Squalicum Musical Theatre Institute

Summer's better when you sing it

Intensive Rehearsals **June 22-July 9, 2026**	**Performances** **July 9-12, 2026**

Dear Students, Parents, and Guardians,

Thank you for your interest in *Shrek*, the fourth annual show of Squalicum Musical Theatre Institute! We are a 501(c)(3) nonprofit organization providing a three-week summer musical theatre intensive for local high schoolers.

This packet contains some important information for our program participants and several hard copy forms to return.

- **Auditioners:** Please sign up for an audition day on our webpage and bring hard copies of all of these signed forms to auditions
- **Crew applicants:** Please fill out the application form on our webpage by May 25 if you would like to be considered in the first selection round; if your application is accepted, please return hard copies of all of these signed forms at our Meet-and-Greet event in early June.

Hopefully you have already visited our website www.squalicummusicaltheatre.org, which contains additional information, such as descriptions of our performance (cast) and production (crew) programs, details about the *Shrek* timeline, bios for our creative team, as well as dates, locations, and more!

Fees: A quick note about our program fees: we do charge a **$250 production fee** for anyone cast in the show and a **$50 fee for crew** participation. Thanks to some generous donors, we have a small fund for financial assistance, so please don't let this fee keep you from auditioning and/or applying for crew. If you are cast in the show or are accepted to a crew, do let us know if this fee will pose a hardship. We want our program to be as accessible as possible!

In this packet of information, please note the following information. **Several forms must be signed* and returned*** in hard copy at auditions (for auditioners) or at our Meet-and-Greet in June (for crew):

- Show and Audition Information
- Production Crew Information
- Preliminary Cast and Crew Calendar
- Conflict Form*
- Commitment Contract*
- Musical Audition/Crew Application Form*
- Medical Release Form (for minors)*
- Waiver/Liability/Photo Release Form*

Schedules: Before you get involved, please look over all the information and very closely cross-reference the dates with your personal schedules. Once you commit to this production, we do expect you to honor this commitment and have an incredible experience creating the magic of *Shrek* live onstage! We want this process to be as exciting and fun as possible; this means that everyone must be present when expected and always be an integral part of the team.

This is going to be an amazing educational and creative experience for everyone involved! You can reach us with concerns or questions any time at: squalicumMTI@gmail.com

Looking forward to seeing you!
SMTI Shrek Creative Team

AUDITION INFORMATION

SHOW INFORMATION
Shrek is such a fun show with lots of great roles! Please read about the show and SMTI's plan for it under our "Shrek" tab at our website: https://www.squalicummusicaltheatre.org/currentshow

AUDITION INFORMATION*
Our audition process and *Shrek* character bios are explained in detail at our website. Please see our "audition information" tab: https://www.squalicummusicaltheatre.org/audition-info (details about video auditions can be found here, too, in the event you cannot attend in-person auditions)

What to bring to auditions:
In addition to preparing for the audition as explained on our website, please bring the following to your audition:

A recorded instrumental track for your vocal audition—You may save this on your phone or other device and we will play it from there.

Comfortable clothes and shoes—You want to be able to move and learn dance steps comfortably.

Musical Audition Form—In auditions, this helps the directors know who everybody is, what their strengths are, and what roles they may be interested in.

Conflict Form—This helps the directors know who is going to be gone and if there are too many potential absences to be considered for a large role.

Commitment Contract—This is a contract between directors, participants, and families to verify that everybody understands the commitment and expectations of this large undertaking.

Medical Release Form—This is needed for minors so medical professionals have consent to treat them in case of an emergency.

Waiver/Liability/Photo Release Form—This is a standard hold harmless agreement, as well as permission to use photos for promotional purposes.

CREW INFORMATION

No show is complete without the incredibly strong production crews supporting it! Crew participation is just as important as those who are onstage learning lines, singing songs, and wearing costumes. We've divided our crews into the following teams—hopefully you've already indicated your preferences in the online application you submitted. (Please note that POSITIONS ARE LIMITED, so we may not be able to accept all applications):

- Technical Design: lighting, sound
- Artistic Design: costumes, makeup, hair
- Stage Crew: paint and decorate set, run show from backstage
- Properties: find, create, and manage props

Not only will be busy doing these things, but we will also, as time allows, do some classroom education on different aspects of technical theatre!

