



DATE: Wednesday, April 25, 2012
TO: **All JUGHEADS Juggle Jam 14 performers and parents**
FROM: **Paul & Wendy Arneberg, JJ14 Director & Producer; Scott Richter, JJ14 Asst. Director; The JJ14 Parent Committee**
RE: **FINAL MEMO and Checklist on logistics & etiquette for Juggle Jam 14**

REHEARSALS & PERFORMANCES (May 8 & 16 and 18 & 19 at HOPKINS HIGH SCHOOL)

Directions to Hopkins High School Auditorium (Our 4th year in this great facility!)

2400 Lindberg Drive - Minnetonka, MN 55305: 169 North. West (left) on Cedar Lake Road. North (right) on Lindberg Drive.

- **April 25–May 17—After School Clubs:** Final club rehearsals. We'll run our routines in costume in our home gym; please attend your club with costumes and stay 'til 5:45 p.m. (9 p.m. for Ultimate). **Reminder: There is NO Friday Rec. Club on May 18 (Opening Night).**
- **TUESDAY, May 8, 6:00–9:00 p.m.—FIRST DRESS REHEARSAL at HOPKINS HS AUDITORIUM:** Jugheads should enter the backstage door to the auditorium (left door as you enter the lobby), place their bags in their designated club area, then gather in the seats in the FRONT of the auditorium for our important all-cast meeting. (**Note: Please try to arrive a few minutes early so that kids can acclimate to the space and we can begin our meeting by 6:10 p.m.**) We'll then put together "Rock This Town" and "Reach" with all performers on stage and run through each club routine. JJ14 T-Shirts will be handed out as your Club is dismissed. Clubs will be dismissed after they have run through their routine, starting with Mon. Rec. at approximately 8:00 pm with the rest following in 10-15 minute intervals: Advanced, Thursday Rec., Friday Rec., Elite, Ultimate. Skits & Specialty Acts should sign up through Paul to rehearse on stage from 5-6 p.m. or 9-9:30 p.m. **Reminder: There is NO Elite Club on Tues., May 8.**
- **WEDNESDAY, May 16, 6:00 p.m.–9:00 p.m. FINAL DRESS REHEARSAL & CAST PHOTO at HOPKINS HS AUDITORIUM!** Wear your JJ14 T-Shirt and khaki shorts (or you will NOT be in the photo). After dropping off your prop/costume basket backstage, we'll assemble on stage at 6:10 for our only large group photo, going down in history as "The Cast of JJ14." After the photo, we will do a complete run-through of our show, in order and in costume, with specialty acts and skits. (We'll begin and end with "Reach.") We'll end at 9:00 p.m. (except U.C.: 9:30 p.m. in order to take our team photo and do two bonus run-throughs of our routine on stage in formal attire). **Reminder: There is NO Advanced Club on Wed., May 16.**
- **FRIDAY, MAY 18, 5:45–9:40 p.m. OPENING NIGHT!** Drop off your prop/costume basket backstage and be ready and on stage by 6 p.m. to warm-up with "Rock This Town". Jugheads should come having eaten a good dinner. Snacks are not allowed backstage, but your Jughead may bring along a snack to eat in the lobby during intermission. The show ends around 9:30; you're free to leave *after you've helped clean up*.
- **SATURDAY, MAY 19—6:00–9:50 p.m. CLOSING NIGHT!** Same as Friday, except slightly later call and release times. Take your own stuff home. Parents who are able are encouraged to help bring things to the vans, take down JH letters, and help clean up.

JUGHEADS ETIQUETTE ("acceptable behavior") FOR JUGGLE JAM 14

GENERAL: No roaming hallways (you may be pulled from the show for this offense). During intermission, Jugheads may get something from the concession stand, but after intermission, you must go promptly back to your SAME SEAT seat in the balcony. No food or drinks (including water, unless brought in your own container with cap/lid) are allowed in the auditorium. After the show, help clean up, meet your parents in the lobby, and bring your personal things home.

