the shows.
- Senior Citizens Performance** – (this is a one time task) Obtain cookies and punch, set up, serve, and clean up. Direct audience members to bathrooms and stand near the exits during the show, intermission and immediately after the show.

REHEARSAL AND PREPARATION VOLUNTEER OPPORTUNITIES

- Costumes** – Help to fit rented costumes to students. Alter and manufacture new costumes, if able. Maintain costume racks and costume storage areas.
- Props** – Borrow, manufacture, or acquire props. Set up prop racks. Maintain and restock props as necessary. Collect, and return. It is helpful to be available at the same time as rehearsals in order to complete these jobs effectively.
- Set Construction** – Help build sets and/or large props and set painting - we have fun!

Would you be interested in being the chair of one of the committees you selected? YES / NO

Please consider volunteering to help with this production. Check the committees on which you wish to participate, indicating if you are willing to chair or volunteer only. Feel free to choose as many as that interest you. This form is for information only and does not commit you to any task. Each volunteer will be contacted by the directing staff or a committee chairperson. At that time parents will be asked to make a commitment to the job they have chosen.

Please note: ALL volunteers are required to have their clearances as mandated by the North Allegheny School District. Here is a link to the information: <https://www.northallegheny.org/domain/1964>

Student Name

Parent Volunteer Name

Parent Volunteer Primary Phone Number

Parent Volunteer Email Address

Musical Student Form - due Monday, September 12

You may use either the online form <https://bit.ly/NAMusicalStudent> or print this one:

All students in the cast and orchestra are required to pay a fee to be active in the NASH Musical. The fee covers the basic requirements that we need to provide for each participant.

**If you require financial assistance, please Remind or emailing hs@namusical.com.
hs@namusical.com and arrangements will be made in complete confidence.**

THIS FORM IS DIFFERENT THEN THE SCHOOL PARTICIPATION FORM/FEE - BOTH MUST BE COMPLETED

The musical fee for 2022 is \$75.00 for cast and \$50.00 for orchestra. Every participant will receive a link to the show recording and a t-shirt. Extra t-shirts can be ordered as well.

MUSICAL STUDENT FORM

Student Name: _____ Student Cell Phone: _____

Home Address: _____

Parent names: _____

Parent Email address (es): _____

Student is (*Circle One*): **Cast** OR **Orchestra**

Student Fee: Cast - \$75.00 Orchestra - \$50.00 Amount due \$ _____

Student Tee Shirt Size (*Circle One*): **Small Medium Large XL XXL XXXL**

To order additional Tee Shirts:

Additional Tee Shirts @ \$15.00 each Number _____ Total \$ _____

Add'l Sizes: ___ @Small ___ @Medium ___ @Large ___ @X-Large ___ @ XXL ___ @XXXL

Total Amount Enclosed: Check # _____ \$ _____

Please complete the form, place it and a check payable to NASH Musical in an envelope, and hand it in at rehearsal or mail to NASH Musical, 10375 Perry Highway, Wexford, PA 15090. No cash accepted.

NORTH ALLEGHENY SCHOOL DISTRICT
Student PARTICIPATION Information and FORM

Office of K-12 Education
200 Hillvue Lane
Pittsburgh, PA 15237-5391
412-369-5896

Dear Parents/Guardians,

This letter explains your child's participation in a non-athletic activity that requires a fee. Please return the attached form and payment response (i.e., check, money order, online payment receipt, or economic hardship letter) **within one week of the date you received it.** If you have multiple children, please submit multiple envelopes with the required information. *If you have questions about this process, please contact the Building Secretary in the school in which your child receives his or her regular academic program.* **Participants will not be eligible to participate until this requirement is met.**

The North Allegheny School District believes that a broad range of curricular, co-curricular, and extracurricular programs help contribute to the development of children. However, the implementation of strategies - such as a participation fee for extra-curricular activities - is necessary to offset costs and help continue the depth and breadth of programs. The logic underlying a participation fee is that the costs for these programs are partially absorbed by the students and families receiving those direct services.

