



curtain UP / Lights OUT

A sleep over at The Children's Theater of Virginia at Willow Lawn!

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 group to learn more about the exciting world of theatre.

'Twas the Night Before Christmas

Friday Dec. 13- Saturday Dec. 14

Friday 5:00pm- Saturday 10:30am

Camp Ages 1st-5th Grade

Virginia Repertory Theatre (VA Rep) is a non-profit organization and we strive to make **curtain UP / Lights OUT** as affordable as possible. The session costs \$60.00 per child. Each group is required to have one chaperone for every 10 campers. The ticket price is \$24 each for up to two adult chaperones per 10 campers. 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

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 *'Twas the Night Before Christmas* is a **group** overnight camp for children in grades 1-5. 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 Form* 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 may 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 is welcome to bring a bag dinner to eat during sign in. Sign in is from 5:00-5:45pm. Please give yourself adequate time to eat, sign in and get situated by 5:45pm. There will be a snack break after the "Talk Back" at 8:00pm. 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 to 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 FAQs

- 1. Parking-** Free parking will be available to you at the Willow Lawn Shopping Center parking lot
- 2. Sign In-** Your group can sign in between 5:00-5:45pm. The sign in table will be located in the upstairs lobby of the Children's Theater of Virginia. 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 will start with a live performance of VA Rep's professional production of *'Twas the Night Before Christmas*. After the show campers will participate with a "Talk-Back" with the actors and some of the production personnel. After the "Talk-Back", campers will participate in three sessions or workshops. 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 10:55pm 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 Overnight Camp Coordinator will assign groups to either take their sleeping bags to their assigned sleeping area or use the restrooms to prepare for bed. Lights out is at 11:30pm; 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 fourth session promptly at 8:30am.
- 7. Sessions II-** The final two 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 10:05am. Campers are then released to their group session in the theater to gather their personal belongings. Official Camp end time is 10:30am. 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

'Twas the Night Before Christmas

Example Schedule*

DAY 1 (Friday)

5:00- 5:45pm- **Check in/ Bag Dinner**

5:45-6:00pm- **Move into Theater**

6:00-6:30pm- **Welcome/Orientation in Theater**

6:30-7:00pm- **Pre-Show**

7:00- 8:00pm- **Show- *'Twas the Night Before Christmas***

8:00-8:20pm- **Snack Break (Snacks available at concessions)**

8:20-8:40pm- **Actor Talk Back**

8:40-8:45pm- **Rotation**

8:45-9:25pm- **Workshop Session 1**

9:25-9:30pm- **Rotation**

9:30-10:10pm- **Workshop Session 2**

10:10-10:15pm- **Rotation**

10:15-10:55pm- **Workshop Session 3**

10:55-11:30pm- **Get Ready for Bed**

11:30- Lights OUT

DAY 2 (Saturday)

7:30am- **Wake-up**

7:45-8:15am- **Breakfast Served**

8:15-8:30am- **Cleanup/Rotation**

8:30-9:15am- **Workshop Session 4**

9:15-9:20am- **Rotation**

9:20-10:05am- **Workshop Session 5**

10:05-10:30am- **Gather Group Belongings/Release**

5 Workshop Sessions:

- a. **Mask Making**
- 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.
instructor availability.***



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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:

____ 1st Grade ____ 2nd Grade ____ 3rd Grade ____ 4th Grade ____ 5th Grade

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 \$60.00 = \$ _____

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

Additional Adults Attending: _____ X \$60.00 = \$ _____

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

T-Shirt Size(s):

____YS ____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.



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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 1st _____
(Contact Name/Relationship) (Contact Number)

Call 2nd _____
(Contact Name/Relationship) (Contact Number)

Call 3rd _____
(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.

