



# Squalicum Musical Theatre Institute

*Summer's better when you sing it*



**Auditions:**  
**May 30 or 31, 2023**  
callbacks June 2

**Intensive Rehearsals:**  
**June 23-July 13, 2023**

**Performances:**  
**July 13-16, 2023**

Dear Students, Parents, and Guardians,

Thank you for your interest in *Legally Blonde*, the second annual show of Squalicum Musical Theatre Institute! We are a 501(c)(3) nonprofit organization providing a three-week summer musical theatre intensive for students from **all four high schools** in the Bellingham School District (though everything takes place at Squalicum High School—"SQHS").

This packet contains some important **AUDITION** and **CREW** information and several hard copy forms to return. **Auditioners will need to bring all of these signed forms to auditions; Crew applicants should return the signed forms before May 31.** If you have received this packet via email, you've probably already visited our website [www.squalicummusicaltheatre.org](http://www.squalicummusicaltheatre.org), which contains additional information. At the website, you'll find descriptions of our performance (cast) and production (crew) programs, details about the *Legally Blonde* timeline, bios for our creative team, as well as dates, locations, and more!

A quick note about our performance program: we do charge a **\$150 production fee** for anyone cast in the show (there is no charge 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. If you are cast in the show, do let us know if this fee will pose a hardship. We want our program to be as accessible as possible! (Please note the entire [executive team](#) is donating their time.)

In this packet of information, please note the following. **Several forms must be signed\* and returned\*** at auditions (for auditioners) or by May 31 (for crew applicants):

- 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\*

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 *Legally Blonde* 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](mailto:squalicumMTI@gmail.com)

Your SMTI Executive Team,

Jason Parker (SQHS), Artistic Director  
Connie Campbell (BHS), Music Director

Tim Reinholtz (SQHS), Technical Director  
Jen Lois (WWU), Managing Director

### **SHOW and AUDITION INFORMATION**

#### **SHOW INFORMATION**

*Legally Blonde* is such a fun show with lots of great roles! Please read about the show and SMTI's plan for it under our "Legally Blonde" tab at our website: <https://www.squalicummusicaltheatre.org/current-show>

#### **AUDITION INFORMATION**

Our audition process and *Legally Blonde* character bios are explained in detail at our website. Please see our "audition information" tab: <https://www.squalicummusicaltheatre.org/audition-info>

#### **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.

**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.

**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.

**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.

\*\*If you would like to **serve on a crew in the event that you are not cast** in the show, please read about crew on the next page and also fill out our ONLINE CREW APPLICATION by May 31, which you can find on our [website!](#)\*\*

## PRODUCTION 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 form 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

### COMMITMENT LEVELS

In some ways, crew participation is more flexible than being in the cast, but in other ways it's less flexible. Read on to learn about the time commitment in crew!

#### **“Run Crew” (weeks 1, 2, and 3):**

Run Crew are the crew members who build the show and run the performances. This crew requires high levels of commitment and, while there is some scheduling flexibility in the early weeks, there is very little scheduling flexibility once tech weekend begins. Crew members who run the show **MUST** be on site for tech weekend, tech week, and every show date. If conflicts arise with these dates, your role may be reassigned.

#### **“Pre-production Crew” (weeks 1 and 2):**

If you are not available for all of the “run crew” dates, you can still participate in crew activities leading up to the shows, such as painting set, creating props, costuming, lighting, sound, hair, makeup, etc. You can also attend during week 3, come to the shows, and take your bows with the rest of the crew, but we cannot assign you responsibilities during the show.

Please fill out the following forms and **RETURN THEM BY MAY 31, 2023!!**

**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.

**Crew Application**—This form helps the tech director know who everybody is, what their strengths are, and what crew roles they may be interested in. (Disregard the sections for auditioners)

**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.

### SUBMIT SIGNED FORMS in one of the following ways:

- Email scanned copies or legible photos of the forms to [squalicumMTI@gmail.com](mailto:squalicumMTI@gmail.com) and hand in the official hard copies at our Meet-and-Greet/Orientation on June 12
- In person: if you are at SQHS or BHS, you can return hard copies to Mr. Reinholtz or Ms. Campbell
- By regular mail to: Squalicum Musical Theatre Institute, 4418 Dove Court, Bellingham, WA 98229

