



**CHILDREN'S PLAY HOUSE OF SAN JOSE  
INSTRUCTIONS FOR FILLING OUT THE  
WORKSHOP REGISTRATION FORM  
AND DIRECTOR'S CARD**

www.childrensplayhouse.org

**Name of Play and Rehearsal Site-** Please fill in the name of the play for this workshop. If you are participating in one of our one act shows please fill out the name of the school at which you will be attending rehearsals.

Please fill in the rest of the information about your child and you completely. Please include an emergency contact name and number. Parent cell phone numbers are acceptable.

**Volunteer commitment-** Description of jobs that need to be filled **before** first rehearsal

**Parent Volunteer Coordinator-** signs up parents for production day jobs at Picture Day. Will need to call parents that do not sign up that day. Collects money and purchases gift for directors. This job is worth 2 hours of volunteer time. Will not be required to work a production day job.

**Ticket Person-** collects ticket order forms and distributes tickets at each rehearsal. Does not need to attend each rehearsal. This job is worth 2 hours of volunteer time. Will not be required to work a production day job.

**Late Parent Coordinator-** receives list of late parent sign-ups from first rehearsal. Calls the parent who has signed up each week to remind them that they signed up. This job is worth 1 hour of volunteer time.

**Telephone Coordinator-** receives list of sign-ups for telephone tree. Will, if needed, call each parent on that list and assign him or her a certain number of parents to call to get emergency message out. This job is worth 1 hour of volunteer time.

**T-Shirt person-** collects T-shirt order forms and arranges with administrator to get them to the office (usually through the director). Helps distribute T-shirts when they come in. Is not responsible for ordering shirts. Does not need to be available at each rehearsal. This job is worth ½ hour of volunteer time.

**Picture Day Assistant-** helps photographer and Play House representative line up children on Picture Day. Ensures that children who are ordering photos have a properly filled out envelope. This job is worth ½ hour of volunteer time.

**You will be asked to sign up for these positions at the first rehearsal and introductory parent meeting.**

**Late Parent-** stays until the end of rehearsal to assure that all children have been picked up. This job is worth ½ hour of volunteer time.

**Telephone Tree-** if there is an emergency the Telephone Coordinator will phone each person who signed up for the telephone tree. That person in turn will phone up another 2-4 parents to relay the message to them. This job is worth ½ hour of volunteer time.

**In addition, all parents who do not pay the additional fee will be required to work production day to fulfill their two-hour commitment. Sign up for these jobs will take place on Picture Day.**

**Please sign the volunteer agreement and circle any volunteer positions you are interested in.**

**OR**

**If you would rather pay an additional \$20.00 to omit your volunteer time please sign that statement and include the additional fee in your check.**

**INSTRUCTIONS FOR FILLING OUT THE DIRECTOR'S CARD**

Once again fill in the name of the play and the school at which you will be rehearsing.

If you are participating in our 2-act play, you will be renting a costume for your child. Please measure your child around the chest and waist and include these measurements in the proper place along with their clothing size and height to expedite the fitting process. If you are participating in our 1-act play you are responsible for the costume and measurements are not necessary.

If your child has had previous experience with Play House or any other theater experience please include that information. If your child has had no experience, simply leave it blank. Experience is not required for Play House participation.

It is very helpful to the director if you tape a current picture of your child on the card in the designated space. It is best if it is a simple face shot cut to fit. It does not need to be a full picture.

It is very important that you fill in the medical information on the back of the card and sign the medical release.

Mail the registration form, director's card and registration check to: Children's Play House, 5933 Shawcroft Dr. San Jose, CA 95123. Mark your calendar with the first rehearsal date, you will not hear from us unless a workshop has been canceled.