COMMITMENT LEVEL
Crew requires high levels of commitment throughout the three weeks. Anyone who is involved in running the show during performances MUST be on site for tech weekend, tech week, and every show date. If conflicts arise with these dates, your role may be reassigned.

SCHEDULES
There will be no crew days on Thursday and Friday, June 25-26. In addition, some crews may not be called some of the other days, depending on how our workflow unfolds in the three weeks. We ask that you be a bit flexible and understand if you are not called one of the days.

APPLYING FOR CREW
1. If you have not already done so, please fill out the online application form on our website. **Crew application review begins May 25, 2026** and we will notify you later that week about whether your application has been accepted, so complete that form by then if you'd like to be considered in the first round of applications! We will continue accepting applications after that until positions are filled.

2. If your application is accepted, please bring hard copies of the following forms to our Meet-and-Greet event in early June. Make sure they are **SIGNED** by a parent or guardian where applicable. If you are unable to attend, please contact SMTI to make other arrangements to submit your forms. You will not be able to participate in the program without these signed forms.

Conflict Form—This helps the tech director know who is going to be gone and if there are too many potential absences to be considered for particular crews at particular times.

Commitment Contract—This is a contract between the directors, participants, and families to verify that everybody understands the commitment and expectations of this large undertaking.

Medical Release Form—For minors so medical professionals have consent to treat them in case of emergency.

Waiver/Liability/Photo Release Form—This is a standard hold harmless agreement, as well as permission to use photos for promotional purposes.

"Shrek" CAST and CREW CALENDAR (as of May 1, 2026; online version here)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MAY 2026	May 18 **Auditions** 5:00-8:00pm (attend one night) SQUALICUM	May 19 **Auditions** 5:00-8:00pm (attend one night) SQUALICUM	May 20 **Callbacks** 5:00-8:00pm (by invitation) SQUALICUM	May 21	May 22 **Cast List Announced**	May 23
24	25 (Memorial Day) **Crew Application Review Begins**	26	27	28 **Notify Crew**	29	30
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JUNE 2026	1	2	3 Meet & Greet 5:00-8:00 Cast: Scripts/Dance Crew: Orientation LOCATION TBA	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Rehearsal Cast & Crew 10am-3pm SEHOME	23 Rehearsal Cast & Crew 10am-3pm SEHOME	24 Rehearsal Cast & Crew 10am-3pm SEHOME	25 Rehearsal Cast 10am-3pm **No Crew** OPTIONS HS	26 Rehearsal Cast 10am-3pm **No Crew** OPTIONS HS	27
28	29 Rehearsal Cast & Crew 10am-3pm SEHOME	30 Rehearsal Cast & Crew 10am-3pm SEHOME				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JULY 2026			1 Rehearsal Cast & Crew 10am-3pm SEHOME	2 Rehearsal Cast & Crew 10am-3pm SEHOME	3 Tech Weekend Cast & Crew 10am-5pm SEHOME	4 **(Happy 4th! Stay safe and don't get sick!)**
5 Tech Weekend Cast & Crew 10am-5pm SEHOME	6 Tech Week Cast & Crew 10am-5pm SEHOME	7 Tech Week Cast & Crew 10am-5pm SEHOME	8 Tech Week Cast & Crew 10am-5pm SEHOME	9 Tech Week Cast & Crew 10am-5pm All Call Time 5:30 7:30 SHOW!! SEHOME	10 All Call Time 5:30 7:30 SHOW!! SEHOME	11 All Call Time 5:30 7:30 SHOW!! SEHOME
12 All Call Time 12:00 2:00 SHOW!! SEHOME **All Strike Set 4:30-8:00**	13	14	15	16	17	18

CONFLICT FORM **NAME**_____

Auditioners: Return at auditions

Crew applicants: read and submit via online crew application form

Using the preliminary calendars as a guide, please list **ALL** known conflicts that you will have with scheduled rehearsals/production days. If you are cast, we will use this information to make the master calendar, so please be as complete as possible. If you are applying for crew, we will use this information to match the needs of the show. This includes any commitments that you know of, such as sports, lessons, doctor's appointments, etc. ****Please note that because we are a three-week intensive program that meets every day, too many conflicts will preclude you from being considered for a role in the cast. Crew teams may be more flexible, depending on timing.****

For the first two weeks, cast and crew will meet M-F from 10am-3pm (there may be a few days some crew members are not called, depending on workload, and there's no crew June 25 and 26). Tech Weekend (Fri and Sun July 3 & 5) and Week 3 (July 6-9) will be all-hands-on-deck as we begin to run through the show. We will all meet these days from 10am-5pm. These will be long days for everyone, with all components coming together. **Anyone who is involved in running the show during performances MUST be on site for tech weekend, tech week, and every show date. If conflicts arise with these dates, your role may be reassigned.** The shows are July 9-12 and set strike will be immediately after the last show, from 4:30-8:00pm (Sunday, July 12).

