

*Tree of Life*  
*Theatre Troupe*

**14<sup>TH</sup> ANNUAL SUMMER CAMP**

**PARENT HANDBOOK FOR:**

*The Jungle Book*

EXECUTIVE DIRECTOR: SIERRA FIELD

ASST. DIRECTOR/PRODUCER: MICHELE FIELD

**Contact:**

**Pointe2purity@yahoo.com Sierra Field**  
**Fieldtripmom@yahoo.com, Michele Field**

*Tree of Life Theatre Troupe*  
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(\*) Please sign and return this form no later than the first day of camp.



*Tree of Life Theatre Troupe*

## **MISSION STATEMENT**

**The Tree of Life Theatre Troupe is a not for profit organization founded in 1995 whose membership includes any person interested in furthering its objectives, which are to:**

- \* Provide quality entertainment which glorifies God through theatrical productions.***
- \* Showcase local talent, especially that of our many gifted young people.***
- \* Entertain our audiences with wholesome, family-oriented comedies and dramas.***
- \* Encourage artistic expression, provide an educational environment, and promote civic awareness and responsibility throughout our community***
- \* Honor God and the community by donating a portion of proceeds to a local worthy cause.***



*Tree of Life Theatre Troupe*

## **PREVIOUS SUMMER CAMP PRODUCTIONS**

- 2017 Robin Hood**
- 2016 Peter Pan**
- 2015 Charlotte's Web**
- 2014 Where the Wild Things Are**
- 2013 Treasure Island, the Rock Musical**
- 2012 Alice In Wonderland**
- 2011 The Wizard of Oz**
- 2010 The Phantom Tollbooth & The Princess Bride**
- 2009 The Little Mermaid**
- 2008 Aladdin!**
- 2007 Oliver Twist**
- 2006 The Emperor's New Clothes**
- 2005 Cinderella**



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## **THEATRE VOCABULARY**

**Actor/Actress** A male or female person who performs a role in a play, work of theatre, or movie.

**Antagonist** A person or a situation that opposes another character's goals or desires.

**Articulation** The clear and precise pronunciation of words.

**Beat** A specific moment in the text where there is a shift in objective or mood.

**Blocking** The planning and working out of the movements of actors on stage.

**Center stage** The center of the area defined as the stage.

**Character** A personality or role an actor/actress re-creates.

**Characterization** The development and portrayal of a personality through thought, action, dialogue, costuming, and makeup.

**Climax** The point of greatest dramatic tension or transition in a theatrical work.

**Conflict** Opposition of persons or forces giving rise to dramatic action.

**Costume** Clothing worn by an actor on stage during a performance.

**Cue** A signal, either verbal or physical, that indicates something else, such as a line of dialogue or an entrance, is to happen.

**Design** The creative process of developing and executing aesthetic or functional designs in a production, such as costumes, lighting, sets, and makeup.

**Dialogue** The conversation between actors on stage.

**Diction** The pronunciation of words, the choice of words, and the manner in which a person expresses himself or herself.

**Directing** The art and technique of bringing the elements of theatre together to make a play.

**Director** The person who oversees the entire process of staging a production.

**Downstage** The stage area toward the audience.

**Dramaturg** A person who provides specific in-depth knowledge and literary resources to a director, producer, theatre company, or even the audience.

**Dress rehearsals** The final few rehearsals just prior to opening night in which the show is run with full technical elements. Full costumes and makeup are worn.

**Electronic media** Means of communication characterized by the use of technology (e.g., radio, television, and the Internet).

**Emotional memory** The technique of calling upon your own memories to understand a character's emotions.

**Ensemble** A group of theatrical artists working together to create a theatrical production.

**Exposition** Detailed information revealing the facts of a plot.

**Given Circumstances** The Who, what, where, when, why and how of your character

**Improvisation** A spontaneous style of theatre through which scenes are created without advance rehearsal or a script.

**Make-up** Cosmetics and sometimes hairstyles that an actor wears on stage to emphasize facial features, historical periods, characterizations, and so forth.

