

# Summerstock Cast & Parent Handbook

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St. Mary's County Recreation & Parks



[www.stmaryscountymd.gov/recreate/summerstock](http://www.stmaryscountymd.gov/recreate/summerstock)

# Summerstock Cast & Parent Handbook

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## Recreation & Parks Information

**Welcome to St. Mary’s County Department of Recreation & Parks Summerstock!** It is our goal to provide community members with a positive youth development opportunity by offering a progressive community theater production every summer. Each production will help foster confidence and self-esteem while cast members will learn to perform individually and as a group.

### Department Vision

A leader in cultivating exceptional leisure experiences in our community.

### Department Mission

To provide an enriched quality of life for the community through the preservation of natural, cultural, and historical resources, enhancement of parks and outdoor spaces, and promotion of a variety of leisure experiences.

### Departmental Contacts & Summerstock Organizational Structure

Recreation Division Manager	Cherie Nelson	cherie.nelson@stmaryscountymd.gov
Recreation & Parks Program Coordinator/Summerstock Producer	Chris Lengle	chris.lengle@stmaryscountymd.gov
Summerstock Director	Wade Thompson	smcsummerstock@gmail.com
Recreation & Parks Office Administration	Gloria Edwards Callee Henningfeld	gloria.edwards@stmaryscountymd.gov callee.henningfeld@stmaryscountymd.gov
Facebook Page	<a href="http://www.facebook.com/stmaryscountyrecreation">www.facebook.com/stmaryscountyrecreation</a>	

### Contact Information

Recreation & Parks Director	Arthur Shepherd	301-475-4200 ext. 1800
Recreation & Parks Deputy Director	Jessica Hale	301-475-4200 ext. 1804
Recreation Division Manager	Cherie Nelson	301-475-4200 ext. 1807
Summerstock Program Coordinator	Chris Lengle	301-475-4200 ext. 1752
Registrar & Program Support	Callee Henningfeld	301-475-4200 ext. 1801
Main Office/Front Desk	Gloria Edwards	301-475-4200 ext. 1800

### Recreation & Parks Main Office Hours

Monday – Friday, 8:00am – 5:00pm  
 301-475-4200 ext. 1800  
[webtrac@stmaryscountymd.gov](mailto:webtrac@stmaryscountymd.gov)

### Online Registration Support

For support, please contact Gloria or Callee at 301-475-4200 ext. 1800 or email [webtrac@stmaryscountymd.gov](mailto:webtrac@stmaryscountymd.gov)

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## Follow Us Online



## Inclement Weather Policy

In case of inclement weather Recreation & Parks will announce any closures of department facilities. Please note that the department facilities do not necessarily follow the county public school cancellation schedule. Recreation & Parks also sends out email alerts on inclement weather days during the Winter months. All participants should receive this email. If you do not, please contact the office to ensure your email address is added to the list.

## Weather Announcements:

- Visit [www.stmaryscountymd.gov/recreate](http://www.stmaryscountymd.gov/recreate) and click on **Announcements & Updates**
- Call the Recreation & Parks Cancellation Line at 301-475-4200 ext. 1840
- Visit Facebook at [www.facebook.com/stmarysmdrecreation](http://www.facebook.com/stmarysmdrecreation)
- Follow us on Instagram @stmarysrecandparks and on Twitter at #stmaryrecparks
- Sign up to receive text message alerts [www.stmaryscountymd.gov/recreate/rptext](http://www.stmaryscountymd.gov/recreate/rptext)

## How to Request Accommodations

Individuals with disabilities are encouraged to register for general recreation programs. With your registration, please include information regarding your disability and accommodation needed. Two-week notice is required for the Department to make reasonable accommodations based on individual needs for successful inclusion.

## Minimum Requirements for Successful Inclusion

The basic eligibility requirements for all programs, camps, classes, and events are listed below. These requirements apply to all participants, regardless of ability level. There may be additional requirements for each program, camp, or class.

