



# curtain UP / Lights OUT

A sleep over at the historic November Theatre on Broad Street!

Welcome to Virginia Repertory Theatre's **curtain UP / Lights OUT!** We're happy that you have chosen our overnight camp as an opportunity for your Girl Scouts to learn more about the exciting world of theatre.

## *Fiddler on the Roof*

**Friday, January 3 – Saturday, January 4**

Friday 4:30pm- Saturday 11:15am

**Camp Ages 6<sup>st</sup>-12<sup>th</sup> Grade**

Virginia Repertory Theatre (VA Rep) is a non-profit organization and we strive to make **curtain UP / Lights OUT** as affordable as possible by offering a special price exclusive to our Girl Scout Groups. Each session costs \$48.00 per child, payable over the phone or by mail. Each group is required to have one or two adult chaperones for every 10 campers (\$24 per chaperone). Additional adults are full price.

Please fill out the Group Registration form, Camper Roll, Release Form/Medical Waiver forms and mail, email, or fax to the contact listed below. Please be aware that enrollment is based on a first-paid, first-served basis. You may call to reserve a spot for your group; however, phone reservations are not final until all paperwork and payments have been received.

**Registration is not complete without full payment.**

### QUESTIONS?

Call Rai Anne Larkins at (804) 783-1688 ext. 1140

or email: [ralarkins@va-rep.org](mailto:ralarkins@va-rep.org)

[www.va-rep.org](http://www.va-rep.org)

Mail to: c/o Rai Anne Larkins  
Virginia Rep  
114 West Broad Street  
Richmond, Virginia 23220      or      Fax to Rai Anne's attention at: 804-775-2325

### Registration Mailing Checklist:

1. \_\_\_\_\_ Group Registration Form
2. \_\_\_\_\_ Child Camper Contact Sheet
3. \_\_\_\_\_ Waiver/Release & Medical Forms (1 per Child)
4. \_\_\_\_\_ Payment

# Virginia Repertory Theatre's

## Curtain UP / Lights Out

### Registration Process

1. **Curtain Up/Lights Out** for *Fiddler on the Roof* is a **group** overnight camp for children in grades 6-12. The minimum camper number per group is 10 children. Groups can be made up of individuals interested in attending together and do not need to be affiliated with any specific organization.
2. **Group Leader:** Each group must assign a group leader to be responsible for the group. The group leader is responsible for registration, organizing group transportation and group conduct.
3. **Registration Paperwork:** Registration will be accepted on a first-paid, first-served basis and cannot be guaranteed until after all payments and paperwork have been received. After downloading the **Curtain Up/Lights Out** application, the group leader must fill out a *Group Registration Form*, *Child Camper Contact Sheet* and distribute *Waiver/Release & Medical Forms* to each child's parent to be filled out/signed. The *Group Registration Form*, completed *Child Camper Contact Sheet* as well as 1 *Waiver/Release & Medical Forms* per child must be mailed in together in order to register for camp.
4. **Payment:** Payment may be made with a credit card over the phone. Payments can be made in check or money order and sent in with Registration Paperwork, however, registration will be on a first paid, first served basis. Any campers/chaperones added after registration must be paid for in full at least 1 week prior to the camp session. To register you group over the phone please contact Rai Anne Larkins, at 804-783-1688 ext. 1140
5. **Cancellations:** Cancellations made a minimum of 1 month prior to the **Curtain Up/Lights Out** date will be refunded in full. Any cancellation made within less than 1 month of the event will be non-refundable.
6. **Cell Phones/Emergency Contact:** Children will not be allowed to have cell phones or other electronic devices turned on at camp as they can disrupt the group activity. They may carry a phone with them to contact you in case of emergency but it must remain turned off throughout the duration of camp. Group leaders will be allowed to carry cell phones during the event but we ask that they not be used during instructional time or the performance. Should you need to reach your child during the camp, and are unable to contact the group leader, please contact the **Overnight Camp Coordinator, Rai Anne Larkins, at 804-783-1688 ext. 1140.**

