

# RSA'S THE WIZARD OF OZ JR 2025

## COMMUNICATION QUICK REFERENCE GUIDE

It is VERY NORMAL to feel overwhelmed by the production process, especially for first time families! Our staff and Theater Booster Club are here to support you. This guide will help you figure out who to contact if you have questions, who to expect contact from throughout the year, and how to best support your student as they grow as performers and as people.

### REMIND

All families must be signed up on Remind. Cast member (drama class) families need to be on TWO Reminds. Questions regarding rehearsals can be sent to staff through Remind. Updates about rehearsal release times, deadlines for documents, and other items of immediate concern will be sent to you through Remind. All family members responsible for student transportation should add the Remind app to their phone and sign up as follows:

Cast, Crew, and Orff: Text @RSAallcast to 81010

Cast ONLY: Text @RSAdrama to 81010

### VOLUNTEERING

We can't make this production possible without the help of all of our families! See the info sheet about volunteering to find out how you can get involved. If you have any questions about volunteering or ideas of things you could do to support our show, email [rsatbcvolunteers@gmail.com](mailto:rsatbcvolunteers@gmail.com).

### REHEARSAL SCHEDULES

We do our absolute best to set the rehearsal schedule for the entire year before production begins. If at any point we need to adjust the rehearsal schedule, we will let you know as soon as possible through Remind and by emailing an updated version of the rehearsal schedule documents.

### HELPFUL WEBSITES

There are several places you can go for access to show-related information.

Theater Booster Club web page (TBC meeting minutes, show documents and forms):

[https://www.rsarts.org/apps/pages/index.jsp?uREC\\_ID=4391034&type=d&pREC\\_ID=2582147](https://www.rsarts.org/apps/pages/index.jsp?uREC_ID=4391034&type=d&pREC_ID=2582147)

Ms. Stoxen's teacher website (audition info, cast lists):

[https://www.rsarts.org/apps/pages/index.jsp?uREC\\_ID=2725929&type=u&pREC\\_ID=2602659](https://www.rsarts.org/apps/pages/index.jsp?uREC_ID=2725929&type=u&pREC_ID=2602659)

Ms. Steffensen's teacher website (choreography videos):

[https://www.rsarts.org/apps/pages/index.jsp?uREC\\_ID=2725886&type=u&pREC\\_ID=2601158](https://www.rsarts.org/apps/pages/index.jsp?uREC_ID=2725886&type=u&pREC_ID=2601158)

Theater Booster Club Sign Up Genius (family volunteer opportunities):

<https://www.signupgenius.com/index.cfm?go=c.SignUpSearch>  
(type "rsatbcvolunteers@gmail.com" in the search bar on the left)

Theater Booster Club Square Site (costume fees, t-shirt orders, other merch, donations):

<https://rsa-tbc.square.site/s/shop>

**When in doubt, contact your Theater Booster Club at [rsatbcvolunteers@gmail.com](mailto:rsatbcvolunteers@gmail.com). We are here to support you!**



## CAST SCHEDULE BY MONTH

### AUGUST:

**Mandatory Family Meeting** Aug 22, 6:30-8pm (RSA amphitheater)

**Cast Auditions** Aug 27-30, 3-6pm

### SEPTEMBER\*:

**Monday Rehearsals** Sept 9, 16, 23, 30, 1:15-3:30pm

**Saturday Rehearsal** Sept 21, 9am-2pm

### NOVEMBER\*:

**Monday Rehearsals** Nov 4, 18, 1:15-3:30pm

**Saturday Rehearsal** Nov 9, 9am-2pm

### JANUARY:

**Saturday Rehearsals** Jan 11, 25, 9am-2pm (RSA)

**Monday Rehearsals** Jan 13, 27, 1:15-3:30pm (RSA)

**Cascade "Load In"** Jan 29, 3-7pm (RSA to Cascade - parent help greatly needed!)

**Evening Tech Rehearsals** Jan 30, 31, 5:45-8:30pm (Cascade)

### FEBRUARY:

**Saturday Rehearsal** Feb 1, 9am-3pm (Cascade)

**Monday Rehearsal** Feb 3, 2-5pm (Cascade)

**Evening Tech & Dress Rehearsals** Feb 4, 5, 5:45-8:30pm (Cascade)

**School Show Performances** Feb 6, 7, 9:30am (official call time TBD) (Cascade)

**Evening Performances** Feb 6, 7, 8, 7pm (official call times TBD) (Cascade)

**Matinee Performances** Feb 8, 9, 2pm (official call times TBD) (Cascade)

### RSA DROP OFF AND PICK UP

Please drop off students IN FRONT of the school. Students will enter via the door into Room 19 (to the left of the main lobby doors). All rehearsals are CLOSED, which means parents may not enter the building with their students. Any forgotten gear, lunches, or other items dropped off during rehearsals must be handed to the parent volunteer at the door; please label anything being dropped off with student name so it gets into the right hands! Rehearsal pick up will always be IN FRONT of the school, not on the side lot near the activity center. Please be patient, safe, and ON TIME!

