



Dear Jr. High Music Theater Participants and Parents:

We are excited about your participation in Oklahoma City University's 2011 Summer Music Programs. This national music theater camp is a rigorous, pre-college program that will emphasize training as well as performance. Your time will be structured from morning to night and you will be expected to maintain high performance standards. This letter should cover all the information you will need for your participation in the program, but should you have additional questions, please feel free to call me at 405-208-5410.

We will be doing *Once On This Island* for both summer sessions.

#### **REGISTRATION AND CHECK-IN**

For those of you driving, registration and check-in will be Saturday, June 11<sup>th</sup> (session 1) and Saturday, July 9<sup>th</sup> (session 2), from noon – 5:00 p.m. in the lobby of Walker Hall (#311 on campus map found at <http://www.okcu.edu/map/map.asp>). You can get directions to the University by visiting <http://www.okcu.edu/visitors/>

- Students arriving by plane should also plan to arrive Saturday, June 11<sup>th</sup> (session 1) and Saturday, July 9<sup>th</sup> (session 2). Free shuttles will be available to pick you up at the airport and bring you to campus. Please call or email JoBeth (at [jmoad@okcu.edu](mailto:jmoad@okcu.edu)) with your arrival information including airline and flight number and arrival time. We would appreciate it if you could schedule your arrival between noon and 5 p.m. **We will have a staff member posted at the lower level baggage claim all day to meet arriving campers.** It's a small airport so don't worry, we won't have any trouble finding you!

**Please check that your airline allows the travel of unaccompanied minors.**

- During check-in, students will sign a key release form that will obligate you to a **\$75 charge for lost or damaged keys**. It is important that campers do not lose their key or loan them to a friend for any reason! Parents will be billed directly from OCU for keys that have been lost or damaged.
- **One half of your remaining balance and all release and waiver forms (found on our website under the heading "Admitted Students") will be due by the date specified in your acceptance email.**

- Please visit our website at:  
<http://www.okcu.edu/music/academy/summerprg.aspx> and print off the following forms:

- CHECKLIST
- MEDICAL RELEASE/CONTACT INFO
- WAIVER AND RELEASE AGREEMENT

**You must complete these forms and return them with your tuition down payment.**

- Your remaining half tuition will be due May 20<sup>th</sup> or within two weeks of acceptance notification if applying after May 1<sup>st</sup>. Please make your check **payable to OCU** and mail to: OCU Performing Arts Academy, 2501 N. Blackwelder, Oklahoma City, OK 73106. You may also pay by credit card by phoning our office at 405.208.5410. We accept MasterCard, Visa and Discover.
- Residents will receive dorm assignments upon arrival. Roommates are typically assigned based on similar ages. If there is a fellow camper with whom you wish to room, please note that on your checklist! Rooms have air conditioning and ample closet space. The dorm also has washers and dryers available.
- Please go over the enclosed rules carefully with your child to make sure they understand them fully! ALL rules and regulations will be spelled out in the orientation session on Saturday. Your child should know the consequences of dismissal from the program should rules be disobeyed.
- **FINAL PERFORMANCES**  
The final performances of *Once On This Island* will be Thursday, June 23<sup>rd</sup> and Friday, June 24<sup>th</sup> (session 1) and Thursday, July 21<sup>st</sup> and Friday, July 22<sup>nd</sup> (session 2) at 7:30 p.m. in the Burg Auditorium in the Fine Arts building. This event will be open to family, friends and the public for an admission price of \$10.
- **CHECK-OUT**  
Before leaving on Saturday morning (June 25<sup>th</sup> or July 23<sup>rd</sup>), students must clean their dorm room and take their trash to the dumpster before being approved for check out by a staff member. No student may leave OCU until the staff has deemed the room clean. Staff room checks will begin at 9AM. Any student that leaves before a staff room inspection will be charged an additional \$50.00 cleaning charge.

- **AUDITIONS**

Auditions will be held for *Once On This Island* within the first couple of days of the camp. Counselors will teach you selections from the show for your vocal audition. Auditions will also include a movement audition (jazz or tennis shoes will be appropriate).

## **THE DAILY SCHEDULE**

### **MONDAY – FRIDAY**

8:00 – 9:00 am	Breakfast
9:00 – 10:30	Theater Games/Acting
10:30 – noon	Music Rehearsal
Noon – 1:00	Lunch break
1:00 – 5:00	Classes /Staging Rehearsals
5:00 – 6:00	Dinner break
6:00 – 10:00 pm	Staging rehearsals
10:30	LIGHTS OUT! (except Friday – lights out at 11pm)

### **SATURDAY (Parents Day)**

9:00 – 10:00 am	Breakfast
10:00 – 12 pm	Theater games/Parent activities
Noon	Lunch
2:00 – 4:30	Run-through
5:30 – 10:00	Activities with parents
11:00	LIGHTS OUT!

### **SUNDAY**

11:00 am	Brunch
12:00 – 5 pm	Staging rehearsals, free time or other activity
5:00	Dinner
6:00 – 10:00 pm	Staging rehearsals, free time or other activity
10:30	LIGHTS OUT!

All times are approximate and subject to change.

Rehearsal times will consist of movement, voice, acting, master class, coaching, audition preparation and staging. Supervised practice time will also be held during rehearsal time.

## **MAIL**

Mail for students should be addressed:

Performing Arts Academy  
Attn: CAMPER'S NAME  
2501 N. Blackwelder  
Oklahoma City, OK 73106

## **HOUSING**

The Students will reside in the Walker Hall Dormitory on the OCU campus. The rooms are air-conditioned with ample closet space. Each room has a bed, closet, desk, and shares a bathroom with no more than 4 other people.