Any conflicts that arise after submitting this form should be shared with Abbi, Marti, and Jen (cast) or Mr. Reinholtz and Jen (crew) asap, but definitely **before** you miss the day. Please, PLEASE be upfront and honest about missing rehearsal or production days. We would much rather know about absences well in advance so we can work WITH YOU to make the best possible choices for the entire cast, crew, and team!

Crew Applicants: Please complete this conflict form via our online crew application
Audtioners: BELOW PLEASE LIST ALL CONFLICTS THAT MIGHT INTERFERE WITH CAST REHEARSALS:

COMMITMENT CONTRACT **NAME:**_____

Auditioners: Return at auditions
Crew applicants: Return at Meet-and-Greet

As members of SMTI's summer production, *Shrek*, students will be required to work hard and in a positive manner in a community setting to produce a live stage production. Teamwork is our main goal with this program. The statements below are general expectations to abide by so we may take great pride in our work, both on- and offstage!

Please read the following carefully, sign it, and then have a parent/guardian sign it, even if you are 18!
***You won't be cast or considered for crew if this form is missing!**

As an actor/crew member/volunteer, I acknowledge the following:

- I have looked at the rehearsal schedule and commit to attend all rehearsal and production dates required of me.
- All known conflicts will be reported prior to auditioning for the show or applying for crew. If unavoidable conflicts arise, I will immediately communicate them to my director via the app we've been asked to use.
- I understand that missing 5 total days, 3 consecutive days, or any day during tech weekend/tech week may result in my removal from the show and/or a reassignment of my role or crew position.
- If cast in the show, I will know my part by the first day of rehearsal with the goal of being off-book for both music and dialogue by the end of the first week.
- I will be kind. I commit to helping others to feel comfortable in the space. If we are in my home theater, I will welcome others into it; if it is not my home theater, I can expect others will make me feel welcome.
- I will respect all of the rehearsal and show space at all the schools by keeping it clean and organized. I understand it is a privilege to use the space and the items that belong to others.
- I will help with set strike after the final performance, as indicated in the calendar. We are a team.
- I (participant/parent/guardian) agree to show respect to all cast, crew, creative team members, and adult volunteers. I will display integrity at all times.
- I will not be a disruption to the cast, crew, or creative team during the program. My focus and cooperation will be at the highest level during the entire process.
- I will be on time to rehearsal, production days, and performance call times.
- I will set an example for others with my work ethic, positive attitude, and gracious acceptance of my role in the cast or crew. We support each other.
- I will not talk negatively about others in the cast, crew, or directing team (including, but not limited to, social media). Doing so may be grounds for dismissal from the show.
- I will not touch any props, costumes, set pieces, or anyone else's script unless I am instructed to do so.
- ***ABOVE ALL—I will always do my best at rehearsals, production days, and performances to be kind and **support everybody around me** while having an amazing and fun experience with the entire cast and crew!!

I,_____(←print student name) understand that I must follow the guidelines listed above. I also understand that if I fail to uphold this agreement, I may be removed from the production.

_____ _____

Student's Signature Date

I,_____(←print parent/guardian name) understand the above expectations that are required for my student to participate in SMTI's program. I also understand that if they fail to uphold this agreement, they may be removed from the production.

