**Magnify the Possibilities**

**Walnut Creek Informance**

**Tuesday, June 10, 2014**

**2:00PM**

Dear Bugg Family,

Our Walnut Creek Informance will be held Tuesday, June 10, 2014 at 2:00pm.  This packet contains very important information concerning the preparations we will be making prior to show time. You will need to refer to this packet frequently during the next couple of weeks, so please **keep the packet** in a safe location!

We are excited about the informance and are looking forward to all of us collaborating together to create an awesome representation of our school.  Thank you in advance for your flexibility and enthusiasm!  Please let us know if you have any questions.

The MI Team

**Contents**

**Rehearsal Information**

**Volunteer Information**

**Lunch Count Information**

**Staff Assignments for show day**

**Timeline of events and due dates**

Rehearsals

·      Walnut Creek rehearsals will begin the week of May 27th. We will have run-through practices of the show and more information will come as we get closer to that time. Please see the timeline and know that the schedule will be very flexible.

·      Our Staff performance will be a flashmob of Pharrell Williams’ [***Happy***](http://www.youtube.com/watch?v=cWAXy-6a-bU)(weblink embedded)*.* Please***thoroughly***practice, boogie and enjoy **this** video!! We will be having rehearsals at Hallway Huddle.  Administration expects everyone to participate!

·      Remember that you will also be performing on stage with your students.  Teachers need to attend enough rehearsals with their students to know their part in their grade level piece.

Parent Volunteers

·      Each class needs to have **4 approved parent volunteers** to help the day of the show.  Volunteers will sit with you to help supervise children, and will stay with your class while you perform in the staff song.  They *WILL NOT* go backstage with you when it is time to perform, so they will still be able to watch their students on stage.  Please let the volunteers know that they will have priority seating on the front row while their class is performing.  Please inform Mrs. Tuttell which parents submit their name to volunteer. She will communicate volunteer expectations and disseminate a contract for understanding.

·      Be sure to get your room parent involved in making props for the show.  Ultimately, your class will be responsible for being prepared on the day of the show.

T-Shirts

Teachers AND students will wear their “College Bound” t-shirt for the Walnut Creek Informance.

**If you have any other questions about Walnut Creek please contact your enhancement teacher, listed on the Show Order page.**

**Show Order**

**1.         Staff     *Happy Flash Mob***

**2.**          **Kindergarten          (Umstead)**

**3.**          **3rd  Grade              (Hook)**

**4.   2nd Grade                        (Patillo)**

**5.**   **4th  Grade           (Benner/Tuttell)**

**6.   1st Grade                 (Hartley/Cowan)**

**7.**   **5th Grade                       (Miazga)**

**8.**          **Finale                 (Patillo)**

**9.**          **Bugg School Song         (Patillo)**

**Walnut Creek Bag Lunch Count**

Bag Lunch order forms will be in teacher mailboxes by Monday, May 19th.

Completed lunch forms are due to **Susan** **Hartley** by **noon,** **Thursday May 22nd.**

Mrs. Hartley and Ms. Hardy will tally the data to insure each child has lunch for Walnut Creek.

Thank you for your assistance!

**Tech and Dress Rehearsal Schedule**

**Teachers are encouraged to attend their grade level 40 minute tech rehearsal on Friday, June 6th.  All teachers are required to attend the dress rehearsal on Monday, June 9th. The dress rehearsal is “on call” status. Your grade level will come to perform when you receive a call.**

**9:30-10:10     Kindergarten and Allen-Jackson**

**10:15-10:55        3rd Grade**

**11:00-11:40        2nd Grade**

**11:45-12:25        4th Grade**

**12:30-1:10      Lunch**

**1:15-1:55        1st Grade and Biggs**

**2:00-2:40        5th Grade**

**2:45-3:30       Narrator rehearsal/scenery work**

Walnut Creek Rehearsal Schedule

**June 10, 2014**

**7:15 AM—MI Team arrives at Walnut Creek**

**8:00 AM —Staff meet on stage for staff rehearsal**

**8:40-9:15AM —All students arrive and are seated**

**9:30-12:00 noon**

**Kinder/Allen Jackson**

**3rd grade**

**2nd grade**

**4th grade**

**1st grade/Biggs**

**5th  grade**

**12:00-1:30 Class Picnics**

**1:30-1:45 Bathroom breaks**

**1:45 All staff members and volunteers are at their posts**

**2:00- Staff performance**

Show Information

**\*Please start moving back stage 2 grade levels before your number!  (For example, when Kindergarten is on stage, 3rd grade will get up and move back stage…)**

