

2023

STUDENT REGISTRATION PACKET



PALACE YOUTH THEATRE

— THE LORAIN —
PALACE CIVIC
THEATRE

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ACT I

PARENT LETTER:

Dear New and Returning PYT Families,

We are so excited to announce that this year's show is going to be:



As usual, our students will receive a comprehensive educational theater experience in our beautiful, historic theater that allows them to be a part of a full stage production, all while becoming a part of our Palace Youth Theatre family!

This is the longest-running ONE-OF-A-KIND youth theatre program in Lorain County!

Our six-week program blends the following: Theater Education, Technology, Acting, Singing, Dance/Choreography, and Self-esteem building exercises and experiences, concluding with the presentation of a

FULL-SCALE, FAMILY-ORIENTED MUSICAL THEATRE PRODUCTION!

The registration process begins with this letter and the submission of all required registration forms, which you will find on the subsequent pages of this document.

Please read through everything found in this document!

ACT II

FAQ's

Registration Requirements:

***PLEASE COMPLETE ALL REGISTRATION FORMS AND SUBMIT PAYMENT ON OR BEFORE JUNE 20, 2023.**

- Application
- Tuition Payment
- Summer Waiver
- T-Shirt Form
- Pizza Order form (if purchased ahead of time):
If you are registering more than one child- you must complete a separate registration packet for each child.
- 2x3 Headshot of your student
*see note below.
- Enrollment in *Remind* will be, if not required, HIGHLY SUGGESTED. **see note below.

Student Pre-Requisites:

- Students must be between ages 8-18 on or before June 20, 2023. (2023 high school graduates are included in this guideline!)
- The program this year will be limited to only **75 participants**
(Enrollment is limited, and we honor requests for registration on a first-come, first-served basis)
- If enrollment is full before your registration materials and payment are received, your money will be refunded. (Expenses and budgeting are based on the number of students enrolled in the program, and therefore we cannot offer refunds for any reason other than reaching our enrollment capacity.)
- We do not allow students to be on the tech crew. We have Tech Classes **ONLY!**

Student Dress Code and Device Policy:

- For the safety of all students and staff, it is imperative that students follow our dress code guidelines. Please take notice of what your child is wearing before dropping him or her off at the Palace!
- All students (and staff) are required to wear shoes that enclose the entire foot; In other words, no sandals, flip flops, Crocs, or clogs. Tennis shoes and socks are preferred when not in costume. Only walking shorts and long pants such as leggings, athletic or sweatpants are allowed; NO short shorts. They leave more space for injury.
Skirts are allowable with shorts worn underneath.
NO JEANS-- it inhibits movement and dance! Appropriate undergarments and long or short sleeve shirts must be worn at all times; NO cap sleeves, halters, spaghetti straps, or crop tops/exposed midriffs due to dancing, stretching and bending. We don't want students to become embarrassed or worried about personal hygiene concerns. **NO HOODIES OR SWEATERS ARE ALLOWED TO BE WORN**

DURING CLASS! This is for the wellbeing of the student, as they could become overheated during classes.

They must be left in their seat.

- The use of cell phones, iPads, tablets or devices of any sort **WILL NOT BE ALLOWED** during our day. They will be submitted to us at the start of the day and returned upon dismissal. In the event of an emergency, or an important message that must be delivered to your child, please contact our Producer, Laura Coteff at (440)654-6050, or the Lorain Palace Theatre at (440)245-2323. Please advise to your child that this is our standing policy and there are NO EXCEPTIONS! We want the kids to interact with each other and get to know each other, build friendships and have engaged communication without the distraction of devices. Thank you for your cooperation in this matter!

TUITION:

- Starting April 2nd, 2023, tuition is **\$375 per student** and must be paid in full by June 20, 2023. Otherwise, your student cannot participate – **NO EXCEPTIONS!**
- Accepted forms of payment include **CASH (IN PERSON ONLY), CHECK OR MONEY ORDER, AND CREDIT CARD.**
(Credit card form listed below)
- Tuition includes a digital copy of the show, T-shirt, Professional Headshot, weekly prizes, and Cast Party! Not to mention the six weeks of memories your child will walk away with and the opportunity to say, “I performed at the Palace on Broadway!”
- **PLEASE MAKE ALL CHECKS PAYABLE TO:**
LORAIN PALACE YOUTH THEATRE

The Lorain Palace Theatre box office is open Tuesday- Friday from 10:00 am – 3:00 pm for your convenience of registering. For additional information or questions, please call the Palace Theatre at (440) 245-2323.

