



## SMACK 2017 Handbook

### Leadership Team

Executive Producer .....	Jerry Skaggs
Director/Choreographer .....	Patricia McTigue
Musical Director/Costumes .....	Randi Skaggs
Production Manager.....	Emmie Corl
Intune School Director .....	Treva Motley

### Contact Information

SMACK OFFICE  
Concord First Assembly  
150 Warren C. Coleman Blvd.  
Concord, NC 28027  
980-643-1971  
[www.smackinfo.com](http://www.smackinfo.com)  
[smackcamp@gmail.com](mailto:smackcamp@gmail.com)

### Who We Are and Purpose Statement

**Summer Musical Art Camps for Kidz (SMACK)**, a division of **Intune School of the Arts**, is committed to educating, encouraging and empowering students to develop and use their talents and abilities in the arts through a shared creative, diverse and entertaining environment.

The mission of **Intune School of the Arts** is to enrich community and empower students of all ages through quality and affordable arts education.

2/20/17-  
PM

### Camp Hours/ Dates

9:00 am – 4:00 pm for all cast members. Monday-Friday, June 19-June 30, 2017

### Building Information and Directions

SMACK is held in various rooms on the campus of Concord First Assembly located at 150 Warren C Coleman Blvd, Concord, NC 28027.

### Mandatory Parent Orientation

It is so exciting to see our program grow. With that comes the challenge of making sure we are communicating with you and you are communicating with us. In order to make sure parents are completely aware of all that is required, a mandatory parent orientation will be conducted on audition day while your child is auditioning. You will be asked to sign that you received a copy of the handbook and you will also have the opportunity to ask questions. Please make plans to attend.

## **COMMUNICATION**

Email is the main way our team corresponds with parents. If you have a question or concern, please email [smackcamp@gmail.com](mailto:smackcamp@gmail.com). If you don't start seeing emails in your inbox, make sure that you first check your junk mail, then contact us ASAP so that you can stay informed.

Campers will also be given a daily newsletter containing information about lunch, costumes and other important things you need to know.

Join our page on Facebook, SMACK Concord, for hourly status updates and pictures of your stars at camp!

## **COSTUMES**

SMACK is all inclusive, including costumes! However, you will be asked to provide a few foundation items for your child such as undershirts, pants and/or shoes. These items will be communicated to you within the first week of camp.

## **EZ PAY PLAN**

Those parents interested in signing up for the payment plan may do so at the time of registration. The \$50 deposit will be due at the time of registration and the remaining balance will be divided into three equal payments to be automatically withdrawn from a provided credit or debit card account on the first of April, May and June. A separate form is required and available online.

## **Parking and Traffic Patterns**

To ensure safety please use care when traveling in and out of the campus parking lot. Follow the arrows and be aware that pedestrians always have the right of way. Circle the parking lot and come back up toward the building where you will see a designated drop off point and camp volunteers. You are welcome to park and escort your children into the building, but this is not required.

## **Arrival and Departure of Campers**

Cast Members may begin arriving at 8:30am. SMACK staff members will be standing outside to ensure your child's safe entry to the building. A registration station will be set up right inside the CFA Main Lobby where "check in" and "check out" will occur daily. All Cast Members will be given two pick up cards. This card must be presented at the time of pick up. If for any reason you are not in possession of that card, you must go to the registration desk and present a photo id and you will be given a temporary card for that day. Only those listed on the sign out release form in the application packet will be allowed to pick up Cast Members. Cast Members should be picked up inside at 4:00pm. Please follow all safety procedures and wait on the lobby side of the registration kiosks while your child is retrieved by a staff member.

NO Cast Members enrolled in SMACK will be allowed to leave the campus for any reason. Cast Members that drive must submit a written note from parents to leave prior to dismissal.

## **Refunds, Cancellations and Withdrawals**

In the case of emergencies, family illness or death, or any sudden inability to attend prior to the first day of camp, a refund (less deposit) will be issued 30 to 60 days after camp. There will be no refund for partial days, or leaving camp early. Total tuition is \$350 per camper and the balance must be paid in full no later than June 1, 2017.

### **What to Wear**

We will provide you with your official camp T-shirt at your audition. We ask that all campers wear them everyday. If you would like an additional shirt you must order one at the time of registration. When considering dress code please keep clothing modest and yet comfortable for the weather and activity. Please do not wear “microscopic” shorts or skirts. Our facilities are air conditioned but we will make some time for outdoor recreation and physical activity. Therefore please apply sunscreen before arriving.

Please wear art-friendly clothing- paint and other materials will be used in the art process. Socks and tennis shoes are greatly suggested for dance and other activity. Jazz and character shoes are not necessary.