## Packing List

1. **Clothing:** All Campers must wear comfortable clothes suited for movement. They will participate in acting and movement sessions and therefore cannot wear restricting clothing. Campers must wear tennis shoes. No sandals, heels, roller shoes, crocs or flip flops are permitted. Campers should also not wear items they do not want to get dirty. We recommend that everyone dress in layers. VA Rep does not have changing/bathing facilities; therefore pajamas will not be needed. Campers and chaperones will sleep in the clothes that they arrive in.
2. **Personal Items:** Due to the physical nature of our sessions we ask that campers not bring jewelry. Please encourage your chaperones to refrain from bringing jewelry as well. Any and all personal items need to be individually labeled. We strongly recommend that chaperones use fanny packs to store wallets, as we do not have the facilities to lock up any valuables during camp. Space is limited, therefore please have your campers bring only what is needed for camp. No electronic items (including cell phones, handheld games, etc.) are allowed turned on at camp. VA Rep is not responsible for any lost or stolen items.
3. **Sleeping Materials:** Each group will be assigned a sleeping area during sign in. Each camper and chaperone will need to bring his or her own bedroll or sleeping bag and pillow. Adults bring air mattresses for themselves but we cannot guarantee enough room to use them. If you do bring an air mattress please bring a backup sleeping bag if space is limited. Sleeping materials should be stored and labeled in trash bags or duffel bags and not brought separately. Each group must have at least one flashlight.
4. **Bedtime Cleanup:** Each camper and chaperone will need to bring a toothbrush and toothpaste. There are no bathing facilities. If campers would like to wash their face before going to bed, they will need to bring an individual washcloth and soap.
5. **Food:** Your group will need to bring a bag dinner to eat during the dinner break before the performance. There will be a 15 minute snack break after the "Talk Back". Snacks will be available for purchase at concessions before, during, after the show, and in the morning. Campers are welcome to bring a snack to eat during rotation times if they feel they will need it during the night. A continental breakfast will be provided in the morning. **It is the responsibility of the group leader to make individual arrangements for any children with special dietary needs.**
6. **Group Name:** Each group needs to assign themselves a group name (this name will also go on the *Group Registration Form*). Your group name will be used to designate your group's storage area for overnight bags and bedrolls/sleeping.
7. **Name Tags:** VA Rep will provide nametags at camp.
8. **First Aid Kit:** Each group must bring their own first aid kit. The Group Leader must bring the medical forms for each camper to camp as well as provide the Overnight Camp Coordinator with a copy with the registration packet. Any/ all group medication must be kept and dispensed by the Group Leader. VA Rep will provide a First Aid/CPR certified staff member.

