



Dear Theater Voice Participant and Parents:

We are excited about your participation in Oklahoma City University's Theater Voice Program. You will experience a rigorous, national, pre-college program that will emphasize training in addition to 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 our offices at 405-208-5410.

- For those of you driving, registration and check-in will be Saturday, June 18th 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/](http://www.okcu.edu/visitors/)
- Students arriving by plane should also plan to arrive Saturday, June 18th (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) 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!
- 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. All remaining balances are due May 20th or 2 weeks after acceptance if applying after May 1st.**

- 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.

- **Please visit our website at:**

<http://www.okcu.edu/music/academy/admitted.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.

- Residents will receive room assignments for their residency upon arrival. Roommates are typically assigned based on similar ages. If there is a fellow camper with whom you wish to room, please indicate it on your checklist. We will only place students as roommates if BOTH campers make the request. We will not be changing roommates once students arrive. The rooms have two to three people in them with no more than 5 sharing a bath. Rooms have air conditioning and ample closet space. Washers and dryers are also available. You can find more information about the dorm at

http://www.okcu.edu/students/reslife/walker_hall.aspx

- **An orientation session will be held Saturday evening.** All rules and regulations will be spelled out in this session. Please go over the enclosed rules carefully with your child to make sure they understand them fully! It is essential your child understands that they can be dismissed from the program should rules be disobeyed. We are ESPECIALLY strict about the opposite gender visitation policy. **AT NO TIME** during the camp should boys be in girl's rooms or vice versa.

- **The final performance will be Friday, July 1st.**

- **Check-out will be Saturday, July 2nd.** On Saturday morning students must clean their rooms and be checked out by a staff member. No student may leave OCU until the staff has deemed the room clean and trash has been taken to the dumpster. **Room checks will begin at 9AM and checkout must be completed by noon.** Any student that leaves before a room inspection will be charged an additional \$200.00 cleaning charge.

- All students are required to stay on campus Friday night. Students should plan to begin packing and do any heavy cleaning Friday night.

- **Departure flights should not be scheduled until after 10AM Saturday to allow for check out and transportation time.**

HOUSING

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. 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. Students may bring a cell phone and charger for personal calls. Computer labs will be provided for internet communication.

MAIL

Mail for students should be addressed:

Performing Arts Academy

Attn: CAMPER'S NAME

2501 N. Blackwelder

Oklahoma City, OK 73106

DAILY CLOTHES

You will need comfortable, casual clothes for daily classes and rehearsals. The weather in Oklahoma City can vary during the summer months, but the temperature stays basically in the 80's-90's. T-shirts, jeans, and tennis shoes are the norm (no "Sophie" or short-shorts please!). And NO FLIP FLOPS or open-toed sandals for rehearsals or performances!!! You should bring a sweatshirt or sweater for indoor areas and rehearsal spaces – it can get very cold in the building so please plan to dress in layers.

Girls should bring a black cocktail dress for the final performance. Boys should bring a pair of dark and khaki pants, dress shirt, tie and sport jacket. Girls should also bring a dress or skirts for masterclasses.

You should bring workout clothes and a bathing suit. Residents will have access to OCU's Fitness Center and a pool.

DAILY CLASSES

Please bring a 3-ring binder of vocal selections you know (to work on in coaching & audition preparation and the student cabarets). We will also be preparing scenes and solos to be performed for a final performance.

The easiest way to organize your music is with a 3-ring binder of Xeroxed music. Music should be copied front & back – you can tape sheets together back to back but do not staple – and should NOT be in protective plastic sleeves. It also helps if you organize your binder by "type" putting all the ballads together, etc. It is always helpful to have a tape or digital recorder available to record music

rehearsals and master class performances. You should also have some paper and pencils in your three ring binder to take notes during classes.

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

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>

For Dance Class

Leotards & tights, jazz pants, or comfortable clothes you can move in, and black slip-on jazz shoes are required.

SPENDING MONEY

While students will be spending most of their time in classes and rehearsals, there may be OCU planned and supervised off-campus activities for which they need spending money. We recommend \$50 - \$100 in spending cash. There will also be a “camp store” available providing snacks and pizza following evening rehearsals.

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 ultimately the student’s responsibility to monitor anything to which they may be allergic (including food allergies). Students should communicate any health issues to counselors or staff BEFORE and upon arrival at the program.

CURFEW & LIGHTS OUT

Rest is an important part of our daily schedule and vital to students health and stamina. Curfew and lights out is at 11:30 pm. 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.

STAFF, SAFETY & DISCIPLINE

The Theater Voice program is under the direction of JoBeth Moad, Director, Ariana Orfanella, Coordinator, and Dr. David Herendeen, Director of Opera & Music Theater at OCU. 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 Directors or Coordinator - **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 and Summer Music Program 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 and will be responsible for their own accommodations. All decisions regarding dismissal are at the sole discretion of the director, JoBeth Moad. 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 us during office hours (9 am – 5 pm) at 405-208-5410.

WITHDRAWAL

Participants who wish to cancel their participation in a Summer Program must do so in writing **one month prior** to the start of their program to receive a full refund (less application fee). Failure to act within this time frame will result in no monetary reimbursement – **INCLUDING THOSE WHO WITHDRAW AFTER ARRIVAL ON CAMPUS**. Application fees are non-refundable. If an accepted applicant must cancel less than one month before the start of their program due to sickness or medical condition, the applicant must submit a written doctor's verification of illness. Refund will not be issued until doctor's verification is received. Once verification is received, the applicant will be refunded 70% of the tuition paid. Doctor's verification must be received within 5 working days of program cancellation or no refund will be issued.

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 flexible attitude. 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**.

Sincerely,
JoBeth Moad, Director