**Monologue** A long speech by a single character.

**Motivation** A character's reason for doing or saying things in a play.

**Musical theatre** A type of entertainment containing music, songs, and, usually, dance.

**Objective** A character's goal or intention

**Tempo** The pacing of an entire theatrical performance.

**Pantomime** Acting without words through facial expression, gesture, and movement.

**Pitch** The highness or lowness of voice

**Play** The stage representation of an action or a story; a dramatic composition.

**Playwright** A person who writes plays.

**Position** The orientation of the actor to the audience (e.g., full front, right profile, left profile).

**Projection** The placement and delivery of volume, clarity, and distinctness of voice for communicating to an audience.

**Props (properties)** Items carried on stage by an actor; small items on the set used by the actors.

**Proscenium** The view of the stage for the audience; also called a proscenium arch. The archway is in a sense the frame for stage as defined by the boundaries of the stage beyond which a viewer cannot see.

**Protagonist** The main character of a play and the character.

**Puppetry** Almost anything brought to life by human hands to create a performance. Types of puppets include rod, hand, and marionette.

**Rehearsal** Practice sessions in which the actors and technicians prepare for public performance through repetition.

**Rhythm** The tempo within the line

**Rising action** The part of a plot consisting of complications and discoveries that create conflict.

**Run-through** A rehearsal moving from start to finish without stopping for corrections or notes.

**Script** The written text of a play.

**Stage crew** The backstage technical crew responsible for running the show. In small theatre companies the same persons build the set and handle the load-in. Then, during performances, they change the scenery and handle the curtain.

**Stage direction** (See *center stage, downstage, stage left, stage right, and upstage.*)

**Stage manager** The director's liaison backstage during rehearsal and performance. The stage manager is responsible for the running of each performance.

**Stage left** The left side of the stage from the perspective of an actor facing the audience.

**Stage right** The right side of the stage from the perspective of an actor facing the audience.

**Strike** Deconstructing the set, sorting and storing the props and costumes, and taking down the lights immediately after the final performance

**Subtext** Information that is implied by a character but not stated by a character in dialogue, including actions and thoughts.

**Tableau** A silent and motionless depiction of a scene created by actors, often from a picture (plural *tableaux*).

**Tempo** The speed of the play, specifically between the lines

**Theatre** To imitate or represent life in performance for other people; the performance of dramatic literature; drama, the milieu of actors, technicians, and playwrights; the place where dramatic performances take place.

**Vocal quality** The characteristics of a voice, such as shrill, nasal, raspy, breathy, booming, and so forth.

**Volume** The degree of loudness or intensity of a voice.



*Tree of Life Theatre Troupe*

## **STANDARDS OF CONDUCT**

Welcome to TOL's 2016 Summer Camp Production of "Peter Pan". We are looking forward to another opportunity to work together and have fun!

As guests of Friendship Baptist Church, we take seriously our commitment to God-honoring conduct. With this in mind, the following are strict standards of conduct for all members of the cast, staff, & volunteers during rehearsals. We will not tolerate violations of these; **anyone who chooses to disregard them may be removed from the program without refund.** Enrollment in camp constitutes agreement to these standards.

1. Campers are expected to be on time each day & stay until the end of rehearsal. Please do not schedule conflicts that would require your student to miss rehearsal. If there are disruptions to the rehearsal schedule, roles may need to be altered to allow continuity for all students involved.
2. Be ready to begin camp at the scheduled time and be picked up promptly. If you must be late for a rehearsal, you must inform the Camp Asst. Director. Late pick-up will result in a late fee.
3. Each student is expected to bring their printed script to camp each day & should bring their scripts home each night to practice. If you need assistance in acquiring a printed script, we can arrange to print your child's script for a cost of \$20. If your student consistently does not have a printed script at camp, one will be provided at this same fee.
4. There will be deadlines that must be met throughout camp. These deadlines may be for your student to submit certain forms, bring in ad sales, costume pieces, contest items, etc, or to meet deadlines for line memorization. Please help them meet their deadlines. We strive to build self-confidence & responsibility in our students by helping them successfully reach goals without stress!
5. During rehearsals and shows, all campers are to remain in the designated area. At no time is anyone to leave the area without permission. Campers must follow the express guidance on where they may/may not go. No one under the age of 18 may leave the building for any reason until their parents come to pick them up after rehearsal. Students must be signed in and out by a parent or guardian each day.
6. The property and its equipment, furniture and belongings should be used properly and with care to maintain its integrity. It is our responsibility as a team to keep the rehearsal space clean.