**“Legally Blonde” CAST and CREW CALENDAR (as of May 1, 2023; online version [here](#))**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>JUNE 2023</b>	<b>**All events take place at SQHS**</b>	(May) 30 <b>Auditions</b> 6:00-8:30pm (attend one night)	(May) 31 <b>Auditions</b> 6:00-8:30pm (attend one night) <b>Crew Forms Due</b>	<b>(JUNE) 1</b>	2  <b>Callbacks</b> 5:00-8:00pm	3
4	5 Cast List Announced	6  (Scripts distributed this week)	7	8	9	10  (Graduation)
11	12 Meet & Greet 4:00-7:00 Cast: Music review Crew: Orientation	13	14	15	16  (Last day of school)	17
18	19	20	21	22	23 Getting Started Cast 10am-3pm Crew 9am-2pm	24
25	26 Rehearsal Cast 10am-3pm Crew 9am-2pm	27 Rehearsal Cast 10am-3pm Crew 9am-2pm	28 Rehearsal Cast 10am-3pm Crew 9am-2pm	29 Rehearsal Cast 10am-3pm Crew 9am-2pm	30 Rehearsal Cast 10am-3pm <b>(No Crew Today)</b>	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>JULY 2023</b>						1
2	3 Rehearsal Cast 10am-3pm Crew 9am-2pm	4 <b>Holiday</b>	5 Rehearsal Cast 10am-3pm Crew 10am-2pm (crew late arrival)	6 Rehearsal Cast 10am-3pm Crew 9am-2pm	7 Rehearsal Cast 10am-3pm Crew 9am-2pm	8 Tech Weekend All 10am-3pm
9 Tech Weekend All 10am-3pm	10 Tech Week All 10am-5pm	11 Tech Week All 10am-5pm	12 Tech Week All 10am-5pm	13 Tech Week All 10am-5pm <b>All Call Time 5:00 7:30 SHOW!!</b>	14  <b>All Call Time 5:30 7:30 SHOW!!</b>	15  <b>All Call Time 5:30 7:30 SHOW!!</b>
16 <b>All Call Time 12:00 2:00 SHOW!!</b>  <b>All Strike Set 4:30-8:00</b>	17	18	19	20	21	22
23	24	25	26	27	28	29

**CONFLICT FORM**

NAME \_\_\_\_\_

**Return at auditions (or by May 31 if only applying for crew)**

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 will rehearse from 10am-3pm; crew will meet from 9am-2pm. Tech Weekend (July 8-9), it will be all-hands-on-deck from 10am-3pm. Week 3 (July 10-13) will be our TECH rehearsal and run-throughs. These will be long days for everyone, getting ready to run the show with all components coming together. Rehearsals run until 5pm for everyone to fully run-through rehearsals. The shows are July 13-16 and set strike will be immediately after the last show, from 4:30-8:00pm (Sunday, July 16).

Any conflicts that arise after submitting this form should be shared with Mr. Parker (cast) or Mr. Reinholtz (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!

**BELOW PLEASE LIST ALL CONFLICTS THAT MIGHT INTERFERE WITH CAST REHEARSALS/CREW PRODUCTION DAYS:**

**COMMITMENT CONTRACT**

**NAME:** \_\_\_\_\_

**Return at auditions (or by May 31 if only applying for crew)**

As members of SMTI’s summer production, *Legally Blonde*, 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.
- I will report illnesses and known exposures to directors before attending rehearsals or production days. I realize I may be required to stay home or wear a mask, even if I’m not sick, to protect myself, others, and the show.
- 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 SQHS is 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 SQHS 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.
- 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.
- I will not talk negatively about others in the cast or crew (including, but not limited to, social media).
- 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 child to participate in SMTI’s program.

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date

**SMTI MUSICAL AUDITION FORM/CREW APPLICATION**

Return at auditions (or by May 31 if only applying for crew)

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: \_\_\_\_\_

**Check the area(s) you'd like to be involved in. Specify preferences if relevant (1= first choice, 2= second choice, etc):**

Act/Sing/Dance\* \_\_\_ Tech Crew \_\_\_ Stage Crew \_\_\_ Hair/Costume/Makeup \_\_\_ Other: \_\_\_\_\_(specify)

**\*If you're auditioning but would like to be considered for crew in the event that you are not cast, please ALSO fill out our [crew application form](#) on our website. Deadline May 31.\***

**FOR AUDITIONERS:**

If known, what is your voice part? (Circle) Soprano Alto Tenor Baritone Bass

What *Legally Blonde* 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

**For costuming purposes:**

HEIGHT: \_\_\_\_\_ HAIR COLOR: \_\_\_\_\_ SHOE SIZE: \_\_\_\_\_ PANTS SIZE: \_\_\_\_\_ SHIRT SIZE: \_\_\_\_\_ DRESS SIZE: \_\_\_\_\_

**FOR CREW:**

What specific aspect of "behind the scenes" work are you most interested in? Check all that apply; rank if relevant:

Stage Crew (set) \_\_\_\_\_ Props \_\_\_\_\_ Costumes \_\_\_\_\_ Hair/Makeup \_\_\_\_\_ Lights \_\_\_\_\_ Sound \_\_\_\_\_ Other \_\_\_\_\_  
(specify)

(continued on next page)

**FOR AUDITIONERS AND CREW:**

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

**FOR AUDITIONERS:**

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

**FOR AUDITIONERS:**

List any special talents (gymnastics, instruments, foreign accents, etc)

**FOR CREW:**

Elaborate on any crew preferences you may have (skills you bring or want to learn, etc)



**MINOR'S MEDICAL RELEASE & WAIVER**

**(Under 18 years old)**

**Return at auditions (or by May 31 if only applying for crew)**

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

\_\_\_\_\_  
Medical Insurance Company

\_\_\_\_\_  
Emergency Contact Name

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Emergency Contact's Home Phone/Cell Phone

\_\_\_\_\_  
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)**

**Return at auditions (or by May 31 if only applying for crew)**

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)**

**Return at auditions (or by May 31 if only applying for crew)**

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: \_\_\_\_\_