



# ROALD DAHL'S **Matilda** THE MUSICAL Jr

## Student & Family Guide

It is very normal to feel overwhelmed by the production process, especially for our first time families! Our RSA staff and Theater Booster Club are here to support you! This guide will give you an overview of the process, important dates, ways to help out, and who to contact with questions. Our goal is to work together to support our students as they grow as performers and people!

**Director:** Lizzie Stoxen ([lstozen@rsarts.org](mailto:lstozen@rsarts.org))

**Choreographer:** Amberly Steffensen ([asteffensen@rsarts.org](mailto:asteffensen@rsarts.org))

**Production Assistant:** Shannon Shelburne ([production@promotingartsnow.org](mailto:production@promotingartsnow.org))

**Theater Booster Club:** ([rsatbcvolunteers@gmail.com](mailto:rsatbcvolunteers@gmail.com))

## Helpful Websites

There are several places you can go for access to show-related information.

- **Theater Booster Club** web page (TBC meeting minutes, show documents and forms): <https://www.rsarts.org/apps/pages/tbc>
- **Ms. Stoxen's** teacher website (audition info, cast lists): <https://tinyurl.com/5adaedan>
- **Ms. Steffensen's** teacher website (choreography videos): <https://tinyurl.com/yc2cjuje>
- **Theater Booster Club Square Site** (costume fees, t-shirt orders, other merch, donations): <https://rsa-tbc.square.site/>
- Questions? Email the Production Assistant at [production@promotingartsnow.org](mailto:production@promotingartsnow.org).

## Behavioral Commitment:

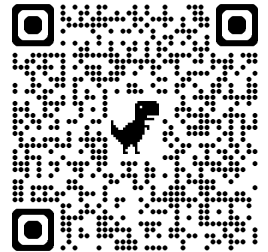
I will commit to being a positive, encouraging, and supportive member of our cast by doing the following:

- ☐ Making rehearsal and performance dates a priority and understanding that outside interests such as piano lessons, voice lessons, dance lessons, other shows, and sports are not excused absences unless already discussed with my directors. I understand that my grade may be affected by unexcused absences from after school, Saturday, and evening rehearsals and performances.
- ☐ Being respectful to my directors, parent volunteers, staff members, and peers. I understand that I must abide by the Family & Student Handbook behavior expectations as outlined in the RSA Code of Conduct.
- ☐ Keeping my grades at a "C" or higher in each class or risk being put on academic probation. I understand that I may be removed from the cast and placed in study hall if I do not maintain a 2.0 grade average as required by the RSA K-8 Family Handbook.

## Auditions

Auditions will take place on **Tuesday, August 26 from 3:00-5:30pm and Thursday, August 28th from 3:00-6:00pm**. Callbacks will be **Friday, August 28th from 3:00-6:00pm**. Follow these steps to successfully complete the audition process:

1. **Complete the Audition Registration Form.** Student and parent/guardian should set aside 20-25 minutes to sit down together and fully read and complete the online registration form. Registration forms can be found at <https://forms.gle/buAHXS58R5JGUJ2i6> or by scanning the provided QR code. You will need your family calendar, parent/guardian cell phones, and a credit card to complete the registration process. If you have any trouble completing the registration form, please email the Production Assistant at [production@promotingartsnow.org](mailto:production@promotingartsnow.org).
2. **Sign up for an audition slot.** Upon submission of your Audition Registration Form, you will see a confirmation page with a link to the Audition Sign Up Genius page. Click on this link to access the online sign-up sheet and sign up for a five-minute slot.
3. **Attend your audition.** Arrive 10 minutes early for your audition with your audition materials. Check in with the parent volunteer in the RSA amphitheater, and wait patiently for your name to be called. Auditions are closed; parents/guardians can wait in the lobby for their child.
4. **Callbacks:** Some students will be asked to attend Call Back auditions on **Friday, August 29th**. Callbacks will be posted to Remind and on Ms. Stoxen's web page. Callbacks will involve different groupings of students reading different roles to see what the best mixture of cast members will be to make a great show! Students who are called back should plan to stay until about 6pm, though some may be dismissed earlier than that. Please bring a healthy snack and something quiet to do when you are not actively auditioning. When a pick-up time is determined, show directors will notify families via Remind that they should start preparing to pick up their student(s).
5. **Celebrate!** This process is designed to identify the best individuals for each role in the show. Each and every cast member is important for telling the story and entertaining our audience. Thank you for your support!



