



DATE: Wednesday, April 18, 2018 (one month before Opening Night!)

TO: **All Juggle Jam 20 (JJ20) Jugheads, parents, and grad performers**

FROM: **Paul Arneberg**, JJ20 Director; **Wendy Arneberg**, JJ20 Producer

RE: **JJ20 FINAL MEMO and Checklist** on logistics & etiquette for Rehearsals and Performances

## **JJ20 REHEARSALS & PERFORMANCES (May 9 & 15; May 18 & 19 at HOPKINS HIGH SCHOOL)**

**Directions to Hopkins High School Auditorium (Our 10<sup>th</sup> year in this great facility!)**

**2400 Lindberg Drive - Minnetonka, MN 55305 {KNOW ALTERNATE DIRECTIONS in case of heavy traffic!}**

- **April 18–May 17—After School Clubs:** Final club rehearsals. We'll run our routines in costume (even incomplete costumes) at St. Stephen's **except** April 18-20— Emmaus Lutheran Church in Bloomington. Please stay 'til 5:45 p.m. every day (Ultimate=9 pm). **Reminder: There is NO Adv. Club on May 9 (1<sup>st</sup> D.R.), no Elite on May 15 (2<sup>nd</sup> D.R.), and NO Friday Rec. on May 18 (Opening Night).**
- **WEDNESDAY, May 9, 6\*-9:30pm\*\*—FIRST DRESS REHEARSAL & CAST PHOTO at HOPKINS HS AUDITORIUM:** After dropping off your prop/costume basket backstage, **assemble in the audience** for our only large group photo as "The Jugheads of JJ20." Wear your JJ20 T-Shirt and khaki shorts (or you will NOT be in the photo). After the photo, Paul will lead a brief meeting during which **Wendy, Eva and Nathan will give a special tour of the backstage & balcony to all first-year Jughead rookies.** We'll then stage "Rock This Town" and "Reach" with all performers (+ some grads) and run each club routine (+ Bollywood and possibly UC Tribute). \*5 p.m. call time for **Bollywood** and selected **specialty acts**; 5:15 call for all of **Advanced & Friday Rec.** to run "Defying Gravity." *All other Jugheads, please aim to arrive a few minutes before 6 to acclimate to the space before our all-cast photo at 6:10pm.* \*\*Clubs' staggered dismissal: Thursday Rec. (8:15), Elite (8:30), Friday Rec. & Advanced (8:50), Bollywood (9:00), and UC (9:30).
- **TUESDAY, May 15, 6:00\* p.m.–9:00 p.m. FINAL 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 to watch Paul's Opener, "Juggle Jam High," complete with Wendy's video montage and grad cameos. After a meeting, we'll work "Reach" with all grads able to attend, then we will do a complete run-through of our show, in order and in costume, with specialty acts and skits. (We'll perform "Reach" again at 8:55 p.m.) We'll end at 9:00 p.m., except UC. (UC goes till 9:30 p.m. in order to work both the main and "Tribute" routines 1-2x each.) \*5 p.m. call time for UC Tribute, Paul's Opener, selected specialty acts & skits.
- **FRIDAY, MAY 18, 5:45\*–9:45 p.m. OPENING NIGHT!** Drop off your prop/costume basket backstage; **be ready and on stage by 6 p.m.** to warm-up with both "Rock This Town" and "Reach" (to incorporate grads unable to attend either D.R.). **Jugheads should come having eaten a good dinner.** Snacks are not allowed backstage, but you may bring a snack to eat in the lobby during intermission. The show ends around 9:45; you may leave *after cleaning up.* (NOTE: Our grads will take a formal picture in costume at 6:30 before the doors open.) \*5 pm hour reserved for Paul's Opener, UC Tribute, and skits.
- **SATURDAY, MAY 19—6:00–10:00 p.m. CLOSING NIGHT!** Same as Friday, except slightly later call and release times. Grad & alumni photo at 10:15 p.m. in the lobby with all former Jugheads from the stage and the audience. Take your own stuff home. Parents who are able are encouraged to help clean up, bring things to the volunteer vans, and take down JH letters.

## **JUGHEADS ETIQUETTE (acceptable behavior) FOR JUGGLE JAM 20**

**GENERAL:** No roaming hallways (you may be pulled from the show for this offense). During intermission, Jugheads may get concessions, but after intermission, go promptly back to the SAME 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, clean up, meet your parents in the lobby, and bring your things home.

**PARENT VOLUNTEERS / SLT / GRAD LEADERS:** Respect them as you do Paul/Wendy/Tom/Betsy. 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 audience, and you must obey.

**BACKSTAGE / WINGS:** Space is limited backstage, so each club will be assigned specific areas to place their costume/prop basket. In club rehearsals, dress rehearsals, and shows, don't make noise in the wings or otherwise distract the performers/audience. Also, keep out of sight of the audience (don't peek through the curtains). **Three "No's" in the wings: 1) No talking; 2) No juggling; 3) No sitting down.**

**LINING UP:** The next act up will wait in the wings (stage left, stage right, or upstage center). The 2<sup>nd</sup> act up will wait in the hallway outside the stage. Student Leaders/Parent Volunteers will inform your group when it is time to line up in the wings, so be attentive. You may warm up your juggling in "the Warehouse" (far backstage area with a video feed). Tom and Betsy will float between the Warehouse & the wings.

