

Into the Woods - List of Forms For Parent Packet

SEE ATTACHED FORMS

Rehearsal Schedule – See www.lwemusic.org

Costume Info (no form) - \$50 for all cast members; due 3/5

Cast Biography (no form)– Email to Ms. Bleeker at lbleeker@lw210.org by 3/5

Cast Party/Gifts (no form)- \$35.00 – checks made to parent volunteer; due 3/5

Parent Volunteer Form – Due ASAP or By 2/22

Advanced Reserved Seating Form - \$18.00; due 3/5 *optional*

T-Shirt Order Form - \$10.00-\$26.00; due 3/5

Ad Order Form - \$40.00-\$125.00; due 3/27

Ad Letter – *See Mrs. Lambert for more copies on letterhead if you need them*

Theatre Angel Form - \$5.00; due 3/5

Break-A-Leg Form - \$10.00; due 3/5

Cast Ticket Order Form - \$9.00 per ticket

Video Order Form - \$30.00 -*CHECKS MADE TO Midwest Video Productions*; due 5/10

to Ms. Bleeker

All checks except for VIDEO and CAST PARTY should be made to LWE.

SEE ATTACHED FORMS

PARENT VOLUNTEER INFORMATION

NAME: _____
 LAST FATHER/GUARDIAN MOTHER/GUARDIAN

ADDRESS: _____
 STREET CITY STATE/ZIP

HOME PHONE: _____ **WORK PHONE** _____

CELL/PAGER # _____

IMPORTANT - PARENTS EMAIL: _____

I/We are interested in volunteering to work of the following committees.
(Write the individual's name on the line.)

Costume Committee
Co-Chair: _____
Worker _____

Set Construction
Co-Chair: _____
Worker _____

Advertising Committee
Co-Chair: _____
Worker _____

Tee-Shirt Committee
Co-Chair: _____
Worker _____

Cast Party/Rehearsal Food Cttee.
Co-Chair _____
Worker _____

Make-Up/Greenroom Committee
Co-Chair: _____
Worker _____

Props/Stage Decoration Committee
Co-Chair _____
Worker _____

Publicity Committee
Co-Chair: _____
Worker _____

Program Book Committee
Co-Chair _____
Worker _____

Ticket Committee
Co-Chair: _____
Worker _____

Volunteer Coordinator/Secretary
Co-Chair: _____
Worker _____

Concessions Committee
Co-Chair _____
Worker _____

Please complete and return the above form this evening.
You will be contacted by our Volunteer Coordinator or Committee Chair to assign tasks. Thanks in advance for your help!!

_____ **I am willing to chair the Fairy Tale Breakfast.**
_____ **I am willing to work the Fairy Tale Breakfast 4/17/10.**
Into the Woods

ADVANCE RESERVED SEATING FORM

Cast Member

Cast Member _____ **Phone #** _____

Mail to:

Name: _____

Address: _____

City/State/Zip: _____

We have reserved for each cast member two (2) tickets in the first or second rows, center section, available on a first come, first serve basis, when this order form is returned with payment by 3/5/10.

**ANY TICKETS NOT ORDERED BY THE DEADLINE
WILL BE RELEASED FOR GENERAL TICKET SALES.**

You may order larger numbers of tickets via the regular cast order form.

Please indicate next to the date your 1st, 2nd, and 3rd choice.

Your request will be honored as long as there is availability.

You will be sent 2nd, or 3rd choice, if necessary and there will be no refunds or exchanges. This is being done to allow each cast members parents one night of premium seating. Please help us make this work!

(Additional tickets can be ordered using the Cast Ticket Order Form.)

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My preference for tickets would be as follow: (Indicate by 1st, 2nd, or 3rd below)

_____ **Thurs., May 6** _____ **Friday, May 7** _____ **Sat., May 8**

Enclosed is CASH or CHECK for \$18.00 for my two reserved tickets.

I understand that my request will be honored as long as there is availability, and I am willing to accept my second or third choice as needed. I also understand that if my order is not received by 3/5/10, my tickets will be released for general ticket sales.

=====

(Office use only) CASH CHECK # _____ \$ _____ DATE

**REC'D. _____
Tee Shirt Order Form**

We expect that over 3000 people will see your advertisement over the weekend of
May 6, 7, and 8, 2010.

Business or organization
(Please include a business card)

Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Phone: _____

Fax: _____

AD Options:

Full Page \$150 _____ Half Page \$ 80 _____
Quarter Page (Business-Card Size) \$50 _____

_____ *Yes, I would like to attend the reception and performance on May 5, 2010.*
Please reserve _____ tickets for my party.

Please include both your payment and your ad copy when returning this form.
Checks should be made payable to Lincoln-Way East Music Department.