## Mandatory Rehearsals:

Rehearsals outside of school hours are included as part of the participation grade for this class. A call sheet for the upcoming week's rehearsals will be sent via email and Remind, posted to Ms. Stoxen's website, and posted on the wall in Room 19 by Thursday of each week. Plan to be at all Monday and Saturday rehearsals. You may occasionally be dismissed from one or more of these rehearsals depending on which scenes are being rehearsed that day. Attendance at all rehearsals is mandatory and extremely essential to the show's success! PLEASE mark these on your calendar NOW and prioritize them as a family.

## **Required Materials:**

Cast members will need to bring their script, a non-spill water bottle and dance shoes to ALL rehearsals. Students should also bring a snack for afternoon rehearsals and a sack lunch for Saturday rehearsals. Lunch will not be provided during Saturday rehearsals.

## **Matilda Master Calendar of Events:**

We do our absolute best to set the rehearsal schedule for the entire year before production begins. If at any point we need to adjust the rehearsal schedule, we will let you know as soon as possible through the **Remind** app and by emailing an updated version of the rehearsal schedule documents.

### **August:**

- **Wednesday, August 20th, 6:30-7:30pm:** Mandatory Family Meeting in the RSA amphitheater. This meeting will provide cast families with critical information about cast expectations, rehearsal schedules, costuming requirements, and volunteer opportunities. Every student needs at least one adult to attend the meeting; students are encouraged to come as well!
- **Tuesday, August 26th 3-5:15pm:** Cast Auditions
- **Thursday, August 28th 3-6pm:** Cast Auditions
- **Friday, August 29th 3-6pm:** Callbacks

### **September:**

- **Sept 8, 15, 22, 29: 1:15-3:30pm:** Monday Rehearsals
- **Saturday, Sept 20th: 9am-2pm:** all-day rehearsal (bring snacks, lunch, water, jazz shoes & scripts)

### **October:**

- **October 6, 13, 20, 27: 1:15-3:30pm:** Monday Rehearsals
- **Saturday, October 18th: 9am-2pm:** all-day rehearsal (bring snacks, lunch, water, jazz shoes & scripts)

### **November:**

- **November 3 & 17: 1:15-3:30pm:** Monday Rehearsals
- **Saturday, November 8th: 9am-2pm:** all-day rehearsal (bring snacks, lunch, water, jazz shoes & scripts)

### **December:**

- **December 1, 8, 15: 1:15-3:30pm:** Monday Rehearsals
- **Saturday, December 6th: Redding Lighted Christmas Parade, 4:30-8:00pm** (OPTIONAL, but highly encouraged for all cast members)
- **Saturday December 13th: 9am-2pm:** all-day rehearsal (bring snacks, lunch, water, jazz shoes & scripts)

## January:

- **January Family Meeting date & time TBD:** Go over production schedule, hair & make-up requirements, behavioral expectations and volunteer opportunities.
- **Saturday, January 10th: 9am-2pm:** all-day rehearsal (bring snacks, lunch, water, jazz shoes & scripts)
- **Monday, January 12: 1:15-3:30pm (RSA):** Monday Rehearsal
- **Saturday, January 17th: 9am-2pm:** all-day rehearsal (bring snacks, lunch, water, jazz shoes & scripts)
- **January 22nd or 23rd:** Cascade "Load-in" (set & props to Cascade Theater- parent help needed)
- **Saturday, January 24th: 12pm-4pm** Orientation/load-in and rehearsal at Cascade
- **Monday, January 26th: 4pm - 8pm** Rehearsal at Cascade
- **Tuesday, January 27th: 4pm-8pm:** Evening Tech Rehearsal (Cascade)
- **Wednesday, January 28th: 4pm-8pm:** Evening Tech & Dress Rehearsals (Cascade)  
Specific hair and makeup requirements and specific call times (expected arrival times) for each rehearsal and performance will be provided at a later date. All evening rehearsals are mandatory for all cast & crew students.
- **Thursday, January 29th:**
  - **9:30am School Show**(cast & crew call time: **8am**)(Cascade)
  - **7:00pm** Evening Performances (official call times TBD) (Cascade)
- **Friday, January 30th:**
  - **9:30am School Show** (cast & crew call time: **8am**)(Cascade)
  - **7:00pm** Evening Performances (official call times TBD) (Cascade)
- **Saturday, January 31:**
  - **2pm:** Matinee Performance (official call times TBD) (Cascade)
  - **7pm:** Evening Performances (official call times TBD) (Cascade)
  - **after the 7pm show:** Set strike, load out & clean Cascade (parent help needed)