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**ONSTAGE:** Don't break character. Don't change choreography or tricks; this leads to confusion and mistakes. If you need to switch sides of the stage, use the back hallway if possible, or cross far upstage of the mid-traveler curtain (only during your own club routine). **Never** cross *behind* the far back curtain near our big JH letters. **Do NOT pick up drops during: 1) poses; 2) dance moves; 3) high throws.**

**DRESSING ROOMS:** The dressing rooms at Hopkins are not large enough to accommodate 120 at once (90 Jugheads, 30+ grads). Clubs, skits & specialty acts will have access to the d-rooms in order of how soon they need to perform. Do not linger or hang out in the d-rooms—once you are dressed, go to the Warehouse. All kids must store their things in their club's designated area (signs will be posted). Change at least three acts (or 20 minutes) before your club routine takes the stage. ALL Jugheads may use the dressing room bathrooms.

**THE PROPS:** You must put away your props after each routine, whether the JH props in our wagons/bins/bags or your personal props in your storage basket/bag/box. If possible, a few Jugheads should use their own white balls for "Rock This Town" (RTT). (Everyone should use white balls for RTT, but you may have no choice of size.) After performing, return all props to buckets/wagons—don't throw them from a distance. Don't take anyone else's props. JH/EYJA props are not allowed outside the building or on the sidewalk. Label own props.

**IN THE AUDIENCE:** 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 JJ20 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 UC members, Bollywood, specialty acts & skits will be allowed backstage in Act Two before "Reach." To minimize distractions, grads will lead Jughead groups up to the balcony. You may **NOT** sit with your parents or friends.

**COSTUMES:** Starting next week (4/24-4/28), costumes should be brought and used at every club rehearsal. Shopping tips...

- **Online:** [www.amazon.com](http://www.amazon.com), [www.orientaltrading.com](http://www.orientaltrading.com), [www.buycostumes.com](http://www.buycostumes.com), [www.anytimecostumes.com](http://www.anytimecostumes.com), [www.costumecraze.com](http://www.costumecraze.com).
- **Local Stores:** Goodwill, ARC, Norcostco (763-544-0601), Twin Cities Magic & Costume Co. (651.227.7888), Ragstock, Ax-Man.

**ASKING QUESTIONS:** If you have a question on May 9, 15, 18 or 19, first ask: 1) a Parent Volunteer, then: 2) a Student Leader, then: 3) a Parent Stagehand, then: 4) Coach Tom or Specialist Betsy. Only ask Paul or Wendy as a last resort; they have much to manage.

**TICKETS:** Reserved seating tickets can be purchased through a link on [www.jugheads.com](http://www.jugheads.com). All seats are reserved. **Grads performing in JJ20** may find open seats in the balcony (esp. along the sides in the individual seats) or purchase a ticket, preferably on an aisle.

**JJ20 DVD:** JJ20 DVDs are included for *all* Jughead members again this year, with a goal to have them mailed home by early August. Member-families may order extra copies for \$15 each on our show nights. Others may order for \$25 each.

## **CHECKLIST for EVERY JUGHEAD for JJ20 DRESS REHEARSALS (May 9 & 15) & SHOWS (May 18 & 19)**

\_\_\_ **Khaki shorts** of any style, preferably with pockets, esp. for Friday Rec., Advanced, and Elite in "Rock This Town" (RTT).

\_\_\_ **JJ20 T-shirt** (*new tees will be distributed during regular club days May 1-8*). **Wear your new T-shirt (and khaki shorts) to the First Dress Rehearsal on 5/9 (all-cast photo).** *If you forget your JJ20 tee and/or khaki shorts, you will **not** be in the all-cast photo.* Also, if you do not wear khaki shorts and JJ20 tee either show night, you will NOT be permitted to perform in RTT or Reach.

\_\_\_ **Laundry basket (preferred)**, duffel bag or grocery box (bags often rip) for prop and costume storage (label everything).

\_\_\_ **Juggling equipment.** If possible, use your own white beanbags for RTT. (Most kids use JH/EYJA props, but sizes may vary.)

\_\_\_ **Come having eaten a good dinner.** NO food/ drink is allowed in the auditorium/ backstage; please eat in the lobby if needed.

\_\_\_ **Costumes and Props** for club routines and specialty acts. (For clarification, email the student leader or coach in the description.)

- **"The Best of Advanced Club":** Specific characters: Nintendo, Monopoly, Fruit of the Loom, Viral Videos, Fiddler on the Roof; full or partial green attire for Wicked (Act One finale with Friday Rec.). (Mirranda Miller [millernumber7@yahoo.com](mailto:millernumber7@yahoo.com))
- **"Thursday Rec. Storybook":** Character-specific costumes: Grinch, Elves, Woods/Shrek. (Peter Holmquist ([pwholmquist@comcast.net](mailto:pwholmquist@comcast.net)))
- **"Elite Club Entertainment Styles":** Character-specific costumes. (Paul Arneberg [jugheads@comcast.net](mailto:jugheads@comcast.net))
- **"Ultimate Club Tribute":** Black U.C. sports shirts w/names on back; black/dark pants. (Paul Arneberg [jugheads@comcast.net](mailto:jugheads@comcast.net))
- **"Friday Rec. Musicals":** Lion King, Music Man, Annie, Sound of Music; green for Wicked. (Josh Nelson [josh.p.n99@gmail.com](mailto:josh.p.n99@gmail.com))
- **"Bollywood":** See email from Wendy. (Wendy Arneberg [wendyarneberg@comcast.net](mailto:wendyarneberg@comcast.net))
- **Ultimate Club:** photo on May 9; also on May 9, we'll take our U.C. team photo in formal costumes around 9:20 p.m.
- **SPECIALTY ACTS & SKITS:** Costumes from the Showcase/ Auditions. Some fast costume changes will be inevitable!