

YOUNG ARTISTS ENSEMBLE CAST/PARENT MEETING AGENDA

# CHICAGO: TEEN EDITION

6:00pm, Friday, June 5, 2026

**1. COLLECT PAPERWORK AND PARTICIPATION FEE –**

- a. **ACTORS need these 4 things:**
  - i. Acting Contract (fill out and sign page 3, signed by both participant and parent)
  - ii. CRPD Code of Conduct (signed)
  - iii. Participation Fee of \$210 by registering for CRPD class 3997.3261 OR a Request for Financial Assistance OR a Combination of both
  - iv. \$50 refundable script deposit
  - v. *Optional paperwork – Request to Miss Rehearsal*
- b. **ORCHESTRA MEMBERS need these 3 things:**
  - i. Orchestra Contract (fill out and sign page 3, signed by both participant and parent)
  - ii. CRPD Code of Conduct (signed)
  - iii. Register for CRPD class 3997.3264 on crpd.org (FREE)
  - iv. Fingerprinting (only if 18+) (FREE)

**2. INTRODUCTION OF THE PROGRAM by Megan McDonough**

**3. INTRODUCTION OF THE PRODUCTION STAFF**

<i>Director:</i> Roxanne Livia	<i>Lighting Designer:</i> Ian Kelley
<i>Assistant Director:</i> Taylor Welch	<i>Sound Designer:</i> Chris Barton
<i>Music Director:</i> Zachary Spencer	<i>Photographer:</i> Paul Cranmer
<i>Choreographer:</i> Danielle Bremberg-Reyes	<i>Managing Director/Producer:</i> Megan McDonough
<i>Orchestra Director:</i> Susan Treworgy Calkins	<i>Set Designer/Technical Director:</i> Mark Reyes
<i>Costume Designer:</i> Ali Deyer	<i>Associate Producer/Box Office Mgr:</i> Natalie DeSavia
<i>Stage Manager:</i> Lauren Alexander	

**4. A FEW WORDS FROM PRODUCTION STAFF**

- |            |         |           |
|------------|---------|-----------|
| a. Roxanne | d. Zach | g. Lauren |
| b. Susan   | e. Dani | h. Ian    |
| c. Taylor  | f. Ali  |           |

**5. PRODUCTION GOALS**

- a. To create a fun and fulfilling theatrical experience, for both participants and audience members.
- b. Present 6 public performances of *CHICAGO: Teen Edition* for the Young Artists Ensemble that will blow the socks off this community and set the bar for the pinnacle of teen performance in the Conejo Valley.
- c. To provide a positive experience where participants can develop creative talent with an ultimate goal of continued participation in and appreciation of the performing arts.
- d. To increase self-esteem, self-awareness and self-discipline in the arts through active participation.
- e. To facilitate positive leadership from experienced staff and encouragement from fellow participants that help the participant develop artistic skills, generosity, and teamwork skills.

**6. REHEARSALS**

- a. **WHERE IS REHEARSAL TONIGHT?** A guide to the rooms of the HCFA.
- b. **REHEARSAL SCHEDULE**
  - i. **CAST** – Monday-Friday 5:30-9:30pm and Saturdays 9am-2pm
  - ii. **ORCHESTRA** – Monday/Wednesday/and Friday 2-5pm

**7. PARENT VOLUNTEERS:** We encourage parents to volunteer as much as possible. Please note that volunteers are not guaranteed a seat when they volunteer. At certain time any unsold seats will be offered at no charge to volunteers. Siblings and friends are also invited to volunteer as ushers/ticket takers.

- a. Ushers/Will Call (6 per performance) SEE SIGN UP SHEET
- b. Social Media Coordinator Volunteer (1-2 cast members) SEE SIGN UP SHEET
- c. Load-In/Set Installation Crew SEE SIGN UP SHEET
- d. Strike Crew (**Sunday, August 9**) SEE SIGN UP SHEET
- e. Headshot Assistant SEE SIGN UP SHEET

**8. ALWAYS CALL ASSISTANT DIRECTOR TAYLOR OR CONDUCTOR SUSAN IF YOU ARE RUNNING LATE.** (Put their phone numbers in your contacts)

**9. ACTING/ORCHESTRA CONTRACT HIGHLIGHTS**

**10. RECORDING THE SHOW**

- a. We will have a professional videographer record a performance and will provide a link to download the video after the show.
- b. Due to the quick turnover we need to make at NPHS, there will not be an invited dress rehearsal.

**11. T-SHIRTS**

- a. T-shirts are optional
- b. T-shirts must be preordered and cost \$20
- c. The pre-order deadline is **5pm Thursday, June 18.**
- d. We will NOT order extra T-shirts.

**12. WEBSITE & E-MAIL LIST:** On our website: [www.YAEonline.com](http://www.YAEonline.com), we keep up-to-date information and schedules. Be sure to “Bookmark” or make a “Favorite Place” of our website for further information.

**13. TICKETS**

- a. Show times are **7:30pm, Wednesday through Saturday, August 5, 6, 7, & 8 as well as at 2:00pm on Saturday, August 8 and Sunday, August 9, 2026.** All performances will take place at the Newbury Park High School Performing Arts Center; 456 N Reino Rd, Newbury Park, CA 91320.
- b. **Reserved Seating Ticket Prices** are \$24 for Premium Seating, \$22 for Adults, \$18 for Children, Students, & Seniors, and \$16 for the Super Friday Discount on Friday, August 7 at 7:30pm.
- c. Tickets are on sale now at **YAEonline.com** or **HillcrestArts.com**.
- d. The Hillcrest Center Box Office is open from 9am to 5pm, Monday through Friday, and most evenings and weekends. You may also call (805) 381-1246 and charge your order on VISA, MASTERCARD, DISCOVER, or AMERICAN EXPRESS.
- e. We also offer a 10% Group Discount for groups of 10 or more per performance. **GROUP SALES CANNOT BE CHANGED ONCE ORDERED.** *Group sales do not apply to discounted performances.*

**14. ACCOMMODATIONS**

- a. If there is anything we should know about your child that may require an accommodation, please come up and chat with us after the meeting.

**15. QUESTIONS?**