
CINEMAGIC 2011-12

HANDBOOK



What is CineMagic?



CineMagic is a performing arts program run by the Pleasant Valley Education Foundation (PVEF), for children in grades 3-8 attending a public school in Camarillo. Participation in the program requires no prior experience, only the willingness to participate as part of the CineMagic team. Under the program's professional direction, your children will have the opportunity to develop new talents, gain confidence and make new friends while preparing to perform in a large theater venue.

Why Participate in CineMagic?

CineMagic is more than just a theatrical experience. CineMagic helps children develop mentally, socially, and emotionally by doing the following:

- Exposes kids to Performing Arts
- Develops talent in singing and dancing
- Teaches kids to focus on specific tasks
- Builds team-working skills
- Helps children overcome shyness
- Increases self-confidence
- Improves stage presence

Your Information

Child 1	Child 2
Song 1: Phone No.'s: Song Captain: Song Captain:	Song 1: Phone No.'s: Song Captain: Song Captain:
Song 2: Phone No.'s: Song Captain: Song Captain:	Song 2: Phone No.'s: Song Captain: Song Captain:
Jan/Feb Schedule Song 1: Song 2:	Jan/Feb Schedule Song 1: Song 2:
Mar/Apr Schedule Song 1: Song 2: Finale:	Mar/Apr Schedule Song 1: Song 2: Finale:

My Volunteer Assignments

Assignment	Person I report to	Phone #	Schedule

Notes:

What Costs Are Involved With CineMagic?

1. Participation fee of \$150 includes:

- 12 weeks of instruction in singing, dancing, and speaking/acting for older participants
- CineMagic t-shirt
- Practice CD and word sheets before rehearsals start
- Two costumes
- Individual props that are included with the song number
- Make-up Enhancement
- 3 performances on a professional stage
- Souvenir printed CineMagic program
- 1 DVD per family
- Cast party

2. Fees may be paid in 1, 2, or 3 installments at Registration, Casting Day, and 1st Rehearsal

3. CineMagic Participation Grants/Scholarships are available

Applicants are asked to pay a \$30 minimum registration fee and submit a CineMagic Participation Grant Application form along with some proof of income. Parents should be aware that Grants/Scholarships may cover the full fee or only a portion of the fee. The minimum payment may also be paid in 3 installments. You may obtain the form on the pvef.org website.

The CineMagic Program

Registration/Audition (October 24 & 25)

- Register On-Line for CineMagic at <http://pvf.org/events>
- Turn in registration and audition forms at your designated time on Oct. 24 or 25. **Please make sure all paperwork is completed and contracts signed by participants and parents.**
- Siblings may audition at the same time.
- Be prepared to pay at least \$50. This fee is non-refundable. We accept cash, checks, Visa and MasterCard.
- All children must sing something for the directors, so directors can determine where to best place children in numbers. While we try to be efficient, the audition time could take up to 1 ½ hours.

Casting Day (December 3, 2011)

On this day, children will receive their cast assignments, rehearsal CD to take home, words sheets, and CineMagic t-shirt. You may also pay your second installment at this time and pick up any additional CineMagic t-shirts that you ordered.

If you cannot attend this meeting, please send someone to pick up your information. **A No-Show at this meeting assumes no participation in CineMagic.**

Expectations of Participants and Parents

- Attend all rehearsals and performance dates.
- Arrive on time and get picked up on time. **For liability reasons, children are not allowed to walk home by themselves.**
- Listen to your practice CD at home and memorize the words.
- Follow the instructions of your directors and assistants during rehearsals.
- Call your Song Captain if you will have to miss a rehearsal.
- Don't commit to other practices or activities during CineMagic rehearsal time.
- Be respectful to staff and other cast members before, during, and after rehearsals.
- No gum or food allowed in the rehearsal room. Water is okay.
- Your name should be written on all items you bring to rehearsals.

Parents and participants must sign a contract agreeing to these behavior expectations. Download form from pvf.org.

Fundraising Events. (Oct.–Apr.) Assist with planning and implementing the Rummage Sale, Restaurant Nights, and Cast Party.

Theater Help. (Mar.–Apr.) Assist in selling and/or distributing floral bouquets, concessions, tickets, and ushering.

Publicity volunteers:

School Representatives. (Oct.-Apr.) Distribute information regarding CineMagic to local schools.

Donations. (Oct. – Apr.) Contact local businesses to advertise CineMagic performances and obtain donations and sponsorships.

Program Design. (Mar. – Apr.) Design the printed program for the CineMagic performances.

CineMagic Alumni and High School Students

High school students with (or without) CineMagic or other theatre background may volunteer as choreographers, stage crew, technical crew, or where needed. There will be an Orientation for High School volunteers, November 4 (6:00-8:00), at the CineMagic Rehearsal Studio.