While the District accepts payment via check or money order, we are actively encouraging payment through PayForIt.net. This is the same system used for cafeteria purchases, but it is organized through a participation fee link. It is available via a link from the North Allegheny School District website at www.northallegheny.org. *Parents should enclose a hard copy of the transaction receipt in the payment envelope.* **Please be careful that you do not use the cafeteria link.** Similar to the existing cafeteria procedure, separate checks and/or payments are requested from parents with multiple children. The attached Participation Fee Payment Form must be completed and returned with your payment. **Payments will be processed at the building where your child receives their regular academic program.**

Following is the fee structure for:

Marching Band - \$50 per year per Marching Band participant with a family cap of \$150.

Other (including Musical)- \$25 per activity per participant with a student and/or family cap of \$75 (e.g., intramurals, select ensembles, and select competition groups).

As a general principle, an external and/or uncontrolled event that prevents participation for the majority of the season is the only rationale for a refund. Examples of acceptable reasons include a severe illness, severe injury, and/or unexpected family situation that make further participation impossible. Examples of unacceptable reasons include quitting, irregular attendance, ineligibility for any reason (i.e., grades, attendance, and discipline). In this situation, please contact the Building that received the original payment. These requests will then be shared with the appropriate administrator for consideration.

Additional details are included on the attached form. **This form must be submitted in an envelope with the form of payment within one week of receiving the letter. Thank you for your support in this initiative.**

North Allegheny School District

Non-Athletic Participation Fee Payment Form

DUE Monday, September 12

Student (Print): _____ Student ID: _____

Parent/Guardian (Print): _____ Activity: _____

Home Phone Number*: _____ Building: _____

**Please use the same phone number for all children in a family that may be involved in an activity.*

Separate checks or methods of payment are required for each child in a family.

Online Payment - If an online payment is made, parents should enclose a hard copy of the transaction receipt with the completed form. *Please make sure you use the participation fees link and do not use the cafeteria link.* Visit the North Allegheny website at www.northallegheny.org for more information about PaySchools.net.

Check — Made payable to the "NASD/School Initials" with the Student ID in the Memo line. For example, you would write "NASD/CMS" if the child attends Carson Middle School.

Money Order — Made payable to the "NASD/School Initials" (e.g., NASD/CMS).

Other- If a financial hardship exists, please provide a brief written explanation of the circumstances & include it with your form. The participation fee will be waived.

The student and/or family cap: The maximum amount that any family could pay is \$450 which is the sum of the family caps in each category (i.e., \$225 (Athletics, through athletic website) + \$150 (Marching Band) + \$75 (Other) = \$450). **Please monitor your family expenditures relative to the cap concept and/or contact the Building Secretary to verify the amounts previously paid. If you have reached the cap in any of the categories and payment is not required, please list those activities in this space and return the form:**

Activity	Student #1 Name and Building	Student #2 Name and Building	Student #3 Name and Building	Cap
Marching Band @ \$50				\$150
Other @ \$25 Musical				\$75

If you have any questions about this process, please contact the Building Secretary in the school in which your child receives his or her regular academic program. Thank you again for your cooperation and support in this initiative.

Advertising Information due September 10th

What are we Doing?

The North Allegheny Senior High School is pleased to announce the selection of *The 25th Annual Putnam County Spelling Bee* as our 2022 Fall Musical. The hard work of talented students in our cast, crew, orchestra, technical and production staff will again be showcased for our community. Large audiences are expected at each of our performances. Wednesday, October 19 is our senior citizens/staff performance at 4:30 PM. On October 20 and 22 our performances are at 7:00 PM, and on October 23, our matinee performance is at 2:00 PM.

What do we Want?

This show is almost entirely self-funded, so we are asking for your financial support. To help meet the cost of set, costumes, royalties, script rentals, and orchestra scores, we would be pleased to include your company advertisement in our program. Thank you in advance for your generous support of our musical. The quality of our performances would not be the same without you.

Advertising Options

You will have three advertising opportunities to select from!

- ★ The first option is an ad in our program book that is distributed at performances. Size details are on the order form. The front and back covers are first come, first serve.
- ★ The second is your ad printed on each and every show ticket. This is only available to the FIRST TWO ads that have all information completed and turned in.
- ★ The third option is your ad on our 2 large auditorium screens, as well as our cafeteria TV monitors. The auditorium screens are 12x15 feet in size and are mounted on either side of the stage. These screens and monitors will be broadcasting business ads for 30 minutes before each show, during intermission, and during the exit after the show.

What will the Program Book Look Like?

The program will be printed in black and white, and program pages measure 4.5 inches wide x 7.5 inches high. Advertisement sizes are indicated below.