7. Personal behavior must exemplify respect to those in authority, to one another, and to the property. Appropriate behavior is described as “Respectful”- Respect your director(s) and those in authority, either adults or peers. Respect each other. “Responsible” - Be on time, stay til the end of rehearsal, & learn the assigned lines & blocking. Pay attention to the directions given & take them seriously. Everyone has a job to do and we depend on each other! We remember this when choosing our words, actions, and dress. Language should be “G” rated only! NO profanity will be tolerated! We make sure our words do not cause harm to anyone, and we remember we serve as a role model to those around us. Anyone experiencing difficulty maintaining these standards of behavior will be disciplined directly. If the offensive behavior is not corrected, an attempt will be made to address the behavior with the parents of the student(s). However, removal from the camp is at the discretion of the director and may be done without warning or refund.

8. All campers are expected to wear appropriate attire to all rehearsals. “Underwear” should be completely covered. Profanity on logos will not be tolerated. Clothing must be modest. Please remember that students must be able to move freely while remaining covered. In the event that clothing is not compliant, you may be asked to arrange for new clothing to be delivered. Non-compliance may result in dismissal from camp.

9. Dressing rooms are for actors & staff only. Unless you are a parent volunteer assigned to serve during on a particular show, we ask that parents refrain from entering the dressing rooms. If you need to pick up a student at the end of a show, we ask that one, same sex parent enter the dressing room area. If you are a mother picking up a son or a father picking up a daughter, please ask one of our staff to assist you. This is to ensure the privacy of all our students are respected & everyone remains feeling safe & secure.

10. There may be times when the director(s) may decide to alter the role of a student. We understand this may cause some confusion for you as parents. Please note that altering a child’s role is NEVER done in punishment, but is done with the student(s) best interest in mind. We are always happy to discuss changes with you, but because of the sensitive nature of such a discussion, we will make arrangements to speak privately with parents only.

11. Rehearsals are closed. This means they are for campers & staff only. Please do not invite your friends to rehearsals. Exceptions may be granted in advance only at the discretion of the directors.

12. Strike is a required part of camp for each student. No one is dismissed after the final performance until they have been cleared by each supervisor, and ultimately the director. Anyone who leaves prior to strike without express prior consent will not be permitted to register for next year’s camp.

With your assistance, we will make this production a memorable event for all of us, as well as for our audience. Your cooperation in adhering to these standards is most gratefully appreciated.



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## **REHEARSAL ETIQUETTE 101**

- 1. Entrances and Exits:** Actors will arrive promptly and work diligently during the session. Actors will not bring food or drink other than water into the rehearsal space.
- 2. Dressing Room:** Actors personal property will be stowed in the appropriate location and is the responsibility of the actor. Please do not bring items of great value. Actors will maintain respectful adherence to privacy standards, especially regarding gender.
- 3. Props and Scenery:** Actors will not touch *anything* in the rehearsal space that does not belong to them without permission. Actors will return all properties to the appropriate location once rehearsal is over.
- 4. Asides:** Actors are expected to do whatever homework is assigned to them by the director or counselors by the date expected. This includes but is not limited to, memorizing lines, character analysis and dramaturgy.
- 5. Places:** Actors will be silent when seated in the house and in places when about to go on stage. Any electronic devices including Ipods, Cell Phones or Personal Play Devices may be used at the discretion of the directoral staff.
- 6. Blocking:** Actors will write down their blocking in the script with a pencil and memorize their blocking when memorizing lines. Furthermore, actors will be seated and wait patiently for their entrances.
- 7. Stage Combat:** Actors will not argue or physically touch one another unless directed to do so. This includes Gossip and Name-Calling.
- 8. Audience:** Actors will respectfully listen when the director, producer, designer or stage manager is talking and demonstrate appropriate audience skills.
- 9. Direction:** No actor is to give acting or blocking notes to another actor. Only the Director, Assistant Director and Stage Manager are authorized to give appropriate notes.
- 10. Curtain Call:** Break a Leg, Have Fun and Learn About Theatre!



