



ST. THOMAS THE APOSTLE THEATRE ARTS PROGRAM (TAP)

Beauty & the Beast, Jr. Parent Information Packet

January, 2019

Dear Parents:

Throughout the next several weeks, there are many things that go into the final organization and production of the Beauty & the Beast, Jr performance. The information below will help you keep on track with payments, due dates, etc. Each page in this packet contains an order form or information sheet for each item that is due. If you need a form, all documents will be located on the website under our Theatre Arts Program tab. (If you have any difficulty in payment, please reach out to us and we will discreetly work with you, no questions asked.)

We will offer RESERVED ticket seating for our families as an advance purchase via an Eventbrite link. Each family may purchase up to 6 tickets in advance for assigned seating for each performance (there are 3 performances). We will email all our families with an online link in advance. Online ticket sales will open on **February 2nd at 9:00am** for our TAP families. Tickets will be offered to the public on Monday, February 4th. Tickets will be on sale at the door, only if available, the night of the show as general admission. Please keep in mind that our opening and closing shows all usually sell-out in advance. We will also offer ad space for you to print a special message to your children in our program.

We are looking for business sponsorships of our production. In order to give our students the entire experience of a production including sound, stage and lighting packages, we look to our community businesses for support in the rental of this equipment. Please consider asking local businesses that you frequent for their sponsorship using the attached form. Please let us know if you have any questions or concerns.

Parent Check Off List and Due Dates:

- ___ **Costume Fee (\$15 for cast: Due February 4th** (leads and dancers have been contacted separately and this fee doesn't apply to them)
- ___ **Ticket Orders: Open February 2nd** (an email with link with go out to families on the night before tickets open to TAP Families)
- ___ **Ad Book/Playbill: Due February 9th**
1/4 page- \$10 1/2 page- \$20, full page \$40
- ___ **Cast Party: Due February 25th**
\$3 per student, \$10 max per family
- ___ **Business Sponsorships & Advertising: Due by February 10th**

PLAYBILL MESSAGES

Print a personal message and include a message congratulating your little star or crew member in the Beauty & the Beast, Jr. program!

¼ Page Ad - \$10.

½ Page Ad - \$20.

Full Page Ad - \$40. (5"wide x 8"deep)

Ad Book Process: TWO STEPS!!!

1. Submit your ad book payment to TAP on or before the due date (February 9th) via Paypal (see link on STA TAP website).
2. Send email to TAP@staglenmills.org with following information on/before February 9th:
 - *Your name
 - *size of ad
 - *message
 - *and any photo(s) (photos should be in .jpg format)

CAST & CREW PARTY

Following the closing performance of our production, we will take the time to throw a party for our cast & crew members and their families. The show takes a lot of hard work and dedication from not only the cast & crew but their families as well. The party is an awesome way to celebrate the production with family. Fill out this sheet and return by February 25th. Cash or checks may be made out to St Thomas the Apostle School and in the memo section "cast party". The price per student (or family) includes pizza, soda and dessert.

Sunday, March 3rd directly following the performance in the Old Gym

Price: \$3/person or \$10/family

Due: February 25th

.....
Family Last Name: _____

of people: _____ x \$3.00= \$_____

(or)

Family (please indicate # in family: _____)
x\$10.00=\$_____

Check # _____ or cash _____



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BUSINESS SPONSORSHIPS

We are so grateful to our community businesses for their support of our Theatre Arts Program and our production of *Beauty & the Beast, Jr.* Your sponsorship will help us with the rental of our stage and lighting packages. Our sponsors will have display boards in the lobby, as well as, full-page advertising space in our playbill book. All donations are tax deductible in accordance with current tax laws.

Contact Name: _____

Business Name: _____

Address: _____

Phone: _____

Email Address: _____

Sponsorship Levels: Patron \$100.
(Playbill advertising, Lobby advertising)

Gold \$250.
(Playbill and lobby advertising with 4 front row
tickets to performance)

Platinum \$500.
(Playbill and lobby advertising with 8 front row
tickets to performance)

All checks may be made out to **St. Thomas the Apostle School**. Please mail to:
430 Valleybrook Rd, Glen Mills PA 19342 Attn: Jenifer Medici. Please contact
Jen Medici (610) 804-2068 or TAP@staglenmills.org with any questions or
concerns. ****DUE BY FEBRUARY 10TH****

Thank you for your support of our children!