

Oak Ridge High School Drama Department



Welcome to Murder on the Orient Express!

- **Show Dates: March 7- 9 & March 14-16. [8 shows in total]**
- **Rehearsal/Show Calendar is on Google Classroom and there is a copy in the packet. As always, rehearsals can be subject to change or cancellation, but we normally remain on schedule. Changes will be notified through BAND App**
- **Mandatory Rehearsals: Any rehearsal on the calendar that says mandatory means your student MUST be at the rehearsal to be part of the show and must be at the entire rehearsal.**

Tech Week

- **Monday 3/4 - 3pm-9pm; Tuesday 3/5 3:30pm-9:30pm; Wednesday 3/6 10:00am-5:00pm (Excused from afternoon Classes)**
- **I understand that some of the evenings are late, but the amount of effort to put together every single part of the show means that for 2 nights, we need to stay here a little later.**
- **Students will be READY to be picked up at the time stated on the calendar. Please be on time to pick them up. It is a late night for everyone...including me! I can't consistently wait another 45 minutes for students to be picked up.**

BAND App/Communication/Schedule



- Please join the BAND class for parents/guardians of students involved in the show.
- This is a new app we are using this year. It is more user friendly and will provide more up to date information to families including rehearsal calendar, call sheet for the week, due dates, fundraiser dates, reminders, etc.
- ALL families MUST join.
- Accessible either through desktop or BAND application for mobile devices.
- This will have THE most up to date information.



BAND App/Communication/Schedule



- Rehearsal Calendar is already uploaded into the App, so you can see it. Any changes will be posted on the feed and on the calendar so that you can see it.
- Please turn on notifications so that you can get all the up to date information.
- Just like emergencies can happen in your families, they can also happen in all of our creative teams, so sometimes (not a lot) we have to cancel rehearsal last minute. We will notify you through BAND app and email if this is the case.
- Call sheets: Each Friday our Stage Manager will post a call sheet on Band for the following week. This call sheet will inform cast members which rehearsals they must attend. If their name is blacked out in the spreadsheet, it means they are NOT needed at rehearsal.

Tickets



- Tickets will be sold through [Ortab.org](https://ortab.org) and are already live!
- Please double check the show that you are purchasing for. There are no refunds or exchanges through OR Theatre, ORTAB, or GoFan.
- Ticket Prices
 - \$15-20. Two price points. If you have family members in wheelchairs, please contact me so that I can release the wheelchair seat to you.

Makeup Needs for Performers



Cast members need to provide the following makeup:

- Foundation that is appropriate for your skin tone
 - Eyeliner
 - Mascara
 - Makeup wipes
-
- You may NOT share these makeup items with anyone else due to proper hygiene. Do not bring in OLD makeup from last year. Makeup has a shelf-life before it starts to damage your skin.

Clothing needs for Tech Crew



- All Tech Crew members must wear all black clothing during tech week and performances.
- Small logos are acceptable on shirts.
- No shorts. Long black pants only. Preferably long sleeve shirts as well, but T-shirts are okay.
- Black shoes with black soles.
- ORTAB has “Tech” merch with small grayscale logos in t-shirts, zip up jackets, and long sleeve shirts.



Cast & Crew Expectations

- To show up on time to rehearsal/set builds/work days etc. ready to go and with a positive attitude.
- To contact Miss Rolls if student is going to be absent or late to rehearsal [If they can text a friend, they can easily send a message to me on Band!]
- Follow school mandated safety precautions during rehearsals.
- Maintain a 2.0 GPA, as per school guidelines for participation in extracurricular activities.
- Be respectful to each other and help create a positive atmosphere, instead of a high-school drama-filled negative one.
- Maintaining a professional environment. While this is supposed to be fun, it is also a learning opportunity to understand appropriate ways to collaborate and communicate with each other in a working environment.



Cast & Crew **RESPECT**

- Like my mother always used to say...If you don't have anything nice to say, don't say it at all.
- Last year, I was constantly being told that people in the cast and crew were making judgments about other people involved in the show about their performances, appearances, and personal lives.
- **THIS IS NOT OKAY.** Theater is a safe space, and anyone who does not make it a safe space will be removed from the show immediately and will most likely not be allowed to audition for any other shows this year.
- Please talk to your students (especially if they are seniors) about the repercussions of this. I don't want students coming up to me saying they no longer want to be there because other students are making them uncomfortable or disrespected. **This should be a fun and enjoyable experience for EVERYONE involved.**
- It is not the job of the cast & crew to give people notes and critiques, whether to their face or behind their back to others involved. We pay enough money to other people to do that who have the experience and will communicate it in a way that IS respectful and promotes growth in a performance.