***Please note: You/your student will be asked to participate in fundraiser activities. You may also be asked to buy additional items for this production, such as shoes, undergarments, makeup, etc. Further info will be discussed at our Parent Introduction Meeting!**

ACT III

IMPORTANT DATES:

Mandatory Parent/Guardian Introduction Meeting:

Saturday, June 17, 2023, beginning promptly at 1:00am at the Lorain Palace Theatre.

First day of Program:

Tuesday, June 20, 2023.

Daily Schedule:

- The daily schedule is: **Tuesday-Friday, 9:00 am-2:00pm**
 - Class starts **PROMPTLY** at 9:00 am (Students should arrive no later than 8:45 am to maximize learning time)
 - Auditions will be the first three days of the camp.
 - Students should bring a lunch every day with a refillable, spill-proof water bottle.**
 - We will continue “Pizza Fridays,” where the students can purchase slices of pizza ahead of time, and pop and candy that day from the concession stand. (The pizza order form for Pizza Fridays is on page 9 of this document.
 - Families can purchase Friday pizza lunches ahead of time OR on a weekly basis.
- *Pizza Order forms will be available every week and DUE **EVERY WEDNESDAY** of each week.*

Tech week:

Monday, July 24, 2023- Thursday, July 27, 2023

Parent Show Night:

Thursday, July 27, 2023

Show Dates:

Friday, July 28, 2023- 7pm Saturday, July 29, 2023 - 7pm

Sunday, July 30, 2023 - 2pm (Matinee)

ACT IV

ALL FORMS & PAYMENTS MUST BE submitted BY JUNE 20, 2023

2023 LORAIN PALACE YOUTH THEATRE

STUDENT REGISTRATION FORMS

DATE: _____

STUDENT'S NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BIRTH DATE: _____ AGE (as of 6/20/23): _____ SCHOOL GRADE (entering in Fall 2023): _____

HEALTH CONCERNS-

Please list any allergies, special instructions, or any miscellaneous info that we should be aware of in the space below

STUDENT PARENT/GUARDIAN INFORMATION:

NAME: _____ RELATIONSHIP: _____

Guardian 1: ADDRESS: _____ PHONE: _____

PARENT/GUARDIAN 1: EMAIL ADDRESS: _____

Guardian 2: ADDRESS: _____ PHONE: _____
(If different from students)

PARENT/GUARDIAN 2: EMAIL ADDRESS: _____

EMERGENCY CONTACT: _____ RELATIONSHIP: _____ PHONE: _____

LIST ANY PREVIOUS THEATER EXPERIENCE:

LIST ANY DANCE EXPERIENCE:

MUSICAL INSTRUMENTS PLAYED:

PLEASE LIST ANY DATES YOU ARE AWARE OF THAT YOU WILL MISS DUE TO VACATIONS, MEDICAL/DENTAL APPOINTMENTS, PREVIOUS OBLIGATIONS, ETC.:

If not listed or discussed with Director and Producer, the student may be re-cast for repeated unexcused absences.

***PLEASE INCLUDE A 2X3 HEADSHOT PHOTOGRAPH OF YOUR STUDENT IF THIS IS THEIR FIRST YEAR PARTICIPATING IN LORAIN PALACE YOUTH THEATRE.**

*****Remind is an app that can be downloaded to your phone or device. It assists us with highly effective communication of announcements, important messages, etc that may be utilized for both direct messaging or group messaging. It's widely used in school or class settings, and I know many are familiar with it. It's simple to use and will make day-to-day communication so much easier for everyone! We will give further instructions and information in regards to Remind and the class code needed to enroll at our Parent Meeting.***

TUITION FEES:

\$375.00

(Early Bird Rate: \$325.00 PER STUDENT expiring April 1, 2023)

****Money is nonrefundable after June 20, 2023 (first day of PYT)***

*****Cash is accepted at the Lorain Palace Theatre during business hours, IN PERSON ONLY.***

ENCLOSE CHECK OR MONEY ORDER PAYABLE TO: LORAIN PALACE YOUTH THEATRE

CREDIT CARD INFO:

CARD # _____ EXP. DATE _____

ZIP CODE _____ SECURITY CODE _____

MAIL TO:

**THE LORAIN PALACE THEATRE
617 BROADWAY AVE.
LORAIN OH, 44052**

OFFICE USE ONLY:

TUITION PAID \$ _____ DATE _____ CHECK /CASH

_____ RECEIVED BY: _____ CC

APPROVAL # _____

**2022 SUMMER YOUTH THEATRE WORKSHOP STUDENT WAIVER RELEASE &
INDEMNIFICATION FORM**

LORAIN PALACE THEATRE

STUDENT'S NAME:

(PLEASE PRINT)

In consideration of permission to enter the premises of the Lorain Palace Theater, and further consideration of permission to participate. I, parent or guardian of the above-named student, being of lawful age, for myself, my heirs, administrators, executors, successors, and assigns hereby fully and forever release, acquit and discharge the Lorain Palace Youth Theatre, together with its successors and assigns, its members, its trustees, its officers, its employees and /or agents from any and all actions, causes of action, claims and demands of whatsoever kind nature arising out of the above student's activities during his/her participation of the 2023 Summer Youth Theater Workshop at the Lorain Palace Theatre.

Furthermore, I hereby agree to indemnify the Lorain Civic Center Committee, Inc., its successors, and assigns as well as its members, trustees, officers, employees, and agents from and against all liabilities, judgments, decrees, fines, penalties, expenses, fees, amounts paid in settlement or any other costs, losses, expenses (including, but not limited to attorneys fees and court costs) arising or resulting from or in connection or association with the workshop activities as a student at the Lorain Palace Theatre.

PARENT/GUARDIAN SIGNATURE:

WITNESSED BY:

DATE: _____

2023 PYT T-SHIRT ORDER FORM LORAIN PALACE YOUTH THEATRE

ALL REGISTERED STUDENTS RECEIVE A T-SHIRT AS PART OF THEIR ENROLLMENT.

Please complete this form to ensure your child receives this memento of their 2023 PYT experience!

****IF YOU WOULD LIKE TO PURCHASE AN ADDITIONAL T-SHIRT, PLEASE MAKE A NOTE OF THE SIZE & QUANTITY IN THE SPACE PROVIDED BELOW***

STUDENT NAME:

YOUTH SIZES:

_____ Medium (10-12)

_____ Large (14-16)

ADULT SIZES:

_____ Small

_____ Medium

_____ Large

_____ Extra –Large

_____ Double Extra Large

_____ XXX Large

PYT PIZZA FRIDAYS:

STUDENT ORDER FORMS & MONEY DUE EVERY WEDNESDAY

In addition to Pizza Fridays, we allow the kids to purchase pop and snacks from the concession stand on Fridays only!

***You can purchase week to week or ahead of time for the entire five weeks.**

(Please note: We don't have Pizza Friday during show week.)

- If you are interested in getting pizza on Fridays for your student, please fill out the following form and turn it in, along **with your money, in an envelope with your child's name clearly printed on it. DUE WEDNESDAYS.**
- Each slice is \$1.50. (Cash or Venmo to @Laura-Coteff)
- We only purchase Pepperoni and Cheese.
- Concession Snacks are sold separately and can be purchased during lunch on FRIDAYS.

PYT Pizza FRIDAYS	Day Choice	# of Pepp Slices	# of Cheese Slices	TOTAL (\$1.50 per Slice)
June - 23rd				
June - 30th				
July - 7th				
July - 14th				
July - 21st				

STUDENTS NAME: _____

ACT V

2023- PYT Staff Directory

NAME	POSITION	PHONE	EMAIL
Laura Coteff	Producer	440-654-6050	lcoteff@gmail.com
Justin Bilewicz	Director	440-935-1095	Jayjecker23@yahoo.com
Chrissy Snyder	Assistant Director	440-328-5626	chrissyleahsnyder@gmail.com
Corrin Hickman	Stage Manager	440-452-7752	Corrin0821@gmail.com
Marci Saxon	Music Director	216-374-4266	marci@saxonhousum.com
Myisha Conley	Choreographer	216-225-0287	anearbour@gmail.com
Becca Tocchi	Costume Designer	440-541-4093	rebeccatocchi@gmail.com
Bryan Policz	Technical Director	440-308-5693	bpolicz@gmail.com
Noah Underhill	Production Assistant	440-662-3623	noahjalamo@gmail.com