Important Phone Numbers/Emails:

PVEF- CineMagic Chairperson: Kathleen Wilson-Goode: 890-0277;

kwilson-goode@pvf.org

Directors: Janet Kildee: janetkildee@verizon.net

Suzie Riach: suzie.riach@yahoo.com

Registration/Emails: Hannah Foote: 484-2244; pvfcinemagic@gmail.com

CineMagic Webmaster: Kathleen Wilson-Goode: kwilson-goode@pvf.org

Sales Manager: Sandra Wortman: 444-7552; wortmanfamily@verizon.net

Rummage Sale – Carolyn Rumfelt: 484-8528; wortmanfamily@verizon.net

Publicity:

Rehearsal Manager: Sharlene Jewell: 805-512-2499; sjewell67@gmail.com

Song Captain Coordinator:

Production Manager:

Costumes: Carolyn Rumfelt 484-8528

Kathy Sheehan: 805-795-6037; sksheehn@verizon.net

Sue Camarillo: snm.cam@verizon.net

Sets/Props:

Hair/Make-up: Nathalie Habash: 510-673-9672; nathaliehabash@yahoo.com;

Linda Martinez: 805-377-0715; LindaKMartinez@yahoo.com

Lighting/Technical:

Stage Manager:

Cast Party:

T-Shirts: Nancy Schicker: 805-443-0712; Nancy_Schicker@hotmail.com

Tickets: Hannah Foote: 484-2244; pvfcinemagic@gmail.com

Business Sponsorships/Family Donations:

Photo Orders:

Booster Orders:

Printed Program Ads: Karen Kibler: 390-7994; kkibler@pttechnologies.com

Floral Bouquet Orders:

Parent Volunteer Obligations

The success of CineMagic depends entirely upon volunteer help. Without the help of volunteers, including you, there would be no CineMagic. **All parents are expected to help in some way.** Listed below are areas where you may help.

Production Volunteers:

Choreographers. (Dec.-Mar.) Work with the directors in designing appropriate choreography for your assigned numbers.

Costume Seamstresses. (Dec.-Apr.) Assist Costume Chairs in sewing costumes or embellishing ready-made costumes. Mend costumes as needed.

Props and Sets. (Jan.-Apr.) Help acquire or put together sets and prop pieces for the show. Solicit donations from local businesses. Load sets into the truck to be transported to the theater and move items from the truck to the stage. After performances move sets and props back to the rehearsal studio.

Hair & Make-up. (Mar.-Apr.) Assist with hair and make-up during Saturday dress rehearsals and at the theater.

Sound and Lighting. (Mar.-Apr.) Assist with microphones and sound during Saturday dress rehearsals. Assist with sound and lighting at the theater.

Photographer: (Mar-Apr) Takes group and individual pictures of performers for Photo Day Fundraiser.

Rehearsal Volunteers:

Song Captains. (Jan.-Apr.) Take attendance at each rehearsal, assist directors as needed with music, choreography, and costumes; assure all children are picked up after rehearsal; telephone performers regarding any changes. Time commitment is every week during your number's rehearsal. Help backstage during rehearsal week at the theater.

Rehearsal Monitors. (Jan.-Apr.) Supervise children who are coming to or going from rehearsal. Make sure no child leaves without an adult. Answer questions and make sure only authorized personnel go into the rehearsal area.

Backstage Help during Rehearsals at the Theatre. (Apr.) Assist the performers in the dressing rooms, getting microphones, going on and off stage, first aid, checking in, and receiving meals.

Fundraising Volunteers:

Cashiers. (Oct.–Apr.) Assist with collecting money at Registration, fundraising events, such as Rummage Sale, at Casting Day, and at other times when money is being collected.

Distribution and Assistance. (Oct.–Dec.) Assist at Registration with photos and measuring. Assist at Casting Day with distribution of CDs, Cast assignments, costume information, t-shirts, etc.

Rehearsals

Rehearsals are Wednesday and Thursday, 3:30-7:30 p.m. and Saturday, 8:30-4:00 at the CineMagic Rehearsal Studio, 2100 Ponderosa Ave., Camarillo

Performers come only for their songs, which are usually rehearsed for one 45-minute period on Wednesday or Thursday, and one 45-minute period on Saturday. While in January and February the rehearsal schedule remains about the same, in March rehearsals are more frequent. In March, performers typically come for a 30-minute rehearsal on both Wednesday and Thursday and four times on Saturday for 20-30 minute rehearsals. Therefore, we ask that you please do not schedule your children for other activities during the CineMagic rehearsal time block, as their absence not only affects their own performance ability but that of other performers as well.