- The capacity for each program is based on ratio and logistics.
- Payment is due upon registration. Payments must be received before admission into any program.
- All participants are required to follow the rules of conduct in the Cast & Parent Handbook.
- An individual with a disability may be removed from a program if after interventions and accommodations their behavior is a direct threat to others.
- Must be able to maintain personal care without the support of R&P staff or volunteers.
- Participants should meet the prerequisite age/ skills for the class or program (if required for participation)
- Participant should be willing to participate and actively participate in the program most of the time.
- Ability to function with or without assistance as a member of a larger group (10 or more people)

Please call Crystal Haislip the Therapeutic Recreation Specialist for more information on disability accommodation and inclusion services 301-475-4200 ext. 1806.

# General Summerstock Information

### What is Summerstock?

Since 1971, Recreation & Parks has offered a summer community theater musical production, available for children and young adults to audition to be a part of this great production. 2024 will be our 42nd Summerstock production!

### Summerstock Dates & Location

Summerstock will be held July 19-21 and July 26-28 (Friday-Sunday), with four shows each weekend for a total of eight shows (Friday evening 7 PM, Saturday afternoon 1 PM & evening 7 PM, Sunday afternoon 3 PM). Summerstock has been performing at Great Mills High School since the late 1990s.

### Age Requirements

For 2024, the age requirement for cast members ranges from 10 to 21 years old. Age requirements are subject to change.

### Audition Dates & Location

Summerstock auditions are scheduled for March 7 & 9 at Great Mills High School. If necessary, callback auditions are held later at either location. Video auditions may also be accepted per Summerstock Director approval.

### Volunteer Opportunities

In addition to our phenomenal cast and staff, Summerstock relies on parent and other volunteers to assist with duties such as set building and painting, costume creating, assembling, and gathering, and creating props, front of house assistance, raffle & basket sellers, etc. **All Recreation & Parks volunteers** must submit a Volunteer Application and submit to a background check screening. This information will be made available by May 2024 and accessible on the registration website and a link at [www.stmaryscountymd.gov/recreate/summertock](http://www.stmaryscountymd.gov/recreate/summertock).

### Summerstock Cast/Orchestra/Volunteer Registration

All Summerstock cast members, orchestra members, and volunteers must register through Recreation & Parks to be involved in the production. Registration can be done online [www.stmaryscountymd.gov/recreate](http://www.stmaryscountymd.gov/recreate) Online Registration/Special Events (see QR code below!)



### Insurance/Liability

Please be advised that the St. Mary's County Department of Recreation and Parks **does not** provide accident or hospitalization insurance for program participants. Parents are strongly advised to have adequate personal insurance coverage for their children. Participation in the Summerstock programs shall be at the parent's and participant's own risk.

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## Ticket Information

Summerstock tickets can be purchased online, at the Recreation & Parks Main Office, or at the show one hour before show time.

### Evening & Sunday Ticket Prices:

Adult (11-59): \$16.00

Senior (60 & over): \$12.00

Child (10 & under): \$8.00

### Matinee (Saturday Afternoon) Prices:

Adult (11-59): \$12.00

Senior (60 & over): \$10.00

Child (10 & under): \$6.00

## Comp Tickets

Each cast and crew member will receive two free comp tickets to a show of their choice. There will be an online form distributed that is to be filled out regarding comp tickets. Comp tickets will be distributed the week of the show or can be picked up at Will Call before the show.

## Release of Children

At the time of enrollment, parents/guardians will be asked to provide names of designated persons who will be permitted to pick up the child in the parent/guardian's absence. If the person is not listed on the child's Emergency Contacts, parent/guardian may inform the staff in writing through email if necessary. Summerstock staff will verify the identification of the person before releasing the child. Please instruct said person to bring proper identification with him/her into the rehearsal/show location. Staff will make every effort to ensure the safety of a child. If concerns arise, (i.e., alcohol smell, slurred speech, incoherency) staff may contact other parents listed on emergency card or local law enforcement.

## General Behavior & Code of Conduct

Participants will conduct themselves in an appropriate manner when participating in Recreation & Parks programming. Participants should refrain from being verbally and/or physically abusive to others. Participants should have respect for authority figures and should respond positively to guidance and direction. Persistent behavior problems may result in dismissal from the Summerstock program. Disciplinary procedures within the department are guided by the type and severity of the behavioral incident as described below:

Minor Incidents: Minor incidents include, but are not limited to, name calling, horseplay, refusing to cooperate (not listening, not following rules, or not following directions), being disruptive, being rude/discourteous to adults, throwing soft objects, minor destruction of property such as tearing up or coloring on other papers, etc.

