

Broadway 101/Backstage 101

Policies and Procedures 2019-2020

Registrations: Students in grades 7-12 can register online. You can edit your registration up until two (2) weeks before the workshop and cancel up until thirty (30) days before the workshop. A \$25 non-refundable deposit is required to hold your place. Workshop fee must be paid in full two (2) weeks before the workshop. Your registration may be cancelled if payment is not received.

Arrival: The workshop starts promptly at 4:30pm and students can begin arriving at 4:00pm. Please sign in and collect your custom Orpheum lanyard and keepsake nametag in the lobby upon arrival.

Parking: We suggest the MLGW Parking Garage—located south of the theatre and Halloran Centre—entrance on Front street, behind the theatre. Students driving themselves, keep your ticket, we can validate your parking at the end of the night! If you are being dropped off, please do so on South Main St in front of the Halloran Centre’s main entrance. We cannot validate parking for those dropping off students.

Attire: For the workshop, we ask that you wear closed toe shoes (jazz shoes, character shoes, sneakers, etc.) and clothing that is easy to move in and breathable. Please do not wear jeans and please make sure that your clothing is appropriate. For the performance, please bring a change of dressier clothes. You will have time to change between the workshop and the show. Please bring a small bag for your workshop clothes, as you will hold onto them during the performance.

Workshop: Workshops are held in the Halloran Centre for Performing Arts and Education. For **Broadway 101:** workshops will be dancing, singing, acting, or a combination of all three. We will have a cast member from the tour teaching the workshop. For **Backstage 101:** workshops will be lighting, scenery, costumes, sound, and/or stage management. We will have a crew member from the tour teaching the workshop. After both workshops, there will be a Q&A session so bring your questions!

Dinner: Your workshop tuition price includes dinner. We will eat after the workshop and before the Broadway show. Please note any allergies or food requirements (vegetarian, gluten-free, vegan, etc.) in your registration.

Broadway Show: Showtime is 7:30pm and we will be in the lobby of the Orpheum by 7:15pm. We will have group tickets, and all sit together. If family or friends are also attending the show, you can meet up with them during intermission and after the show, but we cannot allow students to leave our section during the show.

Dismissal: Dismissal time is dependent on the length of the performance but will be around 10:00pm. You **MUST** sign out with a staff member in the Broadway Club before leaving the building! Parents/guardians picking up students can do so at the corner of Main St and Beale St in our Broadway Club. An Orpheum staff member will unlock the door during the final few minutes of the show.

Groups: For groups attending together, please contact Shasta Blue at 901-529-4242 or Blue@orpheum-memphis.com.

Cancellation Policy: Refunds excluding the \$25 non-refundable deposit are available IF cancelled up to thirty (30) days before the workshop. Cancellations made within thirty (30) days of the workshop will forfeit any refund. Please contact Shasta Blue at 901-529-4242 or Blue@orpheum-memphis.com with all cancellations.

Contact: If you have any further questions, please contact Shasta Blue at 901-529-4242 or Blue@orpheum-memphis.com.