Please mail to:
Lincoln-Way East High School
Music Department
201 Colorado Avenue
Frankfort, IL 60423

Ad copy should be received by March 5, 2010.

February, 2010

Dear Lincoln-Way Community Members,

This spring the students and music staff at Lincoln-Way East High School will proudly present the musical, *Into the Woods*. *Into the Woods* is a modern re-telling of many classic fairy tales, including Jack and the Beanstalk, Little Red Riding Hood, Cinderella, Rapunzel, and several others. It will surely be a performance to remember!

A cast, crew, and orchestra of over 60 students will be involved in this brilliant musical for the Lincoln-Way East High School Music Department. It will be performed at the Lincoln-Way East Auditorium on May 6th, 7th, and 8th 2010.

We invite you to play an important role in our production by placing an advertisement in our program. It's a wonderful opportunity to tell our theatre patrons, your customers, about your business. In addition, you'll be showing them that you support the youth of our community, the arts and the educational programs at Lincoln-Way East High School.

As a sponsor, you will receive 4 VIP tickets to our Wednesday May 5th production at 4:30. Our VIP's will receive special seating and be invited to our intermission reception for appetizers. *Please indicate your desire to attend this special reception on the order form.*

For your convenience we are including an order form. In order to have ample time to produce a quality playbill, we are requesting that all advertisements be returned to us by March 5, 2010.

We would be honored to have you advertise with us. If you need further information or have any questions, please contact the music department at (815) 464-4344.

Sincerely,

Lincoln-Way East High School
Musical Program Committee

Theater Angels

**You can say “Thanks!” to family and friends on our
Theater Angels pages!**

For only \$5, you can be listed on our “Thank You Theater Angels” pages in the musical program. Your name on these pages pays tribute to all the wonderful people who have helped make you a success in the theater. Your parents will love it, it gets your name in the program again (a good thing!), and the money helps us pay for printing costs so we can have nice programs for you.

To participate:

- 1. Print your name exactly as you want it to be printed in the program:**

- 2. Print your real name, if it is different from #1.**

- 3. Put this form in an envelope marked “Theater Angels”.**

- 4. Put \$5 in cash in the envelope with the form and seal it.**

- 5. Place the envelope in the musical container in the choir room by 3/5/10.**

Please note: No extra messages will be included and you must turn in this form and the money by the deadline to be included. Sorry, NO EXCEPTIONS!

“Break-A-Leg pages!”

The “Break-A-Leg” pages in the program are an opportunity for the families of our cast and crew members to show their support for our students. For only \$10, we’ll include your name(s) in this tribute to the talent and hard work which our young performers have invested in this production. Your donation will help offset printing costs.

If your family would like to be listed on the “Break-A-Leg” pages:

Complete this form.

Place it in an envelope labeled “Break-A-Leg.”

Include \$10, either cash or a check made payable to

Lincoln-Way East Music Department.

Have your student put the envelope in the hatbox container in the Choir Room by March 5th.

Please note: Forms MUST be received by the DEADLINE above to be included.

Thanks!

YES! We want to show our support on the “Break-A-Leg” pages!
Enclosed is \$10.

Write your one-line message below:

(Example: We are so proud of you Maria! Love Mom & Dad)

My/our cast/crew member’s full name is: _____

Into the Woods

Ticket Order Form

Name: _____ Phone: (____) _____

Mail my tickets to:

Your Name _____

Address _____

City/State/Zip _____

<u>Performance Date</u>	<u># of Tickets @ \$9</u>	<u>\$ Total</u>
Thursday, May 6 at 7:00 PM	_____	_____
Friday, May 7 at 7:00 PM	_____	_____
Saturday, May 8 at 7:00 PM	_____	_____
<u>Total # Tickets ordered</u>	_____	_____
<u>Total \$ Enclosed</u>	_____	_____

Please make checks payable to "Lincoln-Way East Music Department." Checks **must** accompany this order. All ticket orders must be dropped off in the main office at Lincoln-Way East High School by April 30, 2010, or mailed to the following address by April 23, 2010:

*Lincoln-Way East H.S. Music
Attn: Lynae Bleeker
201 Colorado Avenue
Frankfort, IL 60423*

Tickets will be sent by mail if order is received prior to April 30th.
If orders are received after May 1, then tickets will be held at *Will Call* and can be picked up the night of the performance.
Seating will be assigned as best available at the time your order is received.

Into the Woods DVD

\$30.00

Make checks payable to:

Midwest Video Productions

Name: _____

Address: _____

City/State/Zip _____

Phone #

(H) _____

(Wk/cell) _____

DVDs can be picked up from school after the show.