Forms for You to Complete



- Your student will need to return the following COMPLETED items to me before the start of rehearsal next week:
 - Release of Liability Form (Students will not be allowed to come to rehearsal and will count towards their 3 unexcused absences)
 - Contact Sheet
 - ORTAB Media Release & Meal Opt-in/out Form
 - *MOTOE* T-Shirt Order Form
 - Rehearsal/Show Rules & Guidelines



Oak Ridge Theatre Arts Boosters

CONNECT WITH US

www.ortab.org

- Purchase tickets
- Make payments
- Sign up to volunteer
- Order merchandise
- See show and Parent/Guardian info on MOTOE page

ORTAB social media accounts:

Instagram orhs_theatre_boosters
FB @OakRidgeTheatreArtsBoosters

Student-led social accounts:

Instagram oakridge_theatre
Tiktok @orhs_theatre



2023 - 2024 ORTAB BOARD

Christie Wilson, President
Danyelle Woodley, Vice President/Secretary
John Krueger, Treasurer
Sherry Butler, Concessions & Meals
Vani Das, Publicity & Merchandise
Melissa Petersen, Fundraising

Playbill Designer: Emma Wise

(4) BOARD POSITIONS OPEN
effective June 1, 2024
2 year-term

- President
- Vice President/Secretary
- Treasurer
- Concessions/Meals

If interested, please email ortaboost@gmail.com

SHOW VOLUNTEERS

(4 slots available for each show)

VOLUNTEER SIGN - UPS

AVAILABLE NOW AT:

[SIGN-UP GENIUS](#)

Please sign up for only one (1)

shift tonight...you may sign up

for additional slots after January

23

Questions or need more info contact:

ORTAB Board

ortaboard@gmail.com

Christie Wilson 916-337-9630

Shift Times:

Evening 6:15pm - 9:30pm (approx.)

Matinee 1:15 - 4:30pm (approx.)

Duties: Help with Set Up/Tear Down, checking GoFan tickets, selling concessions, selling merchandise, etc.

RECEIVE ONE (1) FREE TICKET TO WATCH THE SHOW IN "VOLUNTEER" SECTION

SHERRY BUTLER CONTACT
INFO

Email:
sherrbutler@gmail.com

Phone:
(408): 230-4074

*Please contact Sherry directly regarding
dropping off items during school hours or to
provide dietary/allergen details*

Concession Donations Appreciated
[Sign-Up Genius](#)

- ☐ Cases of Water
(16 oz bottles)
- ☐ Cases of Sparkling
Water (cans) *

** please no soda or
Gatorade-type drinks*

- ☐ Full-Size Bulk Candy
Bars & Snacks

**please no chips/nuts/popcorn*

CONCESSIONS & TECH WEEK MEALS

Please deliver all concession
donations anytime before

MARCH 2

Items can be left on the counter in
the theatre lobby or you can contact
Sherry directly to arrange drop-off
during school hours.

**Concession item donations are not eligible
for reimbursement.*

IMPORTANT: *Please inform your student if you have opted them out of the
TW Meals service.*

TW Meals
\$50
per student

**STUDENTS WILL NEED LOTS OF
WATER...PLEASE DROP OFF CASES OF 8oz
BOTTLES JANUARY 15 - MARCH 16**

***MOTOE* DONATIONS**

PRODUCTION	\$100
-------------------	--------------

TECH WEEK MEALS	\$50
------------------------	-------------

TECH WEEK MEALS SPONSOR

\$50

**DONATION IN LIEU OF
VOLUNTEERING/CONCESSIONS SHOPPING**

\$ YOUR CHOICE AMOUNT

Participation in extracurriculars at ORHS are not "Pay to Play." There are no payment requirements for participation in Murder on the Orient Express.

MOTOE T-SHIRT



\$30 (+\$3 XXL)

Unisex, short-sleeve, crew neck, black T-shirt. Logo on front. Cast/Crew list on back.