### **What NOT to Wear**

Sandals/Flip-flops

Heelies/Rolling shoes

Remember that this is a church campus and we would not want to offend with graphic or suggestive clothing.

Leadership will use discretion in advising Cast Members of dress that is deemed unacceptable.

### **What to Bring**

Bottle of water labeled with name – *provided with tuition*

“SMACK SACK”– *provided with tuition*

Show Book – *labeled with name*

Pencil

A labeled ziplock bag: Please include the following make-up:  *mascara  
and black eyeliner (for sanitary purposes)*  
(We will add more items during the camp)

### **What NOT to Bring**

Toys including small electronic items- iPods, CD players, radios and games

No illegal beverages or substances, or weapons.

Weapons-including toy guns or toy knives

SMACK is not responsible for lost or stolen items. Items deemed inappropriate may be confiscated by a leader and kept until pick up.

Cell phones are allowed, but must be kept on silent mode during rehearsals

### **Name Tags**

Name tags will be issued and must be worn daily to identify SMACK Cast Members and groups.

These name tags should be left with leaders at the end of the day at registration desk.

### **Attendance**

Regular attendance is vital to the production process. Each day we will encounter new material and progressively build the production throughout the week. If a student misses more than 20% of the rehearsals or the final dress rehearsal, they may be unable to perform in final production, per director’s discretion. Please try to not schedule routine doctor appointments during camp if possible. Please contact us at **980-643-1971** as soon as you know your child may miss a rehearsal.

## **AUDITIONS**

Auditions will be held on Saturday, May 6th. **AUDITIONS ARE MANDATORY!** Cast Members will sign up for a specific time on the registration form and space is filled on a first come, first serve basis. Please do not miss the audition. Upon registration, all cast members receive their show materials. Use that to prepare for the audition. We will ask that each child sing something from the show and read a few dialogue lines as well. Cast members will also learn a very short and simple dance combination and perform in small groups for a video camera.

Campers that will be entering 1<sup>st</sup> or 2<sup>nd</sup> grade for SMACK 2017 will not be required to audition. However, we do ask that you sign up for a time anyway and plan to attend to receive camp materials, shirts, etc. Also, your child will be getting measured for costumes and parents will be attending the mandatory orientation.

Please reassure your child that there is no need to be scared. Auditioning is part of the experience, and we make it really fun! But more importantly, we will also be taking costume measurements and distributing ALL additional materials. This includes parent pick-up cards and camp T-shirts. Water bottles and SMACK sacks will be distributed the first day of camp. We will also have staff on hand to answer any questions that you may have.

Cast lists will be posted online approximately 1-2 weeks after auditions. No special request for performance night will be entertained unless in the case of extreme hardship determined by the director. Every effort will be made to have siblings perform on the same night.

## **How to Prepare for Auditions**

Included in the camper packet is an entire script and listening CD. Campers should prepare lines for one character from anywhere in the script and sing a portion of a song from the show.

## **Extra Rehearsals**

Campers that are cast in main character roles will be required to attend extra rehearsals before camp starts. Times and dates will be determined at a later date.

## **Meals and Snack**

Lunch will be held around 11:30 am every day in the cafeteria. Cost for lunch is included in the tuition for camp, there will be no discounts or reimbursements for uneaten meals or for those who wish to bring their own lunch. An afternoon snack will also be provided daily. Outside food and drink is allowed and encouraged for those needing a few extra calories to get them through the day.

Any special dietary needs or food allergies should be addressed in advance with the camp office. **Students with allergies should be prepared to bring their own lunch and/or snack for safety purposes.** Cast members and the entire SMACK staff are all expected to remain on campus during the camp hours including lunch.

We appreciate our volunteers as we could not pull off this amazing show without you. We also want to make all aware that we operate on a tight budget especially where food is concerned. The following team members will be accounted for in our daily lunch and snack numbers: Directors team, power team, room leaders and daily lunch helpers. We cannot properly anticipate nor accommodate for general volunteers that come at the last minute or work on projects at home.

### **Healthcare**

In the event of illness or injury to a cast member at camp, the leader will escort the student to the on-site first-aid room for prompt evaluation and first aid provided by the camp health leader. In the unlikely event that a student would need hospitalization, immediate transportation would be arranged and parents contacted. Parents please use your best judgment, if your child is vomiting, has diarrhea and/or a fever please keep them home. If there are medications that need to be administered during camp hours please refer to the section in the Cast Member Information/Application Form. If at any time we feel your child is not healthy enough to attend camp, leadership will contact you immediately to pick up your child. Please inform the camp Directors or Nurse with any additional information that may be helpful in giving your child the care and attention they need for a successful camp experience. Children prescribed medication for ADD and ADHD must be kept on that medication while attending camp.