More Serious Offenses: More serious offenses include, but are not limited to, using abusive/profane language, throwing dangerous objects, participating in physical conflict (hitting, kicking, biting, etc.), and inappropriate social behavior. When a child does not conform to acceptable rules of behavior, the staff will discuss with the child the specific inappropriate behavior that the child has demonstrated, more appropriate behavior, and the consequences for demonstrating further inappropriate behavior. Consequences may include, but are not limited to:

- Being assigned to a "Time Out" or a parent will be asked to assist with redirection. This action will be repeated if necessary.
- Being removed from the group if the behavior causes a distraction and barrier to learning for the other participants.
- Informal or formal parent conferences
- Suspension or dismissal from program (*without refund of fees*)

Zero Tolerance Policy – There is no tolerance regarding the participant's conduct involving infractions that concern the immediate safety of the child, the other participants, and our staff.

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## Parent's Rights

Parents have the right to:

- Know their children are in a safe environment where they are free to select from a variety of activities.
- Know what types of programs and activities are being planned and to offer feedback on the kinds of activities the children enjoy.
- Share concerns with the staff at any time about anything they do not feel is in the best interest of their children.
- Know if their child is misbehaving and spend time talking with the staff concerning the matter.
- Know if their child does not report to the program as intended.
- Know when the children will be going any place other than where the program is usually held.
- Be notified when their child has been injured however minor or severe the injury.

## Parent's Responsibilities

Parents have the responsibility to:

- Observe the rules of the program as set forth by Recreation and Parks.
- Pay fees on time.
- Inform staff of all relevant issues pertaining to their child's physical, mental, and emotional health; behavior; and/or special needs, so that staff can plan appropriately.
- To keep the child's records up to date with changes in phone numbers and addresses.
- Pick up children on time; contact program staff if they are to be late.
- Let the staff know if their child will not be attending the program for the day.
- Be available to be reached by telephone in case of an emergency; be able to pick the child up or have someone pick the child up within 30 minutes of the call.
- To notify a staff member when another authorized person is picking up a child.
- Inform staff if their child has been exposed to a contagious illness.
- Notify staff of planned vacation and other absences in advance.
- Notify the Registrar in writing of withdrawal from the program at least two weeks in advance.
- To share their concerns with staff members if the program is not meeting their child's needs.
- Be available for parent-staff conferences in a reasonable amount of time, especially in regard to behavioral problems.
- Listen to concerns that staff members have about their child's behavior, and to work through an agreeable solution to any problems that might occur.
- Know about any change in program policy or procedure.
- Know the discipline procedure of the program.
- Replace any equipment that their child is responsible for misusing.

## Personal Belongings

Staff will not be responsible for the loss and/or damage to participants' personal belongings brought from home. Participants are asked to refrain from bringing candy, chewing gum, live pets, or money to rehearsals/shows. Weapon-type toys or toys that encourage violent or rough play are prohibited from department facilities.

## Individual Cast Photos

Wade will provide a date for cast photos in the future. The cast will be asked to bring a black shirt to rehearsal so they can be photographed for the show program. Must be a plain black T-shirt with no wording or graphics.



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## Biographies

Later, the Cast members will be given a form to fill out for their personal and program biography. Please make sure these are completed as soon as possible from when received. You will be given an example to follow.

## Social Media Policy

By joining and using R&P's private Facebook page for Summerstock shows, you agree that you have read, understood, and will follow all rules and guidelines outlined here. Postings and discussions will be monitored to ensure that users are adhering to conditions. Recreation & Parks reserves the right to immediately remove all postings that violate the terms of use. In addition, R&P reserves the right to temporarily and/or permanently suspend user accounts in continued violation of these terms, which will be at the full discretion of the R&P Facebook administrators. Violations will be addressed, and the code of conduct will be referenced to demonstrate the offense. Any user found to be in violation of the code of conduct will be removed from the Facebook private group. The opinions, views, positions, policies, and goals posted to, or available on or through, the R&P Summerstock page do not necessarily represent/reflect those of R&P (staff, board, and committees).