If your child is sick and cannot make a rehearsal, please call one of your Song Captains.

Please note that the CineMagic staff communicates any rehearsal information or changes primarily by e-mail and posting information on our website at pvef.org. While we try to call those who do not have access to the internet, please check regularly with your song captain or another participant who does receive email. **You are responsible to check for any rehearsal information.**

Check In

All cast members are required to check in with their Song Captain for each rehearsal. Parents, please pick children up promptly at the end of rehearsal.

Can I Observe?

Due to restricted space and the short rehearsal schedules, we cannot allow observers in the rehearsal hall. We strongly recommend parents sign up to assist during rehearsals, as Song Captains, Choreographers, Sound and Lighting Assistants, costumes, sets, props, or stage help. Children not in the number being rehearsed are not allowed in the rehearsal room.

Shoes

Cast members are required to wear closed-toed shoes that stay on the feet for dancing. **No flip flops, sandals, heels, or wheelies.**

Costume Check and Dress Rehearsals

The first dress rehearsal and Costume Check is in February. All cast members must come to their rehearsal time wearing their complete costume, including shoes and other accessories.

Performance Week at the Theatre

The last week of rehearsals will be held at Oceanview Pavilion, 575 E Surfside Dr, Port Hueneme, CA 93041. From Los Posas go west toward the ocean, turn right on Hueneme Rd, then straight down Hueneme Rd to a left on Surfside. The children will enter the theatre outside on the right.

Check-In Procedures

- Performers must be checked in and out by an adult.
- Performers should come dressed in their 1st costume and bring the rest in their costume box. Do hair and make-up at home unless otherwise instructed.
- Be sure performers bring a sack dinner and plenty of bottled water. (No food or drinks are sold at the theater.)

Costume box

During Performance Week, **all cast members must have a Costume Box with their name clearly labeled on all six sides.** We suggest a plastic storage tub, large enough to hold their costumes, shoes, personal items (hair brushes, etc.), bottled water, and a sack dinner. Each costume should be folded inside a large zip-lock bag (2 gal. bags work well), with the name of the number and the itemized contents on each bag. A separate bag for shoes is a good idea. **Make sure every item is clearly labeled with the child's name,** including socks and shoes. We will have a Lost and Found box located next to the check-in table. Look there for any lost items.

Dressing Rooms and What to Wear Under Costumes

The girls' dressing rooms are on the east side, and the boys' is on the west. As you will have to change in front of others, we ask you to wear something over your underwear in order to keep modesty in the dressing room. We suggest bike shorts or shorts and tank top or camisole rather than a leotard or one-piece bathing suit, which makes it harder to go to the restroom. Please choose the color carefully. Undergarments that are a color similar to your skin color are best.

Hair and Makeup

Unless your number requires a specific hairstyle, all hair should be pulled back away from the face with clips and/or bands. Performers must bring their own hair brush, make-up, and make-up brushes for health reasons. **NO SHARING.** Make-up should be simple and natural looking.

Parents Backstage

Due to limited space back stage, only those parents who have signed up to help backstage, such as props and dressing room assistants, are allowed there. Audience members can see the cast after the show in the check out area.

Cast Party

Two to three weeks following the show, CineMagic hosts a party for all cast members. There is no charge to cast members. Additional family members are \$1 each to offset costs. At the cast party, you will pick up any DVD's and pictures that you ordered.

Important Dates for 2011-2012

CineMagic Rehearsal Studio, 3100 Ponderosa Ave., Camarillo

- Oct. 17-18 - (6:30- 7:30 pm)** – Parent Orientation
Monte Vista Middle School multi-purpose room, 888 Lantana, Camarillo
- Oct. 24-25 - (4:00- 7:00)** Registration/Auditions at Monte Vista MPR
- Nov. 4 - (6:00- 8:00)** High-School Volunteer Orientation,
CineMagic Rehearsal Studio
- Dec. 3- Rummage Sale,** CineMagic Rehearsal Studio
- Dec. 3- Casting Day,** CineMagic Rehearsal Studio
9-10 a.m. - Last names beginning with A-H
10-11 a.m. - Last names beginning with I-R
11-12 noon - Last names beginning with S-Z
- Jan. 7 - First Rehearsal**
- TBA - First Dress Rehearsal & Costume Check**
-- Individual and Group Photos
-- Booster and Photo orders due
-- DVD, Floral Bouquet, Cast Party tickets on sale
-- Business Sponsorships, Family Donations due
- TBA - Performance Tickets go on sale online**
- Apr. 17-19 - Dress Rehearsals at Oceanview Pavilion**
- Apr. 20-21- Performances at Oceanview Pavilion**
- TBA -- Cast Party**