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## **AN OVERVIEW OF CAMP**

Each day will begin with prayer and warm up exercises for body and voice. Students are not required to participate in prayer, but are invited to join us. We do ask that each student is respectful of our prayer time. We will also pray at the beginning of each show.

The morning activities will focus on music, choreography, scene rehearsals, and may include breakout sessions that will focus on the basic skills and techniques of acting designed to sharpen & strengthen the actor's creative skills.

We will break for lunch each day around 11:30am. Please pack a lunch for your child that requires no heating. A refrigerator is available to us for storing lunches. During their lunch break, the students will be given some free time to relax & enjoy one another's company. We will also provide a daily afternoon snack at about 2:30pm. If your child has allergies or prefers an alternative, please feel free to pack a snack from home.

After lunch we will focus on rehearsal for the production. Students will gradually be taken "off book". They will be permitted to call for line assistance through the first week, then weaning them to complete independence with their lines & blocking by week two.

During the second week, we will begin to incorporate costumes, set pieces, and props. By the end of the week we will run a full dress rehearsal including make-up.

At the end of the first day of camp, and throughout the remainder of the first week, students will be given a daily "costume theme" for the following day. This is a lot of fun & allows students to express creativity by improvising a costume to meet the next day's theme. We hope you enjoy it as much as the students!

Tickets will go on sale to the cast before they are open to the public. More information on ticket sales will be made available at the beginning of camp. Tickets will be sold for a per seat price, regardless of age (lap-held children under the age of 2 will be permitted free of charge as long as they are held in someone's lap). It is important to note that shows may sell out prior to the doors opening on that performance night. Tickets may be purchased at the door only as available. You may buy tickets in advance through the second Wednesday of camp when you drop off or pick up your student(s). We also offer ticket sales online through an independent ticket sales vendor. This is an easy to use service that charges a small service fee per ticket.

**Dinner time prior to shows will be as follows:**

Ø Thursday ~ We will provide a pancake supper, but if your child prefers or has food allergies, please pack a brown bag dinner for them. We will eat dinner at 4:00, then get into costumes & make-up to start our show at 7pm.

Ø Friday~ we will provide a pizza dinner, including a drink and dessert. Again , we will eat at 4:00 & will be ready for our show at 7pm.

**Ø Saturday ~ please have your child eat lunch before coming to the church.  
We will meet at the church at approx 11:30am for make-up & costumes to get ready for our 2pm show!**

**Snacks ~ We ask that every family sign up to bring a snack and drink to share with the cast during the shows. The best snacks are fruits & veggies, pretzels, cheese & crackers, brownies, cookies, water, & lemonade. Feel free to bring what your child likes & wants to share. We will provide a list of all food allergies once our registration is closed so you can be aware of avoiding foods that contain allergens for our cast.**

***ALL CAST MEMBERS MUST HAVE A COVER TO WEAR DURING INTERMISSION SNACK TIME!!***  
**We don't want anyone staining their costumes! This can be an oversized shirt, T-shirt, or jacket, but NO ONE will be permitted to eat or drink without a proper cover!!!! Please label properly.**

**Strike is the time when every actor MUST participate in the final breakdown of set and clean up. It is recommended that they bring comfortable clothing & shoes so we can work together efficiently. Parent help will be a must to make our strike time go by as quickly as possible. We will have a list of all the jobs & will ask for parent volunteers to sign up to help in those areas. Your participation is greatly appreciated & helps us keep our costs for camp at less than \$4/hr. Students may not be dismissed until their strike job is complete. Please plan on a minimum of 1 ½ hrs. to complete strike after the show. The more hands, the quicker we get the job done!**

**If at any time, you have questions regarding our schedule or activities, please don't hesitate to ask! Our staff is happy to help this be a fun time of learning and growing!**

**MAKE-UP: Each student (boys & girls) should have their own makeup and case, with each item labeled. They need the following:**

**Foundation & powder (1 shade darker than natural skintone)**

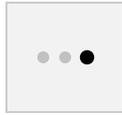
**Brown eyeliner**

**Mascara (not for boys)**

**Natural shade of blush**

**Natural lipstick shade for girls, chapstick for boys (slightly tinted is ok, but plain is fine)**

**Possible eyeshadows TBD**



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## **I'M A PARENT – WHAT'S MY ROLE?**

Parents have the *most important roles* in a Tree of Life production. When we tell our troupe's parents, "We couldn't have done it without you!" we literally mean it. Our heartfelt thanks go out to all of the family members who have supported us in the past.