User Etiquette & Rules for Posting Content: Use of R&P Summerstock Facebook requires the practice of respectful communication, as well as an understanding of the difference between opinions/constructive criticisms as opposed to derogatory/negative comments. The discussions on the lists are meant to stimulate conversation and provide notification, not to create contention or discourse among our group. Best practice if it bothers you

### **Recreation & Parks requests that you follow these general rules:**

- You will not send, post, or otherwise promote commercial products or services, except sales of St. Mary's Summerstock merchandise if necessary.
- You will not send, post, or otherwise promote offers for contests, giveaways, or sweepstakes unless for the express benefit of/to serve Summerstock fundraising goals.
- You will not post content that is defamatory, abusive, profane, threatening, offensive, pornographic, or violent.
- You will not send, post, or otherwise promote any content that infringes any intellectual property or other right of any person or entity, including, but not limited to, violating anyone's copyrights, trademarks, or service marks.
- You will not knowingly post any spam, documents, files, or other content that contain viruses, corrupted files, or other materials that may cause damage to another's computer.
- You will not use the site to do anything unlawful, misleading, malicious, or discriminatory.
- Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade.
- You will not post any subject matter not directly beneficial to the function of Summerstock.

Participant Liability: It is the sole responsibility of the user to ensure that the posted content is accurate and does not infringe or violate the intellectual property rights or other rights of third parties. Information posted is available for all to see, and comments are subject to all laws concerning libel, slander, harassment, verbal assault and antitrust issues.

Be Courteous, Tolerant, and Keep it Clean: R&P encourages site users to protect themselves and each other when engaging in information sharing and/or online discussions. If you notice a user is in violation of the terms of use, or if you have a technical question, please notify Recreation & Parks at [jessica.hale@stmaryscountymd.gov](mailto:jessica.hale@stmaryscountymd.gov) or 301-475-4200 ext. 1804.

## Summerstock Rehearsal Information

### Rehearsal Dates & Location

Summerstock rehearsals dates coming soon.

### Extra Rehearsal Days & Times

There are two Saturday rehearsals. Dates coming soon.

### Holidays

There are no rehearsals on Memorial Day May 27<sup>th</sup>, Juneteenth June 19, or Independence Day July 4<sup>th</sup>.

### Absences

Staff try to be as lenient as possible regarding absences, however, please be advised that multiple unscheduled absences can have an impact on our ability to cast you in future shows. The last weeks of rehearsal are crucial as we finalize the staging of the show. Planned trips in July may impact the ability to cast you in the current show. Inform Wade immediately as needs arise.

### Makeup

Closer to the show on the weekend, cast members will be provided a list of makeup that they need to support their role in the show. Please help provide that makeup. Cast members should not share makeup due to hygiene concerns.

### Water Bottles & Snacks

Please make sure cast members have eaten dinner before rehearsals or that they have something to eat during break, especially during tech week. Please make sure snacks and water are also provided.

### Costume Pieces

In general, Summerstock staff will try and provide all costume pieces that are required. However, there may be costume pieces that your child is asked to provide such as undershirts, socks, belts, etc.

### Script

Cast members must pay a \$25 security deposit to obtain a copy of their rehearsal script, which will be refunded after the show once the script is returned. Damaged scripts may not qualify for return of security deposit.

# Summerstock Sponsorship & Support

Each year, the Summerstock production is brought to the public by volunteer actors and families supporting their love of theater. Sponsorship and Supporter donations that are collected assist with the cost of each production and any net proceeds are reserved towards to net of future shows.

### Summerstock Sponsorship Opportunities

Title Sponsor: \$3,000.00

- Logo/Business name on all advertisements (fliers, billboards, social media releases, banners, front cover of program, PSA's)
- One full page free paid ad in program / 20 free show tickets / advertisement table in lobby
- Use of cast shirt for one business day for in house promotion / appreciation plaque / banner in lobby
- Show poster of cast

Second Tier Sponsor: \$2,000.00

- Logo/Business name on specific advertisements (fliers, social media releases, PSA's)
- One full page free paid ad in program / 10 free show tickets / advertisement table in lobby
- Show poster of cast

First Tier Sponsor: \$1,000.00

- Logo/Business name on specific advertisements (fliers, social media releases, PSA's)
- One half page free paid ad in program / 6 free show tickets / advertisement table in lobby
- Show poster of cast