To submit an advertisement, please read and complete the Advertising Form. This form and the hard/digital artwork must reach us no later than Monday, September 12th. Ads will be accepted on first-come-first-served order. Digital artwork should be emailed directly to us at hs@namusical.com or uploaded to the Advertising GoogleForm. After we confirm that your ad was accepted you can follow up by mailing the form, payment to the address below. Artwork may be emailed in PDF, or JPEG format. Please check that your artwork is oriented appropriately per indicated sizing. The NA School District reserves the right to refuse ads that are in conflict with the advertising policy. If you have questions please email them to the address above

Advertising Form due Monday, September 12th

You may use either the online form <https://bit.ly/NAMusicalAds> or print this one:

Contact Name: _____ Phone: _____

Company Name: _____ Email: _____

Advertising – Please check one:

Program Book Options:

- | | | |
|---|---------------------------|----------|
| <input type="checkbox"/> Inside Front Cover | (4.25" wide x 7.25" tall) | \$350.00 |
| <input type="checkbox"/> Back Cover | (4.25" wide x 7.25" tall) | \$350.00 |
| <input type="checkbox"/> Full Page | (4.25" wide x 7.25" tall) | \$300.00 |
| <input type="checkbox"/> Half page | (4.25" wide x 3.5" tall) | \$150.00 |
| <input type="checkbox"/> Quarter page | (2.0" wide x 3.5" tall) | \$75.00 |
| | | |
| <input type="checkbox"/> Auditorium Screens (and TV monitors) (12'x15' screens) | | \$150.00 |
| | | |
| <input type="checkbox"/> Printed on every Ticket (3.5" wide x 4.75" high) | | \$300.00 |

Amount enclosed: \$ _____ **Check #** _____

This form may be handed to any parent/student representative of the musical together with your check made payable to NASH Musical, and your art hardcopy. (Digital artwork must be emailed to ads@namusical.com). You may prefer to place the form, payment, and clean artwork in an envelope, and mail to:

NASH Musical
Attention Advertising
10375 Perry Highway
Wexford, PA 15090.

No Cash will be accepted.

Personal Donation Request

You may use either the online form <https://bit.ly/NAMusicalDonate> or print this one:

This form will be accepted at any time, but is due no later than **Monday, September 12** if you would like your name listed in the program.

To help meet the cost of set, costumes, royalties, script rentals, and orchestra scores, we are asking for your financial support. Private donors will be listed in our program as:

Friends	\$25.00
Patrons	\$30.00
Benefactors	\$50.00
Angels	\$100.00 or more

We would be honored to include your name in our program, and hope that you will consider attending one of our performances. Thank you in advance for your generous support of our musical. The quality of our performances would not be the same without your help!

Name as it will appear in our program: _____

Phone: _____ Email: _____

Address: _____

Please check one:

- Friend \$25.00
- Patron \$30.00
- Benefactor \$50.00
- Angel \$100.00

Amount enclosed \$ _____ Check # _____

Please complete form, place form and a check payable to NASH Musical in an envelope, and hand it in at rehearsal or mail to NASH Musical, Attention Personal Donation, 10375 Perry Highway, Wexford, PA 15090. **No Cash will be accepted.**

Well Wishes Page - due Monday, September 12th

You may use either the online form <https://bit.ly/NAMusicalWISH> or print this one:

Our Well Wishes Page is a loving tradition and an important part of our program. For just \$25.00 your personalized note of admiration and encouragement will be printed in our program. The messages shared on this page inspire confidence, joy, and pride in the entire cast, crew and orchestra.

If you would like your message to be included in our program, please complete the bottom of this form. Each message may be up to 40 words long, starting with the name of the student (student name will not be included in the 40 words). We are using the honor system, so please do check the number of words used. If you would like to use more words please just double or triple your payment! If you have additional messages just continue on the back of this form.

Student Name: _____

Circle One: Cast Crew Orchestra Director

Sender Name: _____ Phone: _____
(This is in case we need to call you to decipher your handwriting)

Please **print** your message here, 40 words for \$25.00:

_____ Number of messages @ \$25.00 Total amount: \$ _____ Check # _____

Please complete form, place form and a check payable to NASHMusical in an envelope, and hand it in at rehearsal or mail to NASH Musical, Attention Parent Page, 10375 Perry Highway, Wexford, PA 15090. **No Cash will be accepted.**