_____ _____

Parent/Guardian's Signature Date

SMTI MUSICAL AUDITION FORM

Auditioners: Bring hard copy to auditions

Please print CLEARLY and fill out completely

NAME:_____ PRONOUNS: _____

AGE:_____ GRADE **NEXT YEAR**: _____ SCHOOL: _____

ADDRESS:_____ CITY:_____ ZIP: _____

EMAIL:_____ YOUR PHONE:_____

PARENT/GUARDIAN INFO:

PARENT/GUARDIAN NAME:_____ PARENT PHONE:_____

PARENT/GUARDIAN EMAIL:_____

If known, what is your voice part? (Circle) Soprano Alto Tenor Baritone Bass Not Sure

Are you comfortable singing a solo? (Circle) YES NO

What *Shrek* role(s) do you want to be considered for?_____

What gender role(s) are you interested in? (Circle all that apply) Female Male Any Gender

Are you willing to accept a chorus/ensemble role? (Circle) YES NO

Shrek's costume consists of a latex cowl/hood. Would you like to be considered for this role? (Circle) YES NO

Farquaad's costume is designed for the actor to perform on their knees (with kneepads). Would you like to be considered for this role? (Circle) YES NO

Shrek and Fiona have a romance storyline. Would you like to be considered for these roles? (Circle) YES NO

Which of the following categories best describes your dancing ability? (Circle)

I'm a dancer I'm a mover I'm a walker

Do you have any injuries or physical limitations that would restrict you from doing certain moves? (Circle) YES NO

If yes, please explain _____

For costuming purposes, if known:

HEIGHT:_____ HAIR COLOR:_____ SHOE SIZE:_____ W or M (circle) PANTS SIZE:_____ W or M (circle)

SHIRT SIZE:_____ W or M (circle) DRESS SIZE:_____

(continued on next page)

(MUSICAL AUDITION FORM, p. 2)

List any stage experience that you would like to share (show/role)

List all acting, voice, or dance classes or lessons you have taken and with whom (teacher/studio)

List any special talents (gymnastics, instruments, foreign accents, etc) **This show has some **tap opportunities**!**
Please list if you have tap experience

MINOR'S MEDICAL RELEASE & WAIVER
(Under 18 years old)
Auditioners under 18: Return at auditions
Crew applicants under 18: Return at Meet-and-Greet

I acknowledge that Squalicum Musical Theatre Institute ("SMTI") does not insure individuals participating in, or traveling to and from SMTI Productions, and that I am responsible for insurance coverage and all costs associated with medical expenses in the event that the participant is injured. I understand that in the event of a medical or dental emergency, attempts will be made to contact me and if said attempts are not immediately successful, I hereby consent that a Director or Manager of SMTI may obtain for the participant a licensed medical or dental practitioner and/or clinic for treatment of the participant in response to the medical emergency. I further agree to pay for any medical or other health care services obtained in good faith for my child. I also hereby authorize that a photocopy of this authorization be accepted with the same authority as this original.

_____
Child's Name

_____
Parent/Guardian's Home Phone/Cell Phone

_____
Emergency Contact Name

_____
Emergency Contact's Home Phone/Cell Phone

_____
Medical Insurance Company

_____
Policy Number

_____
Name of Insured

Pertinent Medical Information

_____
Medical conditions we should be aware of (allergies, seizures, etc)

_____
Special Concerns

By my signature below, I acknowledge that my child is fit to take part in this SMTI production

_____ _____
Parent/Guardian's Signature Date

MINOR'S WAIVER & RELEASE OF LIABILITY
(Under 18 years old)
Auditioners under 18: Return at auditions
Crew applicants under 18: Return at Meet-and-Greet

By signing below, I acknowledge that I am the parent or guardian of the named child and hereby consent to my child's participation in the Squalicum Musical Theatre Institute's theatrical event (the "Production"). I am fully aware of and acknowledge the risks associated with such participation including, but not limited to, any potential injury to person or property resulting from the specific activities expected to be performed by Child or the use of equipment or facilities during the Production. I am also fully aware that some of the equipment used in the Production as well as the facilities used for practice and for performances may not be owned, leased or otherwise controlled by Squalicum Musical Theatre Institute ("SMTI") and that SMTI cannot guarantee its safety. As a result, I understand and acknowledge that while SMTI will exercise reasonable care to ensure that the facilities and equipment used in the Production are adequate for the use intended, SMTI cannot guarantee that the facilities or the equipment used will be safe for use by the Child.

The undersigned agrees to waive and release any and all rights, the undersigned, the Child, any relatives, children, ward, spouse, or heirs, may have to make a claim against SMTI, its Board of Directors, employees, staff, officers, representatives, and/or agents (collectively "Indemnitees") arising from any personal injury or damage to property as a result of, or in any way arising out, of the Child's participation in the Production. With this Waiver, I, on behalf of myself, and the Child, expressly assume the risk of personal injury, death, or loss or damage to personal property arising out of the Production or arising and/or related to the condition of the facilities and/or any equipment used in the Production. This Waiver shall remain valid unless expressly revoked in writing by the undersigned with written receipt acknowledged by SMTI.