PARENT VOLUNTEERS/CLUB ASSISTANTS: Respect them as you do the coaches. No talking back, no grumbling. If they say "Quiet," "Walk," "Move," etc., do it. Their job is **crowd control** for the sake of the performers and the audience, and you must obey.

BACKSTAGE: Space will be limited backstage, so each club will be assigned specific areas to place their costume/prop basket. Whether in a club rehearsal, dress rehearsal, or show, don't make noise in the wings/backstage or otherwise distract the performers/audience. Also, keep out of sight of the audience. NEVER peek through the curtain to look at the audience.

THE PROPS: You must put away your props after each routine, whether in our bins/bags or in your personal storage basket/bag/box. If possible, veteran Jugheads should use their own props for "Rock This Town" and "Reach," as there **will not** be enough JH props to go around. (When we run out, and you're prop-less, you may have to juggle air for our Grand Opener or Grand Finale. The EYJA Sportballs will be reserved for Monday Rec. in the front row of "Rock This Town".) Regardless of whose or what props you use, you **MUST** put them away after performing, or we'll have complete prop chaos. (By the way: set them down, don't throw them from a distance.) Don't take anyone else's props! Each Jughead is responsible for labeling their OWN props. JUGHEADS props are not allowed outside.

LINING UP: The next act up will wait in the wings of the stage (stage left, stage right, or upstage center). The 2nd act up will wait in the hallway outside the stage. Club Assistants/Chaperones will inform your group when it is time to line up behind the stage, so be attentive to them. You may warm-up your juggling in the far backstage area where the video feed will be set up. Coach Chris Lovdal will be assigned as the anchor in the far backstage area.

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ONSTAGE: Chances are you WILL drop. ☺ Practice poised recoveries. Don't break character. Don't change choreography or tricks on show night, as this will likely mess up both you and your teammates. If you need to switch sides of the stage during a routine, use the back hallway, **not** the far back curtain.

IN THE AUDIENCE: Again, whether in a club rehearsal, dress rehearsal, or the show itself, don't cross in front of the stage at any time (unless choreographed). Don't make excessive noise, especially during the Slide Show (the audience will be asked to hold applause until the end). All Jugheads will be required to sit in the balcony back rows AFTER their final club routine/specialty act is performed, props/costumes are put away, and dressed in his/her JJ14 T-shirt and khaki shorts. All Jugheads must stay there for the remainder of Act One and throughout Act Two (until the end of the Slide Show). Only Ultimate Club members or Jugheads in an Act Two specialty act or skit will be allowed backstage for Act Two. Chaperone will lead Jugheads up to the balcony in groups in order to minimize distraction to the audience. You may **NOT** sit with your parents or other friends in the audience.

DRESSING ROOMS: Although Hopkins has very nice backstage dressing rooms, they are not large enough to accommodate 140 kids at once, so clubs/specialty acts will have access to the dressing rooms in order of how soon they need to perform. Do not linger or hang out in the dressing rooms—once you are dressed, go to backstage staging area. All kids must store their things in their club's designated area (signs will be posted). As a guideline, get changed at least three acts (or 20 minutes) before your club routine takes the stage. Dressing room bathrooms are open to all Jugheads.

COSTUMES: Every year, there are many questions about how to acquire costumes, especially for distinctive characters. Here are some great resources:

- **Local Specialty Costume Shops** (in addition to "treasures" that could be found at stores such as **Ragstock, Goodwill, ARC, and Ax-Man**):
Norcostco: 815 Highway 169 North • Minneapolis, MN 55441 (763.544.0601). This is the closest and best metro area costume shop.
Twin Cities Magic & Costume Co.: 250 East Seventh St., St. Paul, MN 55101 (651.227.7888)
- **Online Shopping:** www.orientaltrading.com, www.buycostumes.com, www.anytimecostumes.com, www.costumezone.com, www.amazon.com

ASKING QUESTIONS: If you have a question on May 8, 16, 18 or 19, first ask: 1) a Club Volunteer or Assistant, then: 2) a Parent Volunteer, then: 3) a Parent Stagehand, then: 3) Coach Kelvin or Chris. Only ask Director Paul or Assistant Director Scott as a last resort, as they have a lot to manage.