### CASCADE DROP OFF AND PICK UP

The Cascade Theatre is located at 1731 Market St in downtown Redding. All students must be dropped off and picked up from the stage door on the north side of Cascade between the theatre and the US Bank parking lot. From Market St, enter the US Bank driveway to the left of the Cascade and drop off your student at the chain link gate to your right. Please DO NOT drop off or pick up your student at the front door on Market St. When waiting to pick up your student, DO NOT idle in the street on Market or Placer Streets, even if a line has formed there. Find a place to park and walk up to sign your student out or wait for the traffic to clear before driving up. Please be aware that street parking fees apply in certain parts of downtown before 6pm on weekdays. Please be patient at pick up and drop off so that we can keep all of our students safe.

### \* A NOTE REGARDING MONDAY AND SATURDAY REHEARSALS

Rehearsals outside of school hours are included as part of the participation grade for this class. A call sheet for the upcoming week's rehearsals will be sent via email and Remind, posted to Ms. Stoxen's website, and posted on the wall in Room 19 by Thursday of each week. Please plan to be at all Monday and Saturday rehearsals. You may occasionally be dismissed from one or more of these rehearsals depending on which scenes are being rehearsed that day. BUT it is better to plan to be there and get a bonus day off than to assume you don't need to be there and find out later that you do!



## CAST SCHEDULE BY TYPE

### **MANDATORY FAMILY MEETING: Aug 22, 6:30-8pm, RSA amphitheater**

This meeting will provide cast families with critical information about cast expectations, rehearsal schedules, costuming requirements, and volunteer opportunities. Please make every effort to attend.

### **SPECIAL EVENTS:**

**August 27-30** Cast Auditions (see Ms. Stoxen's web page for details)

**December 7** Redding Lighted Christmas Parade, 4:30-8:00pm

**January 29** Cascade "Load In," 3-7pm (Parent help greatly needed!)

### **MONDAY REHEARSALS:**

**Sept 9, 16, 23, 30; Oct 7, 21, 28; Nov 4, 18; Dec 2, 9, 16; Jan 13, 27; Feb 3**

**1:15-3:30pm (Feb 3 is 2-5pm)** Check email, Remind, teach web pages, and the posted schedules in Room 19 for your attendance requirements and updates. Most weeks will be designated for specific scenes, dances, or solos, but some will be all-cast rehearsals.

### **SATURDAY REHEARSALS: Sept 21, Oct 26, Nov 9, Dec 14, Jan 11, Jan 25, Feb 1**

**9am-2pm (Feb 1 is 9am-3pm)** In an effort to be efficient and respectful with our cast and family time, Saturday rehearsals will generally be limited to one per month. Attendance at Saturday rehearsals is *essential* to show success! PLEASE mark these on your calendar NOW and prioritize them as a family.

### **EVENING TECH AND DRESS REHEARSALS: Jan 30, 31; Feb 4, 5**

**5:45-8:30pm** All evening rehearsals will take place at The Cascade Theatre. Specific hair and makeup requirements and specific call times (expected arrival times) for each rehearsal will be provided at a later date. Evening rehearsals in January and February are mandatory for all cast, crew, and Orff students.

### **PERFORMANCES:**

**Feb 6, 7** School shows, 9:30am (official call times TBD)

**Feb 6, 7, 8** Evening performances, 7pm (official call times TBD)

**Feb 8, 9** Matinee performances, 2pm (official call times TBD)

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# Family Volunteer Information

## We can't get to the Emerald City without YOU!

Please make note of this important requirement for all students wishing to join the cast and crew of our spring musical: families **MUST** sign up to volunteer in support of the musical in at least one area listed below.

If you would like to assist at Saturday and evening rehearsals throughout the year, check out our Wizard of Oz Rehearsal Helpers sign up by visiting this link or scanning the provided QR code. Providing “security” at our Saturday rehearsals is one of the easiest ways to get your volunteer hours in for the year while also getting your own laptop work or reading done at the same time!

<https://www.signupgenius.com/go/70A0B44AFA92FA7FD0-little>



If you would like to help prepare for the show with more flexible hours and complete your tasks between now and December, check out our Wizard of Oz Production Volunteers sign up by visiting this link or scanning the provided QR code. Roles vary from set construction to costume sewing to party planning - there's something for all skill sets!