BY SIGING THIS WAIVER AND RELEASE, I UNDERSTAND THAT I AM GIVING UP (WAIVING AND RELEASING) ANY RIGHT I MIGHT HAVE TO SUE OR MAKE A CLAIM FOR ACTS, OMISSIONS OR NEGLIGENCE ON MY BEHALF OR ON THE BEHALF OF MY CHILD OR CHILDREN, OR WHICH MIGHT SUBSEQUENTLY ARISE OR OCCUR, AGAINST SQUALICUM MUSICAL THEATRE INSTITUTE AND ITS BOARD OF DIRECTORS, EMPLOYEES, STAFF, OFFICERS, REPRESENTATIVES AND/OR AGENTS ARISING FROM OR RELATED TO THE PARTICIPATION BY MY CHILD OR CHILDREN. IT IS MY INTENT TO GIVE UP THOSE RIGHTS AND PROVIDE THIS HOLD HARMLESS AGREEMENT, AND I DO SO KNOWINGLY AND VOLUNTARILY.

Photo Release

By signing below, I also hereby grant to SMTI the irrevocable and unrestricted right to use and publish photographs and video images of my participating child's likeness during rehearsals and performances of the Production whether for publicity, editorial trade, advertising, or any other purpose and in any manner and medium and to alter the same without restriction.

_____
Child's Name

_____
Parent/Guardian's Name:

_____ _____
Parent/Guardian's Signature Date

ADULT WAIVER & RELEASE OF LIABILITY
(18 years or older)
Auditioners 18 or older: Return at auditions
Crew applicants 18 or older: Return at Meet-and-Greet

By signing below, I acknowledge that I am fully aware of the risks associated with my participation in the Squalicum Musical Theatre Institute theatrical event (the "Production") including, but not limited to, any potential injury to person or damages to property resulting from the specific activities expected to be performed by me or the use of equipment or facilities during the Production. I am also fully aware that some of the equipment used in the Production as well as the facilities used for practice and for performances may not be owned, leased or otherwise controlled by Squalicum Musical Theatre Institute ("SMTI") and that SMTI cannot guarantee its safety. As a result, I understand and acknowledge that while SMTI will exercise reasonable care to ensure that the facilities and equipment used in the Production are adequate for the use intended, SMTI cannot guarantee that the facilities or the equipment used will be safe for use by me.

The undersigned agrees to waive and release any and all rights, the undersigned, any relatives, children, ward, spouse, or heirs, may have to make a claim against SMTI, its Board of Directors, employees, staff, officers, representatives, and/or agents (collectively "Indemnitees") arising from any personal injury or damage to property as a result of, or in any way arising out, of my participation in the Production. With this Waiver, I expressly assume the risk of personal injury, death, or loss or damage to personal property arising out of the Production or arising and/or related to the condition of the facilities and/or any equipment used in the Production. This Waiver shall remain valid unless expressly revoked in writing by the undersigned with written receipt acknowledged by SMTI.

BY SIGING THIS WAIVER AND RELEASE, I UNDERSTAND THAT I AM GIVING UP (WAIVING AND RELEASING) ANY RIGHT I MIGHT HAVE TO SUE OR MAKE A CLAIM FOR ACTS, OMISSIONS OR NEGLIGENCE ON MY BEHALF OR WHICH MIGHT SUBSEQUENTLY ARISE OR OCCUR, AGAINST SQUALICUM MUSICAL THEATRE INSTITUTE AND ITS BOARD OF DIRECTORS, EMPLOYEES, STAFF, OFFICERS, REPRESENTATIVES AND/OR AGENTS ARISING FROM OR RELATED TO MY PARTICIPATION. IT IS MY INTENT TO GIVE UP THOSE RIGHTS AND PROVIDE THIS HOLD HARMLESS AGREEMENT, AND I DO SO KNOWINGLY AND VOLUNTARILY.

Photo Release

By signing below, I also hereby grant to SMTI the irrevocable and unrestricted right to use and publish photographs and video images of my likeness during rehearsals and performances of the Production whether for publicity, editorial trade, advertising, or any other purpose and in any manner and medium and to alter the same without restriction.

Print Name: _____

Signature: _____

Date: _____