## **WHAT TO BRING**

You will need to bring your own towels and bedding for a twin bed including sheets, a blanket or comforter, and pillow. You will also need to bring toiletries, hair dryer, alarm clock and personal items. We recommend that students bring no more than two suitcases. Please **DO NOT** bring TV's, stereo systems, video games, or expensive electronics, etc. We cannot be responsible for the safety of such items.

Phones are not provided in dorm rooms. Students may bring a cell phone and charger for personal calls. Computer labs will be provided for internet communication including **iChat AV**.

## **DAILY CLOTHES**

- Comfortable, casual clothes for daily classes and rehearsals – T-shirts, jeans, and tennis shoes are the norm (no “Sophie” or short-shorts please!).
- Sweatshirt or sweater for indoor areas and rehearsal spaces – it can get very cold in the building so please plan to dress in layers
- Tennis shoes for daily rehearsals.... **NO FLIP FLOPS**, open toed sandals or crocs for daily rehearsals
- Work-out clothes and bathing suit. Residents will have access to OCU's Fitness Center and pool.

Each participant will receive a complimentary messenger bag upon check-in. You can use this bag to organize your dance clothes, water bottle, script, etc. on a daily basis.

## **MAKEUP**

If you have any stage makeup please bring it. A Ben Nye starter kit is perfect. I found a couple of good sites on the web but please order early to allow for shipping time!

<http://www.theatricalmakeupsupplies.com/kits.php> (Crème personal kits)

<http://www.stagemakeuponline.com/02-PK/Personal-Theater-Makeup-Kits-Ben-Nye.html>

## **DANCE**

Leotards & tights or comfortable clothes you can move in. Black slip-on jazz shoes.

## **OFF CAMPUS ACTIVITIES**

While students will be spending most of their time in classes and rehearsals, there will be an organized off-campus activity during “Parents Day” for which we

will collect money at check-in. There will also be a “camp store” available this year providing snacks and pizza following evening rehearsals. We recommend an additional \$25 - \$50 in spending cash for the camp store. Academy staff can collect spending money and distribute to campers as needed if parents are more comfortable with that. Academy staff is not responsible for “lost or misplaced” spending money.

### **MEDICAL**

If the camper has a special medical need or condition, please alert us in advance. Please remember to bring all necessary medications. Please note we are not equipped to deal with eating or emotional disorders that may hinder your child’s (or others) participation in our program. Students whose ability to participate in the program is questionable may be sent home after evaluation and discussion with the parents.

There is a very nice family practice clinic near the campus and any non-emergency situations will be taken there. We have learned to expect the unexpected! Please send proof of insurance and a credit card number with your child in case of emergencies. The clinic will expect a co-payment at the time of treatment.

Please note that it is the student’s ultimate responsibility to monitor anything to which they may be allergic (including food allergies). Students should communicate any health issues to counselors or staff.

### **CURFEW & LIGHTS OUT**

Rest is an important part of our daily schedule. Curfew and lights out is at 10:30 pm Sunday – Thursday and 11:00 Friday & Saturday. Students should be **IN BED** at these times – not getting ready for bed. Counselors will be enforcing curfew each night and campers who continually disregard curfew may be disciplined or released from camp.

### **PARENT/GUARDIAN VISITATION**

In order to accommodate family visitation time and the needs of the program, we are scheduling Parent’s visitation the first Saturday of the camp. Parents may visit during scheduled activities but not take campers off campus. We will forward a schedule to parents as soon as we have it so they can make plans to visit during appropriate times. Visitation is otherwise prohibited and students are not to leave the campus.

In case of an emergency, parents should contact the director, JoBeth Moad, to arrange any visits with students.

## **STAFF, SAFETY & DISCIPLINE**

The jr. high music theater program is under the direction of JoBeth Moad, Director, and Ariana Orfanella, Coordinator for the Performing Arts Academy. The artistic director for each session will be Aaron Brown. Following an extensive interview and search process, we will hire OCU music students to serve as the counselors. These staff members are here to assist and run the program in a pleasant and efficient manner. For student's safety, the rules and directions are to be obeyed at all times. Any student who blatantly disobeys staff members may be removed from the program. Please note that female or male counselors and/or staff may enter student rooms of the opposite sex as deemed necessary for discipline or student safety.

We take your child's safety extremely seriously. Students may not leave the campus without permission from the Director - **EVER**. We must know where you are at all times! Disobeying this rule is grounds for your dismissal from the program.

There are also several other University policies detailed in the accompanying Rules and Regulations. Please read this document carefully as violation of them may result in your dismissal from the program.

Should a student be dismissed from the program, they will NOT receive a refund of tuition. All decisions regarding dismissal are at the sole discretion of the director and the artistic director. Should any major disciplinary issues arise, the parents or guardians will be contacted by phone immediately and a course of action will be discussed.

With the highest regard to student safety and satisfaction, the OCU Performing Arts Academy reserves the right to implement disciplinary action to students. Parents may address any discipline questions directly to me during office hours (9 am – 5 pm) at 405-208-5410.

We are looking forward to meeting and working with you this summer. It will be lots of fun, but lots of hard work. We ask that you come with an open mind and be flexible. Our goal is to give you an immersion into musical theater and a memorable summer experience! If you have any questions, please don't hesitate to call the Academy Office at **(405) 208-5410** or email me at **[jmoad@okcu.edu](mailto:jmoad@okcu.edu)**.

Sincerely,  
JoBeth Moad,  
Director, Performing Arts