



The Charleston Youth Company, Inc.

422 Wedgewood Street
Charleston, SC 29407
843-693-6664

REHEARSAL STUDIO

7 Amy Elsey Drive Unit 5E
843-766-4007

www.charlestonyouthcompany.com

email address: cycinfo@knology.net

Dear NEW or RETURNING Charleston Youth Company Member,

Congratulations on your acceptance into CYC. It is an honor to know that you want to pursue this extracurricular activity and invest the time and energy it takes to reach for the stars. We want you to be the best that you can be! Know that the Staff of CYC love children and will do all in their power to make you comfortable and able to succeed. You and your parents need to read the important information below:

- 1. Contracts: The Company is a year-long (8 month) performing and financial commitment.** All company members and parents will sign a contract agreeing to this commitment for ONE YEAR (September-April). **CONTRACTS AND MEDICAL FORMS must be turned in or in electronic file at the Parent Meeting.**
- 2. Medical Forms: All members of CYC MUST have a Medical form on file before being allowed to rehearse or perform any work in the building or theatre we perform in. (you will get an online link)**
- 3. Rehearsals: ***See calendar on website for up-to-the-minute information on rehearsals*****
 - **Sophomore Company** - Wednesdays 6:00-8:00PM ****NEW REHEARSAL TIME**
 - **Junior Company** - Mondays- 5:30-8:00 PM & extra 2 or 3 Saturdays will be listed
 - **Senior Company**-Tuesdays & Thursdays - 5:30-8:00 PM. 1 or 2 Saturdays
 - **Technical Company** - Saturdays as per calendar, Meeting times increase during show months
- 4. Financial Commitment: Year 2019-2020**
 - **Sophomore Company**-\$94/month (September-April total cost includes \$120-4 tickets to Winter Spectacular + 4 tickets to Spring Spectacular + \$632-Tuition divided equally by 8 payments=\$752)
 - **Junior** -\$144/month (September-April total cost includes \$390-10 tickets to Winter Spectacular+ 10 tickets to Spring Spectacular + 3 tickets to Black and White Ball + \$762-Tuition divided equally by 8 payments for a Total= \$1152)
 - **Senior Company**-\$166/month (September-April total cost includes \$540-15 tickets to Winter Spectacular+ 15 tickets to Spring Spectacular + 3 tickets to Black and White Ball + \$788-tuition divided equally by 8 payments for a Total: \$1328).

Siblings receive a 25% discount on the younger sibling tuition and no ticket requirement for that company.

- 5. Mandatory Parent Meeting- Opening Meeting Saturday, September 7th 10:00am – 1:00pm.** Specific times for specific companies will be determined soon. Member contracts & Emergency forms will be issued **via email and can be signed online.** At the meeting, members will be presented with new information for the season, Board of Directors budget and other information, and Parent Advisory Board information. Freshman Co parent meeting is held the first day of rehearsal for FR. Co.

6. **Payment for first month is due at Parent meeting.**

Subsequent payments are due by **2nd week of each Month**, and may be paid using credit or debit (including a 2.8% surcharge) inside office or electronic invoice can be sent on first of each month, personal or business checks, money orders, cash (must be in envelope with child's name-get receipt while you wait), or electronic billpay** check(see note below). (Checks can be held for payment provided they are dated with the day they can be deposited and a note is attached to the check. They will not be receipted until they can be deposited and will be held in a secure place in the office.) A fee of \$12 will be charged for all returned checks. Students whose fees are not current will not be allowed to rehearse or perform. It is the parent's responsibility to notify the Producer or Treasurer if you are having financial problems to work out a new payment plan.

Tuition Credits for ads and/or donations collected can be found in CYC handbook. Tuition credits will be posted to your account in January. Your account will be adjusted and you will receive a statement. There are a limited number of scholarships available. If you need financial assistance, see the office manager to obtain a scholarship application. We don't want finances to be the reason your child does not participate.

****Bank of America (BILL PAY) and probably some other banks make it easy by allowing you to set up ongoing payments each month. Simply enter The Charleston Youth Company, Inc. Address: 422 Wedgewood Street, Charleston, SC 29407. In comment: put your child's name.**

7. **Rehearsal begins the week of September 9th, 2019** (Team Building)

Headshots for the playbill- taken at a later date

- **JUNIOR CO REHEARSAL BEGINS Monday, September 9th. 5:30-8:00**
- **SENIOR COMPANY REHEARSAL BEGINS Tuesday, Sept. 10th 5:30-8:00 PM**
- **SOPHOMORE CO: Wednesday, Sept. 11th 6:00-8:00 PM**

8. **Shows and Important Dates: for 2019-2020 SEASON**

- **Annual Social Event - Sunday, October 13, 2019- Harbor Boat Cruize**
- **Winter Spectacular 2020 - TBD**
 - (Sottile Theatre is being renovated. Location and Date will be determined)
- **Black and White Ball 2020 - Saturday, March 21, 2020 (Elks Lodge, Tickets \$30)**
 - Open to the Public over the age of 21- advance tickets.
- **Graduating Senior Dinner- TBD (for graduating seniors and their parents only) Location TBA**
- **Spring Spectacular 2020 – TBD**
 - (Sottile Theatre is being renovated. Location and Date will be determined)

PLEASE PLACE THESE IMPORTANT DATES ON YOUR CALENDARS.

9. **Mandatory Rehearsals: Absolutely no mandatory performances or rehearsal dates will be excused unless so agreed upon AT THE AUDITION BY THE STAFF signing off on the audition sheet. The CYC calendar is online for you to check. The 2 Saturdays and the week BEFORE all shows are *mandatory rehearsals*. The Technical Company Mandatory rehearsals are the same as above + loading the truck, loading into the Sottile Theatre, Striking the set and returning it to the warehouse, and the Sunday afternoon after each show where we finish the strike and put materials away.**

10. **CAST Headshot PICTURES:** Will be made at a later date.

11. **Parent Responsibilities during the season.**

- Parents are expected to fulfill 3 work requirements as part of your child's contract.
- Parents will be assigned an area to work up to 2 nights during the Winter Show and the Spring Show. Jobs areas include, usher, memorabilia table, dressing room monitor, makeup, etc...
- Parents are expected to work a 1 hour shift at the Annual Black & White Ball Silent Auction. Work assignments may include, registration table, selling raffle tickets, monitoring auction items, etc.
- There will be some make up opportunities if you are unavailable for one of these assignments. We understand parents have emergencies that arise. If you fail to honor your commitments during the season, this may affect your child's future involvement in the company.

A Professional Student Performing Arts Program for the Tri-County Area