## Camp

- 1. Parking-** Overnight parking will be available in the lots near our administrative offices on Marshall Street. Details will be included in your registration confirmation.
- 2. Sign In-** Your group can sign in between 4:30-5:00pm. The sign in table will be located in the front lobby of the November Theatre near the box office. The Group Leader needs to bring their confirmation email and up-to date camper/chaperone contact sheets in order to sign in. Group Leaders will receive a welcome packet that includes a group itinerary, map of the building and emergency procedure sheet.
- 3. Sessions- Curtain Up/Lights Out** is broken up into 5 workshop sessions and one group “Talk-Back”. The camp includes a live performance of VA Rep’s professional production of *Fiddler on the Roof*. After the show campers will participate with a “Talk-Back” with the actors and some of the production personnel. Groups Leaders will receive a schedule and map to help you escort campers to the right location. Campers are given 5 minutes in between each session to rotate and use restrooms as needed. **1 Chaperone per group is to stay with campers during each session unless otherwise instructed during registration.** Some sessions may ask for adult participation, so please have your chaperones dressed appropriately for movement (no skirts without bloomers!).
- 4. Bedtime-** At 11:30pm the groups will gather back in the Lobby at their group sign. In order to facilitate efficient use of restrooms and expedite the time it takes to get ready for bed, the groups will rotate through either setting up sleeping bags in assigned sleeping area or using the restrooms to prepare for bed. Lights out is at 12:00pm; please have your campers quiet at this time to help encourage all campers to sleep. Nightlights will be displayed throughout the theater. Each group is responsible for their own group flashlight. The Group Leader and adult chaperones are responsible for taking their campers to the restrooms during the night.
- 5. Wake Up-** Campers will be woken at 7:30am. It is the groups’ responsibility to pack up sleeping bags and place all group items back in the designated group session in the theater under your group sign.
- 6. Breakfast!** A continental breakfast will be provided to campers in the theater from 7:45am-8:15am. Large trash-bags will be provided to each group. Recycling containers will be located in the theater for your groups use as well. It is your groups’ responsibility to clean your section before 8:25am we can start the morning workshop sessions promptly at 8:30am.
- 7. Sessions II-** The final three workshop sessions will take place on Saturday morning. Each session is 45 min. Campers are given 5 minutes in between each session to rotate and use restrooms as needed. Chaperones are to stay with campers during the sessions. Again, some sessions may ask for adult participation, so please have your chaperones dressed appropriately for movement.
- 8. Curtain Down-** The final session ends at 10:55am. Campers are then released to the theater to gather their personal belongings. Official Camp end time is 11:15am. Campers are not to be left at the theater. If a parent is picking up a camper and not traveling with the group, an adult chaperone from the group must stay with the child until they are picked up. Any adults picking up at release time or in case of emergency must bring a form of identification and notify the Overnight Camp Coordinator of the pick-up.

# Curtain Up/Lights Out

## *Fiddler on the Roof*

### Example Schedule

#### **DAY 1 (Friday)**

4:30 – 5:00pm	<b>Check in</b>
5:00 – 5:20pm	<b>Welcome/Orientation in Theater</b>
5:20 – 5:25pm	<b>Rotation</b>
5:25 – 6:10pm	<b>Workshop Session 1</b>
6:10 – 6:15pm	<b>Rotation</b>
6:15 – 7:00pm	<b>Workshop Session 2</b>
7:00 – 7:05pm	<b>Rotation</b>
7:05 – 7:35pm	<b>Bag Dinner</b>
7:35 – 7:45pm	<b>Clean up</b>
7:45 – 7:55pm	<b>Move into Theatre</b>
8:00 – 10:30pm	<b>Show- <i>Fiddler on the Roof</i></b>
10:45 – 11:15pm	<b>Actor Talk Back</b>
11:15 – 11:30pm	<b>Snack Break (Snacks available at concessions)</b>
11:30 – 12:00pm	<b>Get Ready for Bed</b>
<b>12:00</b>	<b>Lights OUT</b>

#### **DAY 2 (Saturday)**

7:30am	<b>Wake-up</b>
7:45 – 8:15am	<b>Breakfast Served</b>
8:15 – 8:30am	<b>Cleanup/Rotation</b>
8:30 – 9:15am	<b>Workshop Session 3</b>
9:15 – 9:20am	<b>Rotation</b>
9:20 – 10:05am	<b>Workshop Session 4</b>
10:05 – 10:10am	<b>Rotation</b>
10:10 – 10:55am	<b>Workshop Session 5</b>
11:00 – 11:15am	<b>Gather Group Belongings/Release</b>

#### **5 Workshop Sessions:**

- a. **Costuming**
- b. **Stage Make-up**
- c. **Stage Combat**
- d. **Acting**
- e. **Backstage Tour/Technical Theatre**

(Each camper will get to experience each station once during the camp)

**\* This is a sample schedule. Actual workshop sessions are subject to change based on instructor availability.**



# Curtain UP / Lights OUT

## Group Registration

Group Name: \_\_\_\_\_

**Group Leader Contact Information:**

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Number of children participating

\_\_\_\_\_ Number of adults attending

Please tally the children per grade level:

\_\_\_\_\_ 6<sup>th</sup> – 8<sup>th</sup> grades

\_\_\_\_\_ 9<sup>th</sup> – 12<sup>th</sup> grades

Pre-Order your **Curtain Up/Lights Out** T-Shirt today for only \$10!