Pre-Order is highly recommended. *There will be a very limited number available for sale at shows.*



MERCHANDISE



Hoodie: \$40

Crewneck: \$30

Large Logo T-Shirt: \$20

+ \$5 XXL Hoodies
+ \$3 XXL T-Shirts



Zip-Up Hoodie: \$45 *(not pictured)*

L/S Tech T-Shirt: \$20

S/S Tech T-Shirt: \$15 *(not pictured)*

Beanie: \$20/\$30 *(not pictured)*

Hat: \$25

Decals & Stickers: \$10

SAVE THE DATE

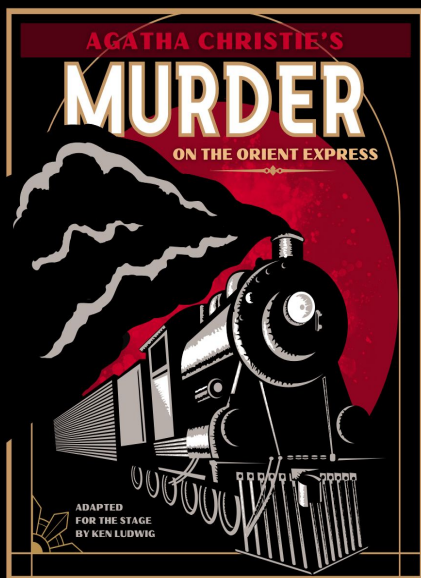
POSTER BLITZ

**Saturday, January 20
11am**

Meet in ORHS Theatre parking lot

MANDATORY FOR CAST & CREW

Drivers needed...sign up via [Sign Up Genius](#)



Students:

*Please wear
ORHS Theatre
apparel or other
show apparel*

FUNDRAISING

SPRING 2024 FUNDRAISER



Online fundraising platform:

- Students input emails of family and friends
- Donations made with 1-click
- No product to buy
- Location not a factor - family and friends can donate from anywhere

More details coming soon

THANK YOU MOTOE SPONSORS!

Premier Season Sponsors (\$1K+)

- Dan Mathews Custom Art
- Dentists of El Dorado Hills (Bass Lake)
- El Dorado Disposal
- Explorer Pest Management
- Naked Foam
- Oak Ridge High School Foundation
- Radius Recycling
- Serrano Associates
- The Cookie Boss EDH
- The Natural Result/Center for Aesthetic Artistry

Platinum Season Sponsor (\$750)

- Century 21 - Cheri Elliott

Gold Season Sponsors (\$500)

- Edward Jones - Michelle Fruit
- Tutoring Rocks
- Emma Wise Graphic Design

SCHOLARSHIP & ORTAB MEMBERSHIP

TAKE-A-SEAT DONATION (Healy Scholarship Fund)

- **\$250** tax- deductible donation
- Donation directly supports the John P. Healy Jr. Scholarship
- Receive: Engraved plaque with message of your choice to be affixed to a theatre seat armrest



Makes a great grad gift!

SENIORS:
APPLICATION DEADLINE IS APRIL 15!

[**APPLY HERE**](#)

SCHOLARSHIP REQUIREMENTS FOR SENIORS:

- Completed a minimum of one (1) year of Drama at ORHS with a grade B or better
- Participated in a minimum of two (2) ORHS theatre productions
- Intend to pursue a higher education at a 2 or 4 year college or university

ORTAB MEMBERSHIP (½ Year membership) Jan '24 - May '24

- **\$25** (*no need to sign up if you already signed up for the full (\$50) membership in the Fall)
- Voting rights if there is a Board election; ability to attend Board meetings
- Name included in list of "ORTAB Members" in MOTOE playbill

PAYMENTS ACCEPTED

- CASH
- CHECK

Payable to: ORTAB



https://www.paypal.com/donate/?hosted_button_id=XH48CC2G76PFU



venmo
@ORTAB

MEETING CHECKLIST



REVIEW PACKET AND COMPLETE ALL FORMS



VOLUNTEER via [Sign-Up Genius](#)

**Time is precious and not always easy to give. Monetary donations in lieu of volunteering are greatly appreciated.*



JOIN the BAND app



TURN IN all forms by **JANUARY 23**

For all payments include in memo:

1. Student name
2. Payment description

TICKETS ARE NOW ON SALE!



Surprise! Thanks for coming! You have first dibs to purchase tickets for the show. Follow the QR on the side to access tickets to our show! The link will be shared publicly tomorrow morning, so make sure you purchase what you want now.

NO REFUNDS OR EXCHANGES! Please double check the date and seats that you have selected before purchasing!

Use the QR code or access through gofan.co (NOT COM!)