TICKETS: General seating tickets will be available for purchase at both dress rehearsals and on our website: www.jugheads.com. Reserved seating tickets can be purchased through a link on www.jugheads.com.

Fill the House Campaign: Win \$100 in Juggling Props!

- We want to encourage Jughead members to sell general seats. While most of the reserved seats sell out quickly, a full house makes performing all the more fun. It's exciting for each performer to know that many friends and family will be in the audience cheering for him or her *specifically*.
- Here's an incentive for Jugheads to sell tickets: for every 10 general seats families purchase at our dress rehearsals, their Jughead will be entered in a drawing where one Jughead will win a \$100 gift certificate to the juggling vendor of his or her choice!
- Small JJ14 flyers and letter-sized posters are available at club and downloadable on our web site (www.jugheads.com/performances.htm).
- General seating tickets will be available for purchase at our dress rehearsals on May 8 & 16 and you can distribute them to your family/friends after you have them in hand. You can also leave the tickets that you purchase for others at Will Call on either Friday or Saturday night of the show.

PRE-ORDERS FOR JJ14 DVD: We will be creating a JJ14 DVD. DVDs are \$25 (\$15 for each additional DVD) and must be pre-ordered. Parent volunteers will be on hand in the lobby taking orders on dress rehearsal and shows nights. We encourage you to order your DVD at the dress rehearsals to help with congestion on JJ14 nights. We've again hired a professional videographer/editor, so we hope to have the DVD produced by mid-summer.

CHECKLIST for EVERY JUGHEAD for DRESS REHEARSALS (May 8 & 16) & SHOWS (May 18 & 19)

- ___ **Khaki shorts** (any style, preferably with pockets esp. for Thursday, Advanced, and Elite in "Rock This Town")
- ___ **JJ14 T-shirt** (except 5/8—new T-shirts will be distributed at the end of rehearsal on May 8.) ***Wear your new T-shirt (and khaki shorts) to the May 16 Final Dress Rehearsal (photo op). If you forget your JJ14 tee and/or your khaki shorts, you will not be in the all-cast photo. Also, if you do not wear khaki shorts and your JJ14 T-Shirt to either show night, you will NOT be permitted to perform in either "Rock This Town" or "Reach."***
- ___ **Laundry basket**, duffel bag or grocery box for prop and costume storage (label everything)
- ___ **Juggling equipment** (If possible, use your own beanbags for "Rock this Town" and your own rings for "Reach.")
- ___ **Come having eaten a good dinner** (NO food or drink is allowed in the auditorium or backstage; you may eat in the lobby if needed.)
- ___ **Costumes and Props** for club routines and specialty acts:
 - **MONDAY REC. Game Shows:** Creative costumes of specific character groups from "Wipe Out" through "America's Got Talent."
 - **ADVANCED CLUB Viral Videos:** Distinctive detail is key for commercials from "Rick Roll" through the "Forever Wedding Dance."
 - **THURSDAY REC. Live Action News:** Creative costumes: from "Weather" through "Zombies."
 - **FRIDAY REC. Lion King on Broadway:** Creative costumes that signify specific African animals.
 - **ELITE CLUB SNL Skits:** Creative costumes that signify an SNL skit from "Coneheads" through "Threw It On the Ground," PLUS red pants/sweats for the boys and black skirts for the girls for "The Perfect Cheer" (combined with your long-sleeved Elite tees).
 - **ULTIMATE: Girls:** red dresses; **Boys:** **black** shoes, pants, socks, belt, and vest; red shirts. JJ14 **Blue** tees for the all-cast photo on May 16; also on May 16 we'll take our Ulti-Club photo in formal attire around 9:25 p.m.
 - **SPECIALTY ACTS:** Costumes in which you auditioned, unless you're being encouraged to embellish your wardrobe.