



# CHILDREN'S MUSICAL THEATER SAN JOSE

## NEW FAMILY INFORMATION PACKET

Welcome to Children's Musical Theater San Jose (CMT). This is an exciting time to begin your journey at CMT. All of CMT's celebrated artistic programs take place at the Creative Arts Center, located 1545 Parkmoor Ave. We're overjoyed to welcome you and look forward to you taking part in this production.

In order to help your family have a positive experience at CMT, the following information has been compiled to help answer questions and guide you through the process. As a new family, you will also have show and production coordinators, as well as a New Family Mentor who will be by your side for your first show.



## BEHAVIOR EXPECTATIONS

Teamwork is the key to success at CMT. We need commitment and cooperation from everyone involved. CMT does its best to provide a positive and exciting environment in which to learn and be inspired, but there are expectations that must be met in order to make that happen. Please review the following expectations with your children/performers.

- The CMT community is built on inclusion and excellence and celebrates diversity.
- All participants are expected to show utmost respect for one another, parent volunteers, and artistic staff.
- No use of alcohol, drugs, or smoking is permitted by CMT performers
- Pay attention and follow the requests of CMT staff and volunteers at all times
- Be aware of your language and conversation topics, especially around younger members of our community.
- Respect other's personal space, keeping all hands to ourselves.
- Stay with the group. Do not leave the Creative Arts Center or theater without supervision and do not loiter in the parking lot after rehearsal is over.
- Help everyone maintain a clean and organized environment. If you create or see a mess, please clean it up.
- Food and beverages are allowed in designated areas. No food or drinks (except water) are allowed in the studios.

Flagrant and/or persistent violation of CMT's behavior expectations will result in disciplinary procedures, beginning with a referral to CMT's Artistic Manager and notification of the performer's parents/guardian.

First and foremost, CMT cares about the health and safety of its participants, staff, and volunteers. CMT will continue to follow all state and county guidelines. If performers test positive during the rehearsal process, they are expected to attend rehearsals via zoom. If a performer tests positive during mandatory and/or technical rehearsals, or during the run of the show, CMT will determine if based on timing, the performer may return to complete performances. This may vary show by show and according to county guidelines.

## **VOLUNTEER OPPORTUNITIES**

While we have a professional staff, CMT is primarily a volunteer organization. Production families are requested to volunteer 20 hours of their time on each production. This allows us to keep kids safe during rehearsals, create beautiful costumes and props, and run a professional show. No prior experience is needed, and our experienced volunteers will be happy to train new parents in new positions.

Volunteer positions are broken into 5 categories within our volunteer core **Team CMT**:

- **Production:** Help backstage, usher, create props, costumes, hair& make-up
- **Communication:** Ticket sales, digital communication, lobby photos, apparel
- **Education:** Support CMT's arts education initiatives within each production
- **Mentorship:** Show/Production Coordinators, support new families (YOU!)
- **Engagement:** Create social opportunities for the CMT community or cast to gather

Throughout the rehearsal process, you will hear more about these opportunities. You can also learn more online at [teamcmt.org](http://teamcmt.org). Once on the Team CMT site, you will click on **ivolunteer** and various opportunities will be available. Thank you in advance for helping us make this show a successful and meaningful experience for all.

## **MOVE-IN / STRIKE SHIFT**

Move-in and strike shifts are specific work shifts that are different from regular volunteer hours. When the show is ready to move to the performance space, we will need extra help to transport and load the sets, props, and costumes.

At the time of your audition, you'll be asked to sign a move-in/strike form. At this time, you can choose to either work a 4-hour shift OR "buy out" with \$150. You will be asked to provide a \$150 deposit for this shift when you audition. If you choose to work the move-in/strike shift, CMT will return or shred your check, and it will not be cashed. No move-in/strike checks are cashed until the end of the production.

## **COMMUNICATION**

CMT's main form of communication with parents (and performers who are old enough) is through an app called **Ensemble**. Once you have signed up for your audition, you will be asked to register for the app. At least one parent/guardian **MUST** download the app. In the app, you will receive information about volunteering, parent socials, costumes, hair & make up requirements, and any updates from the artistic team. We recommend that you check the app at least 2 – 3 times per week, just in case important information has been posted. We recommend that you turn push notifications ON so you don't miss anything!

### **TEAM CMT HOME PAGE RESOURCES**

In addition to the show app groups, the TEAM CMT home page at [www.teamcmt.org](http://www.teamcmt.org) contains many links to important topics. Click on the title of your production within the productions section or on the logo of your production within the Featured Collections section of the Team CMT home page.

### **TICKET SALES**

Tickets will be available through CMT's website: [www.cmts.org/tickets](http://www.cmts.org/tickets) Tickets can also be purchased in advance of any production at the new Creative Arts Center Box Office located at 1545 Parkmoor Ave.

### **SHOW and PRODUCTION COORDINATORS**

Show and Production Coordinators will welcome you and your performer to the rehearsal studio each day. They, along with new family mentors, will provide families with pertinent information throughout the production. Be sure to note the names and contact information for your coordinators and new family mentors in case you have questions along the way. They can also be found within the app show group.

## Family Check List

1. My Show Coordinator's names, cell phone numbers and email address are:

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2. I have entered my Show Coordinators' names and phone numbers into my cell.
3. I have downloaded the Ensemble App on my phone, created a profile & joined my production.
4. I have a copy of the rehearsal schedule and have marked all my performer's rehearsal dates on my calendar.
5. I have contacted my performer's doubles family, introduced myself and communicated all my performer's rehearsal conflicts to them. I have also received my performers double's rehearsal conflicts and marked them on my calendar.
6. I have signed up for at least 20 hours of volunteer time at the rehearsal studio and/or at the theater.
7. I have signed up for the Move-In/Strike shift, or I have decided to "buy out" of that obligation by telling CMT to use my \$150 move-in/strike deposit to pay someone to work a move-in/strike shift for me.
8. I have cleared my family's schedule for the week prior to moving into the theater ("mandatory week") and for the week(s), we are in the theater ("tech/final dress rehearsals week" and performances.)
9. I have purchased tickets to see the show.
10. I have promoted the show using the tools provided to my social media, emails and texts.

**THANK YOU FOR JOINING US AT CMT SAN JOSE!**