### **Power Team and Volunteers**

At SMACK we have two types of volunteers, whose basic goal is to lead and protect all cast members.

**General Volunteers** will help out with various tasks including, registration, lunch supervision, box office, poster and ticket distribution, pick up and drop supervision, errands, set building and costuming.

**Power Team Volunteers** serve as coaches to the various cast groups. They work hands on with 1<sup>st</sup> through 12<sup>th</sup> grade students in rehearsing, producing and performing a musical. Their goal is to create a team building and energetic atmosphere.

### **Behavior Expectations/Discipline**

The goal of SMACK is to provide an optimal environment for creativity and growth in the arts in a enriching and learning environment. We believe that praise and positive reinforcement are effective methods for managing children's behavior. In order to maintain a positive Christian environment we expect cast members and parents to conduct themselves appropriately. Certain behavior is not accepted and will not be tolerated. The following is not a complete list but is representative of unacceptable behavior: fighting, lying, stealing, disrespect, cursing, and deliberately damaging property of any kind. When misconduct occurs, corrective measures will be used to help the campers change their attitude and behavior. Examples of that are time-out and conferences with leadership and/or parents. Parental support of discipline is necessary and those not supporting this role will have their child subject to dismissal at the discretion of leadership.

### **Code of Conduct**

We live in a new world of instant information and sometimes we may have the opportunity to "over share" our feelings. All cast members and parents should remember the purpose for which we experience camp. Social websites will be monitored on a regular basis and campers, staff and parents will be held accountable for anything written that may harm any person associated with SMACK. Cyber bullying and excessive gossip will not be tolerated and could be grounds for dismissal from camp.

Cast Members caught damaging or defacing any property will be expected to pay for (or their parents) the restoration and replacement of damaged property and may be asked to leave camp.

### Appointments

As an artistic leadership team, we are keen on details and certainly do not want to leave anything undone. Due to scheduling and supervision, please make an appointment to confer with leadership on anything you would like to discuss. During camp hours, we want to give the cast our full attention.

### Visitors

SMACK is a place for families. As parents we want you feel we are accessible to you in a professional environment. The contact information resources listed on the front page are available to you to contact us in the most efficient and helpful way.

All visitors (including parents and other family) are welcome at check in on the first day of camp. You will need to check-in at the registration table located just inside the elementary school entrance. There you can sign in and receive a visitors pass for the opening celebration from 9:00 am to 9:15 am. All other days, visitors will be asked to wait in the lobby and not to breach the information counter.

### Dress Rehearsal

Final Dress Rehearsal is a **CLOSED** rehearsal. This is standard procedure for most all professional theatres. This is a change from last year and we have found that it is a great distraction to our campers and our directors with unauthorized persons are present during the creative process.

Dress rehearsal is also MANDATORY! Again, our success is directly tied to parents understanding that missing ANY rehearsal time is discouraged but missing a dress rehearsal could result in the camper not being able to perform. Please consider this when making routine doctor, dentist and orthodontist appointments.

SMACK is designed to be a fun and focused atmosphere for all cast members, general visitation is not conducive to a camp experience, and therefore visitors will not be allowed the remainder of camp.

### Video/Photography

Videos of the final performance will be available as part of your paid registration. Due to copyright laws, home video will not be allowed during the final performance. The DVD is professionally recorded with state of the art equipment and is included with registration. Additional copies may be purchased for \$25. Additionally, camp tuition provides each camper with a picture CD that includes photos taken by a professional photographer of the entire camp experience. Photography during the show is discouraged as it is a great distraction to audience members around you. Flash photography is strictly prohibited and non-flash photography is "frowned upon". Don't worry...we will provide you with tons of professional pictures to remember your time at camp.

### Final Performance

The SMACK experience crescendos with the full cast production at 7:00 pm on the final night of camp for "FRIDAY" CAST and "SATURDAY" CAST. FRIDAY Cast will perform ***THE LION KING***. Friday, June 30<sup>th</sup> and SATURDAY Cast will perform ***THE LION KING***. Saturday, July 1<sup>st</sup>. On the night in which your child's cast is NOT featured in the main show, they will serve as the opening act and stationary chorus for the subsequent cast. **ALL CAST MEMBERS MUST ATTEND BOTH NIGHTS AS THEY ARE A VITAL PART OF THE MAIN PERFORMANCE AND THE OPENING ACT! They are also considered the understudy for their opposite night performers.**

### PERFORMANCE NIGHT

Both performances will begin at 7:00 pm. Tickets will be sold to the general public at \$10 and \$15 for preferred assigned seating. Our online ticketing service eliminates those long lines in the heat before the performance. Although it is our goal that your children will cultivate gifts and tools that will last them a lifetime, the final production of the camp is crucial in teaching commitment, completion, performance and confidence. All cast members and volunteers are expected to attend. Cast Members will be given a "Call" time to arrive for makeup, costumes prep and cast meeting. Auditorium doors will open at 6:30 and not before then.