<https://www.signupgenius.com/go/70A0B44AFA92FA7FD0-little1>



If you would like to be involved in our Wizard of Oz performances, working backstage or assisting our audience members with their seating and enjoyment, check out our Wizard of Oz Performance Volunteers sign up by visiting this link or scanning the provided QR code:

<https://www.signupgenius.com/go/70A0B44AFA92FA7FD0-little2>



We'd be thrilled if you would sign up for more than one slot or help with production AND performance tasks! If you have any questions about volunteer positions you might be interested in, please email the Theater Booster Club officers at [rsatbcvolunteers@gmail.com](mailto:rsatbcvolunteers@gmail.com). Thank you for your support of performing arts at RSA!

Your RSA TBC

# The Wizard of Oz 2025

## Everything you need to know about Payments

There are many opportunities for our Little Mermaid cast, families, extended families, friends, and wider communities to financially support our show! The Theater Booster Club does NOT have a budget through RSA, so we rely on the generous support of many individuals and businesses to make our middle school musical possible.

There is one MANDATORY payment for all participants: the costume fee. Please note that this year the costume fee will apply to ALL students, including cast, Set Design, and Orffestra. All families are asked to pay their \$25 costume fee electronically via our Square website:

<https://tinyurl.com/rsacostumes>



In addition to the script we will provide, **cast members** will need to bring two pencils, a self-contained pencil sharpener, and a highlighter. Please keep these in a zipper pouch labeled with your name so that they do not get lost.

Other ways of supporting the show are OPTIONAL, but we greatly appreciate all of your efforts to bring in financial support for our production! Visit our Square website for easy and convenient access to t-shirt orders (including hoodies and short-sleeved t-shirts), sentiment ads, and sponsorship ads that are open to businesses of all kinds.

<https://rsa-tbc.square.site/s/shop>

Please contact the TBC board at [rsatbcvolunteers@gmail.com](mailto:rsatbcvolunteers@gmail.com) with any questions regarding the costume fee, t-shirt orders, and program ads. Thank you!



# RSA Musical T-shirt Order Form

	T-shirts (Crew neck or fitted) \$20
	Hoodies \$40
	Order deadline: Friday, September 20



The Wizard of Oz graphic on the front of the shirts  
List of all cast members from Orff, Set, & Drama classes on the back of the shirts

Student Name: \_\_\_\_\_

Parent Email: \_\_\_\_\_

(Y = Youth, A = Adult)

Description	Size (circle choice)	Quantity	Total = Quantity x Price Each
T-shirt \$20	YS YM YL AS AM AL AXL (AXXL AXXXL add \$3 per item)		
Fitted cut \$20	AS AM AL AXL (AXXL add \$3 per item)		
Hoodie \$40	YS YM YL AS AM AL AXL (AXXL AXXXL add \$3 per item)		

Payment Type enclosed:  Cash  Check      Total Cost: \_\_\_\_\_

Checks payable to RSA TBC - Return order form with payment in envelope to front office  
OR order and pay online: [rsa-tbc.square.site/s/shop](https://rsa-tbc.square.site/s/shop)

Questions? Email [rsatbcvolunteers@gmail.com](mailto:rsatbcvolunteers@gmail.com)

# Sentiment Ad for The Wizard of Oz 2025

Do you want to do something special for your child in our Wizard of Oz program?



You can create your own ad: We will accept digital ads in the dimensions below with a minimum of 200 DPI in .JPEG or .PDF format, emailed to [RSATBCvolunteers@gmail.com](mailto:RSATBCvolunteers@gmail.com)

-OR-

If you want us to create the ad, please provide the following information in an email:

- Text as you wish it to appear
- Photo (optional)

Your Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please complete the form below and return along with your payment to the RSA office (TBC) no later than **Dec 19, 2024**.

Ad Size	Dimensions	Price before Nov 30	Price after Nov 30	Quantity	Subtotal
Inside Cover, Back Cover (full color)	5.5" w x 8.5" h	\$250	\$300		
Full Page (black and white)	4.75" w x 8" h	\$90	\$110		
¾ Page (black and white)	4.75" w x 6" h	\$70	\$90		
Half Page horizontal (black and white)	4.75" w x 4" h	\$50	\$70		
Half Page vertical (black and white)	2.37" w x 8" h	\$50	\$70		
¼ page/business card (black and white)	4.75" w x 2" h	\$30	\$50		
				<b>Total:</b>	

**PRICE DISCOUNT IS GOOD UNTIL November 30, 2024**

**Increased price effective December 1 – 19, 2024.**

Please send all ad info to [RSATBCvolunteers@gmail.com](mailto:RSATBCvolunteers@gmail.com)

For online payments: <http://rsa-tbc.square.site> or make checks payable to RSA TBC and attach it to this form. Return to the RSA office, or mail to: RSA TBC, 955 Inspiration Place, Redding, CA 96003

# Sponsorship Ad for The Wizard of Oz

Looking for more exposure for your business? Advertise in our Wizard of Oz program! Up to 3,000 people will see your ad in print, plus we'll feature your business on our Facebook page the week of the show!