The T-shirt will feature the **Curtain Up/Lights Out** logo on the front in purple ink printed on a white shirt. They are \$10 a piece when pre-ordered & paid for at time of registration. We will have additional T-shirts available for purchase for \$14 at the Overnight Camp.

# Curtain Up/Lights Out Payment Form

Registrations will be accepted on a first-paid/first-served basis.  
Full payments must be received a minimum of one week prior to the program date.

Number of Children Attending: \_\_\_\_\_ X **\$48.00** = \$ \_\_\_\_\_

Number of **Adult Chaperones** Attending: \_\_\_\_\_ X **\$24.00** = \$ \_\_\_\_\_  
(One or two chaperones for every 10 children)

Additional Adults Attending: \_\_\_\_\_ X **\$48.00** = \$ \_\_\_\_\_

**Curtain Up/Lights Out** T-shirt PreOrder: \_\_\_\_\_ X **\$10.00** = \$ \_\_\_\_\_

T-Shirt Size(s):

\_\_\_\_\_ YM    \_\_\_\_\_ YL    \_\_\_\_\_ AS    \_\_\_\_\_ AM    \_\_\_\_\_ AL    \_\_\_\_\_ AXL

**Total Payment Due** = \$ \_\_\_\_\_

Check       Visa       MasterCard       American Express

- Please make all checks payable to **Virginia Repertory Theatre** & write group name in the memo blank.
- To pay by credit card, complete the billing information below to return with registration or pay over the phone by calling:  
Rai Anne Larkins at 804-783-1688 ext. 1140

Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (day/evening) \_\_\_\_\_

Email address \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**Amount to be charged \$** \_\_\_\_\_

A 3% Convenience Fee will be added to all credit card charges.



# curtain UP / Lights Out

## WAIVER/RELEASE AND MEDICAL AUTHORIZATION

I, the undersigned parent/guardian, hereby authorize \_\_\_\_\_  
(Child's Name)

to attend VA Rep- **Curtain Up/Lights Out** offered at the Children's Theatre of Virginia at Willow Lawn. Virginia Repertory Theatre (VA Rep) has permission to video and/or photograph my child to use for publication/marketing purposes. I agree to be responsible for all medical bills, costs, and expenses (including ambulance services) incurred in providing necessary care to my child, and I authorize the direct billing of my health insurance carrier noted below.

In cases of emergency, VA Rep shall act merely as my agent, and neither VA Rep nor the staff shall incur any liability for the good faith exercise of the authority granted by this release and medical authority authorization.

I give permission for my child's group leader or VA Rep staff member to administer emergency medical care for my child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Emergency Contacts:

Call 1<sup>st</sup> \_\_\_\_\_  
(Contact Name/Relationship) (Contact Number)

Call 2<sup>nd</sup> \_\_\_\_\_  
(Contact Name/Relationship) (Contact Number)

Call 3<sup>rd</sup> \_\_\_\_\_  
(Contact Name/Relationship) (Contact Number)

### Please list any/all allergies:

\_\_\_\_\_  
\_\_\_\_\_

### Please list any/all medications/medical conditions:

\_\_\_\_\_  
\_\_\_\_\_

Insurance Policy Carrier: \_\_\_\_\_

Insurance Policy & Group Number: \_\_\_\_\_

### **One Release Form/Medical Waiver is needed for each child to final**

If you wish to add campers/chaperones after registration, this must be approved by the Overnight Camp Coordinator and paid in full no later than 1 week prior to your scheduled session. Waiver/Release & Medical Forms for additional child campers are also due 1 week prior to you scheduled session.