It is our goal at TOL to provide your child with a fun and safe experience as they learn how to produce a successful play for the community. To that end, we rely heavily on your support as the parent of a cast member. A child's commitment to a TOL production is really a family's commitment. We have developed the following list of expectations for parents to guide you as you consider committing your time and your child's time in this production.

### *A Ten Steps Parent Program to a Successful and Fun Production*

*We respectfully expect the parents of cast members to:*

1. **Read the ENTIRE Production Packet.**
2. Sign your child in and out at camp each day.
3. Encourage your child by helping them learn their lines in the script.
4. Bring your child to all camp days on time and pick them up promptly at the end of each rehearsal (Failure to pick your child up promptly on time, will result in a fee of \$20 for every 15 minutes, if you have an outstanding balance than your child will not perform).
5. Give a written note if you are permitting your child to leave the rehearsal or performance building during rehearsal and describe under what conditions they may do so & with whom they may leave.
6. Review the entire packet and sign the final Contract Page *with* your child.
7. Work with your child to obtain sponsorships and advertisements for the play's printed program. This is the only "fundraiser" that we have at TOL and helps to fund the set, costumes, program printing, and more! Selling ads is part of every theatre production and helps keep the price of camp down, as well as allows us to maintain off-season expenses. Please make every effort to sell at least \$50 worth of ads per child.
8. Volunteer to help in at least one way! We operate under the "many hands make light work" theory! Please thoughtfully consider the opportunities where you may be of help! For example, helping to assemble or disassemble set, selling tickets, intermission snack supervision, or sewing or ironing costumes.
9. Every student is expected to help with strike, and we appreciate assistance by the students' family and parents. No child is excused from Strike until the Camp Director gives permission. Anyone that leave prior to this may not be permitted to register for next year's camp. Please do NOT plan additional activities that interfere with your child's strike responsibilities.
10. Have fun, relax and enjoy the show!!!!



*Tree of Life Theatre Troupe*

## **VOLUNTEER OPPORTUNITIES**

A dictionary of leadership roles that need to be filled for our production.

**Snackticians: (Every Family):** Prepare snacks & drinks for the cast during the intermissions of each performance.

**Backstage Supervision :** Help out backstage and watch the kids while we're running the show. Help set-up and clean up the cast snack during intermission.

**Construction Crew:** Executes the plans of the Set Designer in a clean and timely fashion. Assures the success and completion of a functional set that is safe and appropriate for the production.

**Seamstresses/Tailors/Ironers:** Executes the plans and sketches of the Costumes Designer in a clean and timely fashion. Assures the success and completion of functional costumes that are appropriate for the production.

YOU CAN SIGN UP DURING CAMP OR CONTACT **MICHELE FIELD** AT  
**FIELDTRIPMOM@YAHOO.COM**



*Tree of Life Theatre Troupe*

## **PHOTO/VIDEO CONSENT FORM**

Dear Parents & Cast Members,

During the course of the production there may be several circumstances where the members of the cast and crew are photographed or videotaped. We may use these photographs or video for publicity and/or historical purposes. By signing the last page of the Production Packet, you give Tree of Life & Riot Photography permission to use these photos for promotion purposes in print & social media.

Thank you!

# Tree of Life Theatre Troupe's 2017 Summer Camp!!! "The Jungle Book"

Dear Community Member,

The Tree of Life Theatre Troupe's Summer Camp is committed to educating our youth about the performing arts by putting up a live theatrical performance. Every year, we give out scholarships and manage to keep the price of camp at an extremely low price because of your support! Please, help us continue to provide memories, friendships and experiences in theatre that help them learn important skills & confidence to be the best they can be!