**\*Assigned staff should go backstage for the staff song at 1:45pm.  *Remember to have 4 parent volunteers stay with your class at this time.***

**\*Seating will be posted at Walnut Creek.**

**\*Please start moving into positions for Finale towards the end of the 5th grade performance. Everyone should be in position by the end of their performance.**

***Show Order***

**Staff Song**

**Kindergarten**

**3rd  Grade**

**2nd  Grade**

**4th Grade**

**1st Grade**

**5th  Grade**

**Finale**

***Bugg School Song***

2014 Staff Assignments for the show at 2:00

**All teachers and assistants should stay with their grade level at all times.**

*List of the posts that need to be manned for run-through and dress rehearsals (June 6th and June 9th) and performance (June 10th).*

**Stage Manager**-Susan Hartley

**Music Director-** Crystal Patillo

**Drama Coach and Scenery Manager-** Charlotte Umstead

Technical/Sound Engineer- **Chris Droessler**

Assistant stage managers **(on headsets)- Cue students to enter and exit the stage, positioned behind the curtain in the wings.**

**Kevin Murphy- stage right**

**Tara Hewitt - stage left**

**Production Crew Managers** -Keep students quiet and manage props backstage. Ensure students are in the right order according to list. Escort students from the back deck into wings.

Chris Tuttell and Laura Benner- backstage left

Karen Miazga and Jessica Hook – backstage right

**On sides of the audience-** Escort grade levels to the back deck. Ensure classes get to places in time.

   Bridget Cowan  - right side

      Cecilia Joyce  - left side

**Administrative Support (House & Backstage)**

Ruth Ann Freeman

Programs

Justine Scanlon

Photography

Karen Pahl, Nancy Mangum, and Bill Postin

Video

Chris Droessler

Program Distribution

Antoinette Mason

Iyabo Adebimpe

Karen Fraley

Volunteer Coordinators: Aunt Ruby and Chris Tuttell

Grade Level Helpers- Assist grade level as needed to line up, prop assignment etc.

K- Brenda Hunter, Danielle Webb and Holly Powell

 1st-  Jennifer Peters, Phyllis Williams, Shilva Shah and Lovely Yon

2nd- Regina Sheehan, Ninethia Hood-Rouse and Nancy Pippin

3rd- Sarah Chadwick, Angela Worsley and Morgan Zoellner

4th- Ursula Knight,Megan Kirkpatrick, Jorge Santiago and Kristen Terry

5th- Marcia Brower, Daniel Noel and Deborah Burch

Special Programs – Teachers, IA’s and parent volunteers

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| **WALNUT CREEK TIMELINE** |  |  |
| **MAY** |  |  |
| Monday | 5/19 | Parent letter to go home in Monday folders |
| Thursday | 5/22  noon | Lunch count due to Susan Hartley |
| Tuesday | 5/27 | Prop prototypes given to your room parents to start making |
| Friday | 5/27 | All music due to Susan    (on CD with detailed cue sheet) |
| Friday | 5/30 | Parent Volunteers turned in to Tuttell |
| **JUNE** |  |  |
| Monday | 6/2 | Grade level chairs  electronically submit grade level performance information to Justine Scanlon and introduction to Charlotte Umstead |
| Friday | 6/6 | Grade level/classroom props finished and come with students to rehearsal |
| Week of | 5/27 | Please view and know enough of your grade level informance so that you can own it |
| Friday | 6/6 | Encouraged to attend rehearsal with your grade level-schoolwide tech rehearsal-  40 minute slot |
|  |  |  |
| Monday | 6/9 | School wide run throughs (once in the AM, once in the PM) Full dress / prop run through full show in gym- mandatory teacher, IAs, WC assistants. |
| Tuesday | 6/10 | AM rehearsals @ Walnut Creek. **PM SHOW@ 2:00** |
| Wednesday | 6/11 | Production break-down day for MI team |