### Summerstock Supporter Opportunities

Exclusive Supporter: \$200.00

- 2 adult tickets to any 2023 Summerstock show and a signed show poster

Premier Supporter: \$150.00

- 2 adult tickets to any 2023 Summerstock show

Local Arts Supporter: \$100.00

Supporter: \$75.00, \$50.00, or \$25.00

Summerstock Sponsorship/Supporter Form: [www.stmaryscountymd.gov/docs/summerstocksponsorship.pdf](http://www.stmaryscountymd.gov/docs/summerstocksponsorship.pdf)

# Summerstock Program Information

### Summerstock Program Advertisements

Parents and businesses are encouraged to purchase advertisements to be included in our Summerstock Program, which will be available at the show. In previous years, we had a physical booklet for patrons to pick up, however we are now utilizing QR codes to make our program virtual.

Full Page Ad: \$225.00

- One full page advertisement (5.5 x 8.5)

Half Page Ad: \$125.00

- One half page advertisement (5.5 x 4.25)

Quarter Page Business Ad: \$75.00

- One quarter page advertisement for a business (2.25 x 4.5)

Quarter Page Parent Ad: \$30.00

- One quarter page advertisement for a parent to send a message to their cast member (2.25 x 4.5)

Patron Program Ad: \$15.00

- One patron advertisement (2 x 1.5) – up to two lines of a message (images are not permitted)

Parents and businesses, you can help celebrate our Summerstock productions and take the opportunity to wish your child well or advertise your business all at the same time, by purchasing an ad in our program. Thank you for your support. Advertisements can be emailed to Recreation & Parks after the ad has been purchased – details will be sent out to all who purchase an ad.

## Summerstock Show Weekend Information

### Dinner Between Shows

Cast will be served dinner between the Saturday matinee and evening shows. Cast will be asked about any food restrictions that should be taken into consideration. Closer to show weekend, signups will be introduced for those interested in helping.

### Snacks/Water

Cast will be provided snacks and water that are available in either the costume room or chorus room. Fruit and other healthy items are preferred. Signups will be introduced for those interested in helping.

### Show Weekend Fundraising

Before every show and during intermission there will be fundraising tables in the lobby run by volunteers. Fundraising efforts include star grams, stuffed animals, flowers, candygrams, raffle baskets, 50/50 raffle tickets. Fundraising volunteers typically wear cast shirts to show they are associated with the production.

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## End of Show Clean Up

After each show, cast members will be asked to ensure that the facility is clean and left as it was when we arrived. Spaces include bathrooms, green room, and stage. Costumes must be returned to where they are stored, and props must be put away.

## Strike

After the final show, cast members and any volunteers help clean all the spaces used and get everything out of Great Mills High School. Cast members will be assigned an area to help with. Costumes, set pieces, and props will be sorted into different groups to be returned to where they were borrowed from.

## Cast Related Activities

The cast have several traditions they like to continue throughout show weekend. All activities are strictly voluntary for each member to participate in. Activities include:

- Circle Leaders – senior leaders of the cast that are responsible for all activities and lead warmups prior to rehearsals and shows
- Secret Psyche – like Secret Santa (forms will be handed out before show weekend). Gifts are exchanged the second Saturday of the show
- Breakfast at Cracker Barrel – first Saturday of the show the cast likes to have breakfast at Cracker Barrel at 8:30am
- Director’s Gifts – coordinated by the circle leaders to say thank you to the Director and staff. The cast will decide on gifts and how much may be requested in donations.
- Dinner at Red Robin – after Strike on the last Sunday, cast will go to dinner at Red Robin to celebrate
- Cast Party – generally held the week after the show ends at the Wellness Aquatics Center inside CSM which is tentatively scheduled for July 26 from 8 PM to 10 PM and supported by funds raised during fundraisers.
- Cast Photo – prior to the show weekend, the cast will take a cast photo either on stage or at an offsite location. Cast will normally receive a free 11 x 17 photo donated by Summerstock alumni.
- 4 Year Award – when a cast member has participated in four consecutive shows they will receive a plaque from Recreation and Parks commemorating their four years as well as the four shows they were in.

\_\_\_\_\_ Date: \_\_\_\_\_

## Parent & Cast Agreements

Information related to your rights and responsibilities will be included at registration for your understanding and acknowledgement.