

From: "Laura Floyd" <laura@jeanfloyd.com>
Subject: **Wonka Wire 7/28**
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To: "Laura Floyd" <laura@jeanfloyd.com>
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IMPORTANT INFORMATION - PLEASE READ!!

SCHEDULE - Thursday - Sunday

I know we are all enjoying the much needed break for a few days. We start again on Thursday, rested and ready to go. Please arrive at 6:00 pm on Thursday and Friday for our evening shows. On Saturday we are there for the duration of the two shows. Please plan on staying if at all possible for the 1 1/2 hours between the matinee and the evening show. We will provide Pizza and drinks following the matinee performance around 5:30 pm. Call time for the evening show is 6:00 pm, so it does not make logistical sense to leave or go home and come right back. We would particularly like the Summer Stars to stay at the high school. Counselors and many parents will be on hand. We are asking kids to bring quiet activities such as game boys, cards or board games to provide some restful activity. We will also be playing a movie on the TV in the choral room for a down time activity.

CAST & CREW PARTY – 6-10 pm Sunday

We have a wonderful location for the cast and crew party this year. Craig Dykstra is opening his beautiful home for this event, from 6-10 pm. The party will begin at 6 pm, however we need set up volunteers willing to go over ahead of time to get things going. Jenny Nicotra and Meg Lawless are spearheading this event. We need your participation forms by Thursday night's show in order to get a good count for the event for food and beverage buying. Please give your form/payment to either Jenny, Meg, or Sarah. Directions to the party and more instructions will be sent soon.

PHOTOS

Our fabulous photographers have taken thousands of photos of our kids, adults, and support folks in action. Some of which you have seen on the display in the lobby. We plan to make the photos available through a photo service in an Alliance Theatre account. If you do not wish to have your child's photo on the photo site or used in any way by The Alliance Theatre for promotion of our shows, we have attached an opt-out release form. We would need that returned immediately if this is the case. Please return this form to Sarah Meiburg **ONLY if you do NOT want your child's photo used** by The Alliance Theatre for promotional purposes.

TICKET UPDATE AND SPECIALS

Ticket sales are picking up as word of mouth spreads about our fabulous show. Two thirds of the tickets for Thursday are sold. There is a good chance that it will sell out. Purchase before noon on Thursday if you have friends who plan to come to this show! We have introduced a special price for teens on Saturday night. Teen night is Saturday, August 1st at 7:30 and anyone 13 - 19 years of age will

receive the discounted price of \$16/ ticket. This is a \$4.00 savings!!

IMPORTANT INFORMATION FOR AFTER THE LAST PERFORMANCE

It takes months to put this show together, and we only have a few days to clean up, so we still need your help and support. Below is a list of some areas where we need some assistance. If you can help, it would be greatly appreciated. As always, thank you for your continued support.

1. We need people with power tools, strong arms, etc. to assist in taking the set down. We will work until 6 pm and get as much done as we can before the party. On Monday and Tuesday if needed, we will complete the job beginning at 6 pm. I will be available Monday, Tuesday, and Wednesday all day to work closing up shop, so anyone who has the time and is willing to help please let me know.
2. We will need someone with a pick-up truck willing to do a couple of dump runs.
3. On the last day, all scripts must be turned into Elaine. If yours is missing, you will be charged. We are required to return these and are charged for each one.
4. I would like a couple of volunteers to stay after the show to remove the pins put in the white drape. I must have this done by 6 pm, if possible, on Sunday or very early Monday morning. I have to take them down and return to Arlington on Monday.
5. **All Costumes** must be taken to the black box, turned in, and checked off before you leave on Sunday after the show.
6. Light crew, could you please stay after the show and take down all rental lights? I must return them by Monday before 5 pm.
7. If you took costumes home to wash, be sure to hand wash in cold water or on the delicate cycle and hand dry. Also, be sure to iron them.
8. We are looking for some volunteers to assist in helping costumes and props collect and sort after the show. Please let Becky or Michelle know if you are available.
9. I would also like to find two volunteers to check all dressing rooms to be sure they have been cleaned of all trash, costumes, and props.

If you have questions or would like to volunteer for one of these tasks, please contact Maggie Swan at 703-915-9209 and leave a message.

Thanks,
Sarah Meiburg
Executive Producer
Sarah.meiburg@hazelnutmarketing.com

THE WONKA WIRE



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