You can create your own ad: We will accept digital ads in the dimensions below with a minimum of 200 DPI in .JPEG or .PDF format, emailed to [RSATBCvolunteers@gmail.com](mailto:RSATBCvolunteers@gmail.com)

-OR-

If you want us to create the ad, please provide the following information in an email:

- Text as you wish it to appear
- Photo (optional)

Your Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please complete the form below and return along with your payment to the RSA office (TBC) no later than **Dec 19, 2024**.

Ad Size	Dimensions	Price before Nov 30	Price after Nov 30	Quantity	Subtotal
Inside Cover, Back Cover (full color)	5.5" w x 8.5" h	\$250	\$300		
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For online payments: <http://rsa-tbc.square.site> or make checks payable to RSA TBC and attach it to this form. Return to the RSA office, or mail to: RSA TBC, 955 Inspiration Place, Redding, CA 96003



# Costumer's Newsletter #1

August 2024

Hello Parents!

I am looking forward to working with your student during this year's production of The Wizard of Oz, Jr. I know you will probably have a lot of questions as the show develops, so we are reaching out now to give you our contact information and answer a few frequently asked questions.

- As part of your student auditions, we will begin fitting your student for costumes. Please make sure they bring some tight-fitting clothing to school to change into before trying on costumes.
- When dress rehearsals begin in January, students **MUST** have the appropriate undergarments. For boys, spandex shorts and a tight-fitting tank top. For girls, a nude leotard (NO clear straps as they reflect the lights on stage) or nude dance shorts and tank/camisole (NO clear straps as they reflect the lights on stage) are required. These can be purchased at the local dance stores or online. This is especially important for lead roles as they could potentially have side stage costume changes.
- Shoes and socks/tights will vary depending on the role your student has been cast. **We will have this information out to you as soon as possible, after casting is complete.** Shoes should be acquired before December 1, 2024. Students are encouraged to have their shoes as soon as possible so that they can begin practicing in them during drama class at school. All dance shoes look alike, so it is important to have them write their name inside their shoes using a sharpie. Dance shoes can be expensive and get left behind frequently, so labeling is essential!
- More information will be coming in future months about hair, make-up, and backstage necessities for during performances.
- Many hands make light work. There are a variety of opportunities for you to help with costumes and earn volunteer hours, both on campus and off. You don't have to sew to be a help in this area! Please reach out if you would like to fulfill your volunteer requirements in the costume department.

Feel free to email or text me with any additional questions you might think of. More information will be on its way throughout the year.

Marcella Brown, 530-604-4753, queenofthread@aol.com

# Wizard of Oz Auditions

Auditions will take place from Tuesday, August 27 to Friday, August 30. Auditions will begin at 3pm and continue until approximately 5:30pm each day.

Follow these steps to successfully complete the audition process:

## STEP 1:

Complete the Audition Registration Form. Student and parent/guardian should set aside 20-25 minutes to sit down together and fully read and complete the online registration form. Registration forms can be found at <https://forms.gle/rpbwCkNDk1uKDVMR9> or by scanning the provided QR code. You will need your family calendar, parent/guardian cell phones, and a credit card to complete the registration process. If you have any trouble completing the registration form, please contact the Theater Booster Club at [rsatbcvolunteers@gmail.com](mailto:rsatbcvolunteers@gmail.com) right away.



## STEP 2:

Sign up for an audition slot. Upon submission of your Audition Registration Form, you will see a confirmation page with a link to the Audition Sign Up Genius page. Click on this link to access the online sign-up sheet and sign up for a five-minute slot.

## STEP 3:

Attend your audition. Arrive 10 minutes early for your audition with your audition materials. Check in with the parent volunteer in the RSA amphitheater, and wait patiently for your name to be called. When your audition is complete, you will be ushered in to another space so that our Costumer can take measurements for your costumes. Parents/guardians who are not comfortable allowing a background-checked RSA staff person to measure their child should plan to attend the audition with their student(s). Auditions are closed, but parents/guardians are welcome to observe or participate in costume measurements.

## STEP 4:

Some students will be asked to attend Call Back auditions on Thursday, August 29. Callbacks will be posted to Remind and on Ms. Stoxen's web page. Callbacks will involve different groupings of students reading different roles to see what the best mixture of cast members will be to make a great show! Students who are called back should plan to stay until about 6pm, though some may be dismissed earlier than that. Please bring something quiet to do when you are not actively auditioning. When a pick-up time is determined, show directors will notify families via Remind that they should start preparing to pick up their student(s). Callbacks may continue for some students through Friday, August 30 if teachers need additional time.

## STEP 5:

Celebrate! This process is designed to identify the best people for each role in the show. Every cast member is important for telling the story and entertaining our audience. Thank you for your support!