### **Cast Party**

The last day of camp will, of course, be focused on final preparation for the final performance. But, we will also have our BIG CAST PARTY! It is sure to be a lot of fun. We ask that all parents make arrangements to have their child picked up early (time: TBD) so that they will have a chance for some much needed "down time" before their big show.

### **After the Show**

After the final curtain call, parents are welcome to take pictures with their child in their costume on the set. PLEASE do not let small children climb on the set in any way. Keep in mind that what you see on stage is a set and although it may look like fun, it can result in great injury for those not familiar with the set.

When the director makes the call, all cast members need to report to their designated dressing rooms downstairs where they will, with the help of our costume team, hang up costumes and wait to be cleared for check out. Parents are not allowed in the dressing room unless they are on the official costume team. Parents may pick up their "star" in the area next to the cafeteria.

### **Special "Red Group" information**

In an effort to accommodate as many children as possible, the SMACK team is excited to bring back our Red Group! We are accepting 210 campers this year! 50 of those spots will be dedicated to our campers that are rising 1<sup>st</sup> and 2<sup>nd</sup> graders only. They will have the same wonderful experience as our older campers but their day will run a little differently. They will have their own set of instructors, leaders and counselors. The day will be structured to accommodate time for free creativity as well as a little much needed "down" time. Over the last ten years, we have found that the intense schedule can be taxing on some of our younger performers.

RED GROUP will still have a featured number in the main show. In addition, they will learn an opening number that is sure to get the audience toe tapping and clapping!

### **Registration Procedures**

All potential campers must apply online between February 20<sup>th</sup> and March 11<sup>th</sup>. If there are more applicants than spots available, campers will be offered placement using a systematic set of criteria. This selection process will take into consideration the following: staff children, prior behavior in previous camps, age and gender. Campers were made well aware during the last three seasons that their behavior and performance would serve as an audition of sorts to be selected for the next summer season.

Camper notification will be sent via email no later than March 13<sup>th</sup>. Parents MUST either accept or decline offers no later than March 18<sup>th</sup>. After that time, names from the list will be removed and offers will be made to those on the waiting list.

### **Material "Pick-up Night"**

After you have accepted your spot for camp, parents are invited to stop by the CFA Main Lobby on Monday, March 20<sup>th</sup> from 6:00-7:00pm to pick up show materials. Please be advised that show materials cannot be released until the acceptance forms, including the emergency contact and medical information and SIGNED release forms have been submitted. Packet Pick Up Night is a wonderful “one stop shop” location to take care of many items. Here you will be able to do the following:

- Sign release forms
- Register for Pre-SMACK
- Sign up to take advantage of EZ Pay (*3 equal payments of auto draft*)
- Pick up all show materials
- Make partial or final payments
- Meet our TEAM!
- Inquire about other Intune School of the Arts opportunities

### **PRE-SMACK**

Ever wonder how to best help your child prepare for an audition? Is your child a great singer but a little “two left feet” when it comes to dancing? Does your child do a great job acting at home but clam up when at an audition? If you answered YES to any of those questions then PRE-SMACK is for you! Under the direction of Patricia McTigue and Randi Skaggs, pre-smack is a 5-week class geared to helping your child have a successful SMACK audition. Classes will be held at the CFA main campus on Tuesday’s from 5:00-6:30. Students will participate in a back-to-back 45 minute vocal class and a 45 minute dance/ performance class. Space is limited to the first 50 applicants for rising 3<sup>rd</sup> graders up to high school students. Please note the following information:

- Class dates are Tuesday March 28<sup>th</sup>, April 4<sup>th</sup>, April 11<sup>th</sup>, April 25<sup>th</sup>, May 2<sup>nd</sup>
- Cost is \$100 for the entire experience.
- Minimum of 30, Maximum of 50 registrants.
- Cash or checks only. Payment due by March 28<sup>th</sup>.
- Payment should be made directly to Randi Skaggs or Patricia McTigue.
- Note: there is NO class on April 18<sup>th</sup> due to school Spring Break.