## Family Communication

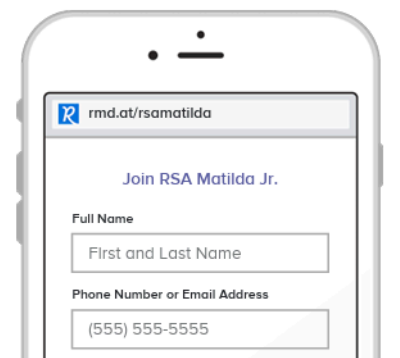
All families should download the **Remind App** on their smartphones and join the group **rsamatilda**. Questions regarding rehearsals can be sent to staff through Remind. Updates about rehearsal release times, deadlines for documents, and other items of immediate concern will be sent to you through Remind. All family members responsible for student transportation should be signed up for Remind notifications.

- A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/rsamatilda](http://rmd.at/rsamatilda)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



- B** If you don't have a smartphone, get text notifications.

Text the message **@rsamatilda** to the number **81010**.

If you're having trouble with **81010**, try texting **@rsamatilda** to **(469) 804-8093**.

\* Standard text message rates apply.



## **Volunteering**

We can't make this production possible without the help of all of our families! In order to ensure the success of the production and help keep costs down, **all families are expected to volunteer in at least one area listed below**. You will have an opportunity to indicate your areas of interest for volunteering when you complete the audition sign-up form.

- ☐ **Security Detail:** (i.e. Student supervision and/or checking students in and out during Saturday and/ or evening rehearsals)
- ☐ **Set Construction:** assisting Mr. Chervaney with set construction as needed
- ☐ **Costumes:** Assist our costumer with sewing (you do not have to be a professional seamstress!)
- ☐ **Party Planning:** Cast & Crew party after the last show
- ☐ **Hair and/or make-up** for rehearsals and performances
- ☐ **Posters:** Hang promotional posters up around our community
- ☐ **Student supervision** (backstage during rehearsals & performances)
- ☐ **Merchandise:** Making and/or selling Matilda merchandise (front of house sales pre & post show & during intermission)
- ☐ **Transporting sets, props, etc...** between RSA, the Cascade & storage units (we love volunteers with trucks!)
- ☐ **Set strike & Clean-up:** Taking down the set and cleaning the Cascade after the last show
- ☐ **Lighted Christmas Parade:** helping with the design and/or construction of the float
- ☐ **Theater Booster Club Member:** The TBC is looking to fill several open board positions. See below for more information.

## **Theater Booster Club (TBC):**

The RSA Theater Booster Club (TBC) is a parent organization that seeks to support the performing arts programs within Redding school of the Arts. The performances include the annual Talent Showcase, grade level music performances, the Middle School and Theme Day Musicals, and many other performances that take place throughout the school year. The TBC is currently looking to fill open positions. If you are interested in learning more about TBC or getting involved, contact us at [rsatbcvolunteers@gmail.com](mailto:rsatbcvolunteers@gmail.com). Website: <https://www.rsarts.org/apps/pages/tbc>.

**President:** OPEN

**Vice President:** OPEN

**Vice President:** Tiffany Williams

**Treasurer:** Deborah Mayes

**Secretary:** Jody Thornock

**Officer-at-Large:** Allison Breedveld

**Officer-at-Large:** OPEN



## Drama & Set Design Participation Fee:

The participation fees help our Theater Booster Club make and purchase costumes for our cast and set design crew students for use during the show. These fees also help to cover the cost of cleaning and maintenance on our costumes. Please note that this year ALL Matilda Jr. participants, including cast members and set design students are asked to pay the costume fee. Set design students' costume fees will cover the cost of their uniforms for the show (custom t-shirts and hats). Please pay the **\$50 participation fee** electronically via our Square website:

<https://tinyurl.com/rsacostumes>



## Matilda Merchandise & Ads:

Visit the TBC Square website for easy and convenient access to t-shirt orders (including hoodies and short-sleeved t-shirts), sentiment ads, and sponsorship ads that are open to businesses of all kinds.