Please purchase an ad in our program by **JULY 27TH** & support our youth & our community!

This year we'll be sharing Rudyard Kipling's tale of "Jungle Book"! Our students will be performing at Friendship Baptist Church on August 2nd, 3rd, & 4th.

You can be a part of the commitment towards strengthening our community by placing an advertisement or coupon in our program. We will distribute our program at all of our performances. Not to mention, your financial support is tax deductible!

We are committed to educating our youth about the performing arts and hope you too support our mission.

Please help us encourage excellence by partnering with us!

Thank you for your support!!

**All Advertisements are sized for half of an 8 1/2" by 11" page and will be printed in grayscale**

<b>1 / 3 Page (Business Card Size)</b>	<b>\$30</b>
<b>1 / 2 Page</b>	<b>\$50</b>
<b>1 Full Page</b>	<b>\$70 *DEAL*</b>
<b>Full Back Cover (first come first serve)</b>	<b>\$85</b>
<b>Full Front or Back, Inside Cover (first come first serve)</b>	<b>\$85 each</b>

**SUPPORTING PATRONS:**

(Your Name will be listed in the program under your Supporting Title)

<b>Bronze</b>	<b>\$50</b>	
<b>Silver</b>	<b>\$60</b>	<b>(1 Free Ticket to any performance)</b>
<b>Gold</b>	<b>\$85</b>	<b>(1 Free Ticket to any performance)</b>
<b>Platinum</b>	<b>\$100</b>	<b>(2 Free Tickets to any performance)</b>

Business' Name: \_\_\_\_\_

Full Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

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

**Please attach your copy ready advertisement or any other information to this page.**

Please make all checks payable to Tree of Life.

Student's Name submitting this ad: \_\_\_\_\_



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## **PATRON SHOUT OUT LINES**

**WHO DOESN'T LOVE TO SHOUT OUT A LITTLE LOVE FOR THEIR KIDS?!?!**

**Buy a few patron shout out lines & tell the world how awesome your student/friend/or even your brother/sister are!!**

**Submit your special messages, words of thanks and encouragement, or just a fun saying!**

**(Example: *Sally, we're sooooo proud of you! Break a leg! Love, Grandma and Grandpa Jones or: Billy Bob, you're the best!! It's been fun! Your friend, Ellie Mae*)**

**The cost is \$5 for every 15 words.**

**Please print clearly and turn your patron lines and money in no later than JULY 30th.**

**You may also submit your shout outs online by clicking the link in the "Summer Camp" tab!**

**Name of STUDENT turning lines in: \_\_\_\_\_**

**'Patron shout outs' (Please print clearly):**



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## **BIOGRAPHY FORM**

**MUST BE SUBMITTED ONLINE NO LATER THAN 7/25/17**



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## PACKET ACKNOWLEDGEMENT FORM

I \_\_\_\_\_, have acknowledged that I have received the packet of information in regards to TOL's production of "Jungle Book". I have read this w/ my child/children and understand the entire packet. In the event that I, or my child, do not comply with any rules within the packet I understand that my child may be removed from the cast without refund of the costs of camp.

I have read, acknowledge and agree to the following forms in this packet:

- ü Standards of Conduct
- ü Rehearsal Etiquette 101
- ü An Overview of Camp
- ü My Role as a Parent
- ü Photo/Video Consent Form
- ü \* Advertisement Form
- ü \* Patron Lines Form
- ü Biography Form (submitted online)

Student Signature: \_\_\_\_\_ date: \_\_\_\_\_

Parent or Legal Guardian's Signature: \_\_\_\_\_ dated  
\_\_\_\_\_

### Parent Contact Information:

Parents' Names:

\_\_\_\_\_

Parent's e-mail:

\_\_\_\_\_

Parents' Cell: (mom) \_\_\_\_\_ (dad) \_\_\_\_\_

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

Alternate Emergency Contact Name & Number:

\_\_\_\_\_

(optional)Cast member's e-mail: \_\_\_\_\_

Additional Information: