

## The 2026 Parent's Guide to Theatre at Vis



Dear Parents/Guardians,

We are excited to work with your performers this summer and grateful for your support of the mission of Theatre at Vis. Below is an outline of key information for this year's production; please review it with your performer as well. If anything is unclear or you have questions, please reach out at any time. We look forward to a wonderful summer and a fantastic show!

1. Administrative/Operations
  - a. TaV Contact: Haley Box Foglio & Melissa Dierkes
  - b. Updates and information communication
    - i. All important information will be communicated to you via email/google group.
    - ii. If you have not been receiving emails or would like your email address changed on our list, please contact Melissa immediately.
  - c. Social Media
    - i. We will be utilizing social media to advertise for the show. Every post interaction and share helps!
    - ii. Facebook: Theatre at Vis; Instagram: @theatreatvis
  - d. Performer Contracts
    - i. Will be sent out with this letter in an email. Please ensure you review with your performers and send back by Sunday, June 14th, 2026.
  - e. Unanticipated absences
    - i. We know that things come up, kids get sick, emergencies arise, etc. Please notify Tim, Cat, or Mary Kate as soon as possible for an unexpected absence or tardiness. **If the absence is happening the same day as the missed rehearsal, please text us directly - don't email.**
  - f. Parent Shoutouts
    - i. Loved ones can purchase shoutout slots for their cast member(s). These will be on the cast slideshow in the lobby with headshots during performances.
    - ii. \$20/shoutout, purchase on our square site
    - iii. Limit of 150 characters on the square site – if you wish to make it longer, email [admin@theatreatvis.org](mailto:admin@theatreatvis.org) with the email subject: Performer Shoutout & Name
  - g. Tickets
    - i. We will be selling tickets through show week, but will go on sale in early July.
    - ii. Tickets will be fully electronic through Ticket Tailor
    - iii. Tickets can be purchased online prior to the show or at the box office
    - iv. All tickets are general admission
2. Financial Support & Program Sponsorships
  - a. TaV Contact: Haley Box Foglio, Melissa Dierkes

- b. Performance Fees
  - i. **\$200 per performer (\$300/2 kids, \$400/3 kids, \$100/kid chorus).** This includes a t-shirt, performance video link, and headshot. Checks should be made out to *Theatre at Vis* and given to TAV Staff at rehearsal or can be paid online on our square site - **Due Wednesday, July 1st, 2026**
  - ii. If the performance fee creates a financial strain for your family, please reach out to Haley as soon as possible. We will work with you to make arrangements - finances should **never** be the reason a child cannot participate in Theatre at Vis.
- c. Sponsorships/Donations
  - i. Each performer is responsible for soliciting \$200 in sponsorships or donations. A musical is an expensive endeavor and we need all the support we can get!
  - ii. Performers are strongly encouraged to seek sponsorships from community supporters, including family friends, relatives, local businesses, parents' employers, music or dance studios, and professional service providers such as accountants, attorneys, insurance agents, and realtors.
  - iii. Sponsorship levels (see website for more recognition details):
    - 1. Friend of the Theatre - \$25-99
    - 2. Spotlight Sponsor- \$100-249
    - 3. Center Stage Sponsor - \$250-499
    - 4. Director's Circle - \$500-999
    - 5. Producer's Circle - \$1,000-1,999
    - 6. Marquee Sponsor - \$2,000-4,999
    - 7. Presenting Sponsor - \$5,000+
  - iv. Sponsor recognition is subject to receipt of sponsor name/logo and ad materials by the published deadline of **July 19**. Logo placement and ad inclusion may vary based on print and production timelines.
  - v. Donations are accepted at any time at any amount and can be anonymous. This is a good option for individuals and families. Donations solicited will count toward a performer's \$200 sponsorship requirement.
- 3. Hair & Makeup
  - a. TaV Staff Contact: Gigi Dennis
  - b. All makeup will be approved by hair & makeup coordinators/volunteers before performers go onstage, even for older performers who choose to do their own makeup.
  - c. Performers should not arrive to call with wet hair.
  - d. Any performers with custom hair/makeup to be done by Gigi and team will be made aware and provided any special instructions.
  - e. For all others, performers should come to call with their hair already done. We can help style some performers' hair but do not have time to do everyone, nor is there enough time to curl or flat iron hair.
  - f. *Please* be mindful of sun exposure (always as a best practice of course, but particularly the week of the show) – performers should avoid sunburns and dramatic, visible tan lines.
  - g. Please be mindful of hair cuts/style changes – if you wish to make a big change, please get it approved by the directors.
- 4. Costumes
  - a. TaV Staff Contact: Jennifer Prusa

- b. Boys and girls will have separate changing areas but because it can be a fast-paced, quick-change environment at times, performers should have something modest that provides coverage under their costumes just in case (a skin-tone colored leotard is a great option for girls, t-shirt and shorts recommended for boys).
    - i. This also helps keeps costumes a little more fresh throughout show week
  - c. Each performer will need a pair of black jazz shoes - we may have some in our storage, so let us know if you will not be able to get a pair and we will check to see if we have their size.
  - d. Once costume pieces are approved and arrive at Vis, they **stay** at Vis until the show closes. Performers do not take costumes, including shoes, back and forth.
  - e. Each performer needs a storage bin with a lid, clearly labeled with their name. Shoes and other costume pieces will be neatly packed each night.
  - f. Costume pieces, makeup bags, shoes, etc. should be labeled with the performer's name.
5. Backstage
- a. TaV Staff Contact: Jennifer Prusa and Sandie McCray
  - b. No outside food or beverages (other than water) permitted backstage.
  - c. They should have a solid meal (carbs are good!) before coming. We will have healthy, non-messy snacks and water backstage.
  - d. If you have long periods of times where you will be backstage instead of on stage, feel free to bring cards or things to keep you occupied.
  - e. Only performers and volunteers are permitted backstage from call time (typically 5pm) onward. Parents, siblings, friends, etc. should remain in the auditorium or wait for performers in the lobby area. It is important to reduce the chaos by limiting the backstage "population" to only those who need to be there.
  - f. Before a performer takes their box and costume pieces home, they must check out prior to leaving with one of the backstage crew members.
6. Set Building
- a. TaV Staff Contacts: Pat Muller & Mark McCray
  - b. Set building will take place every Saturday from 10-4 and every Sunday from 12-4 at St Teresa's - the entrance off 57th Street between Wyandotte and Main (building on west side of campus through the gates)
    - i. (if you can only be there for a partial day, we will still take your help!)
  - c. We take great pride in our sets and if you have not seen a TaV performance, you will be amazed. We are thankful for the non-parent members that have been involved year after year, but we also need as much parental support as possible.
  - d. **We. Need. Parent. Help.** We cannot say this enough. The difference between a good enough set and a great set is directly correlated to the amount of parent help we have throughout the summer.
    - i. All hands on deck! Anytime you are available to help during Saturdays & Sundays set times, please come!
    - ii. Specific need: PAINTING - artistic painting, etc.
  - e. No skills are required to help with set building, though cast & siblings ages 13 & younger wanting to help should wait until we get to painting due to the use of tools during the building phase.
  - f. Set building is work time - children who need constant supervision shouldn't be present for safety reasons.

- g. **ALL CAST** and as many parents as possible are expected to help with strike after Sunday's performance. Cast will be released by TaV staff as strike nears completion.
7. Volunteer Needs
- a. A formal volunteer sign-up will be sent in early July. It takes many hands to run a successful show, and we can't do it without you! Please review the volunteer opportunities below and sign up when the email arrives.
  - b. House Management & Concessions
    - 1. Box Office - sell tickets & scan electronic pre-sale tickets for entry
    - 2. Program Handlers - pass out programs
    - 3. Concessions - help set up, sell and clean up concessions table at intermission
    - 4. Auditorium food/drink monitor - monitor for food/drink going back in after intermission
  - c. Costumes / Hair & Makeup
    - i. Costume Committee
      - 1. Will need volunteers that are consistently available throughout the summer
      - 2. You don't need to know how to sew (although if you do, **we need you!**)
      - 3. Organize, help with try-ons, and sourcing costumes
      - 4. Must be available to be backstage all of tech week and throughout the shows
        - a. Not all shows will be spent backstage, so you will be able to see your child perform
    - ii. Backstage
      - 1. Backstage Helpers - monitor noise levels backstage, help with snacks, assist with post-show performer checkout
      - 2. Cleanup Supervisor - Oversee cleanup & performer checkout after Sunday's performance
    - iii. Hair & Makeup
      - 1. Hair & makeup coordinators - available to help every night and know the routine, needed 2 hours pre-show through show time
  - d. Publicity/Advertising
    - i. 1 volunteer to contact churches to get ads in to bulletins
    - ii. 1 volunteer to contact media outlets & get the word out
  - e. Event Planning
    - i. 2 volunteers to monitor performers on Sunday of tech week. We will coordinate dinner for the group & have everyone bring \$\$ to pay for it.
      - 1. Cast Party anyone? Let us know if you are willing to host a party after Friday night's show.
      - 2. We strongly prefer that the cast not have a late night cast party after the Saturday show as they have a relatively early call for the Sunday matinee.
    - ii. Charissa will be organizing the traditional post-show events, so she will be in touch. If you have ideas on where to go
  - f. Parents volunteering backstage before or during shows may reserve two seats prior to the house opening, excluding seats in the front two rows.

**Questions?** Please reach out to any of the contacts below. Thanks for your support with this year's production, and for letting us work with your talented children. Together, we're going to put on another great show!

Tim McCray (Director)  
(816)260-6320  
[tmccray62@gmail.com](mailto:tmccray62@gmail.com)

Cat Larrison Sprinkle (Co-Director & Choreographer)  
(816)217-9993  
[clarrison@gmail.com](mailto:clarrison@gmail.com)

Leayn Losh (Music Director)  
(913)709-6725  
[gll425@yahoo.com](mailto:gll425@yahoo.com)

Mary Kate Green (Assistant Director)  
(816)392-0805  
[marykgreen98@gmail.com](mailto:marykgreen98@gmail.com)

Haley Box Foglio (Operations Director)  
(913)579-2852  
[haley.box@egifter.com](mailto:haley.box@egifter.com)

Jennifer Prusa (Costumes & Backstage)  
(816)916-9252  
[jprusa@gmail.com](mailto:jprusa@gmail.com)

Melissa Dierkes (Communications)  
(314)810-7414  
[melissadierkes1031@gmail.com](mailto:melissadierkes1031@gmail.com)

Mark McCray (Set Building)  
(816)305-8296