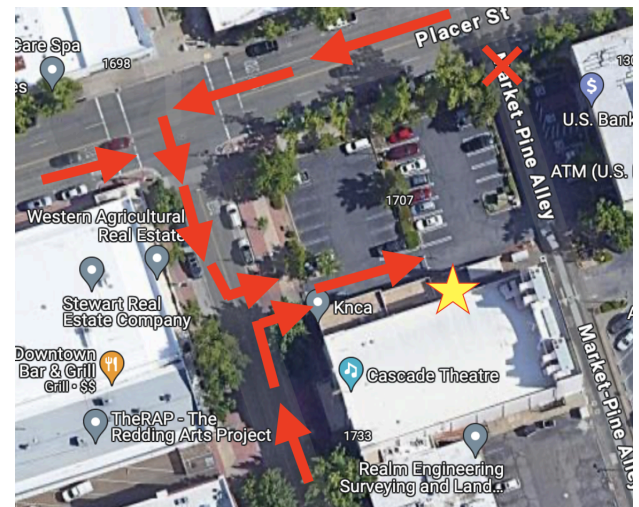
<https://rsa-tbc.square.site/s/shop>. Please email the Production Assistant at [production@promotingartsnow.org](mailto:production@promotingartsnow.org) with any questions regarding the costume fee, t-shirt orders, and program ads.

## RSA Drop-off and Pick-up:

Please drop off students **IN FRONT** of the school. Students will enter via the door into Room 19 (to the left of the main lobby doors). All rehearsals are **CLOSED**, which means parents may not enter the building with their students. Any forgotten gear, lunches, or other items dropped off during rehearsals must be handed to the parent volunteer at the door; please label anything being dropped off with student name so it gets into the right hands! Rehearsal pick up will always be **IN FRONT** of the school, not on the side lot near the activity center. Please be patient, safe, and **ON TIME**!

## Cascade Drop-off and Pick-up:

Carpooling is encouraged! The Cascade Theatre is located at 1731 Market St in downtown Redding. All students must be dropped off and picked up from the stage door on the north side of Cascade between the theatre and the US Bank parking lot. From Market St, enter the US Bank driveway to the left of the Cascade and drop off your student at the chain link gate to your right. Please **DO NOT** drop off or pick up your student at the front door on Market St. When waiting to pick up your student, **DO NOT** idle in the street on Market or Placer Streets, even if a line has formed there. Find a place to park and walk up to sign your student out or wait for the traffic to clear before driving up. Please be aware that street parking fees apply in certain parts of downtown before 6pm on weekdays. Please be patient at pick up and drop off so that we can keep all of our students safe.



# **A letter from our Costumer:**

August 2025

Hello Parents!

I am looking forward to working with your student during this year's production of Matilda, Jr. I know you will probably have a lot of questions as the show develops, so we are reaching out now to give you our contact information and answer a few frequently asked questions.

- Once students are cast in their roles, we will be measuring them for costumes. We will notify parents when this fitting session will take place; an RSA staff member will be present and parents may be present if they want. On the fitting day, please make sure the students bring tight-fitting clothing to school to change into before trying on costumes.
- When dress rehearsals begin in January, students MUST have the appropriate undergarments. For boys, spandex shorts and a tight-fitting tank top. For girls, a nude leotard (NO clear straps as they reflect the lights on stage) or nude dance shorts and tank/camisole (NO clear straps as they reflect the lights on stage) are required. These can be purchased at the local dance stores or online. This is especially important for lead roles as they could potentially have side stage costume changes.
- Shoes and socks/tights will vary depending on the role your student has been cast. We will have this information out to you as soon as possible, after casting is complete. Shoes should be acquired before December 1, 2025. Students are encouraged to have their shoes as soon as possible so that they can begin practicing in them during drama class at school. All dance shoes look alike, so it is important to have students write their name inside their shoes using a sharpie. Dance shoes can be expensive and get left behind frequently, so labeling is essential!
- More information will be coming in future months about hair, make-up, and backstage necessities for during performances.
- Many hands make light work. There are a variety of opportunities for you to help with costumes and earn volunteer hours, both on campus and off. You don't have to sew to be a help in this area! Please reach out if you would like to fulfill your volunteer requirements in the costume department.

Feel free to email or text me with any additional questions you might think of. More information will be on its way throughout the year.

**Marcella Brown**, 530-604-4753, [queenofthread@aol.com](mailto:queenofthread@aol.com)