A CHRISTMAS CAROL

PRODUCTION INFORMATION

Welcome to Class Act Theater!

We are very excited to have you as a cast member of *A CHRISTMAS CAROL, THE MUSICAL!!*

Class Act Production's mission is to create exceptional theatre experiences that transform lives. We are a successful nonprofit with a 30-year history of providing arts and arts education to students and families in The Woodlands.

Please contact Keith Brumfield for show related details or questions. Contact the stage manager regarding absences or if you will be late to a rehearsal.

A CHRISTMAS CAROL PRODUCTION CREW:

Director:	Keith Brumfield	(281) 382-9384	keith@classactproductions.org
Assistant Director:	Cyril Pajestka	(254) 228-7295	cpajestka2015@gmail.com
Music Director:	Debra Moses	(281) 935-8880	debramoses@me.com
Choreographer:	Afton Moore	(512) 293-0964	aftonleigh@yahoo.com
Stage Manager:	Jadin Rivas	(832) 525-5337	jadinrivas@gmail.com
Treasurer: (*payments, tuition, financial assistance*)	Glenn Turlich		gturlich.classact@gmail.com

Cast Member Information Site: classactor.org

Main Class Act Website: classactproductions.org

COMMUNICATION

Email is the primary form of communication with the cast and crew. Emails contain important information about rehearsal schedules and other show related information. An email will be sent at the beginning of each week of production (usually on Sunday). Weekly emails will contain the most current schedule and information.
Make sure we have your correct email and/or mobile phone number.

An additional form of communication will be by the Band app:
Download the Band app from app store. Director will email invite.

ATTENDANCE AND CONFLICTS

Students are required to check in with the stage manager for each rehearsal.

If you have a conflict, please contact the Stage Manager as soon as possible to make sure that we can make alternate plans for rehearsal. It is important to make all scheduled rehearsals.
If you are running late or may miss a scheduled rehearsal, please contact the Stage Manager.

REHEARSALS

Rehearsals will begin and end at the published time unless changes are made and communicated to everyone. It is expected that cast members arrive at rehearsal about 10-15 minutes before rehearsals begin. Students are not allowed to leave the studio or theatre once they have arrived for rehearsal.

Students should dress in active wear or clothes that allow them to move comfortably while they learn blocking and/or choreography. At some point during rehearsals students should begin to wear the shoes requested by the Costume Committee to help them become more comfortable with their character.

Rehearsals are closed rehearsals. We ask that parents respect the privacy of the actors and directors, especially when we move to the theater. The taking of photos or video of any kind is strictly prohibited.

INCLEMENT WEATHER POLICY

In the event of inclement weather, the Managing Director of Class Act will decide whether the building will be closed and/or rehearsals canceled. To communicate this information, we will notify everyone by email, Band app, and the announcement will be posted on the **classactor.org** home page.

BIOGRAPHIES

A biography and headshot will be included in the Playbill for each cast member. Please use the online form to submit your biography by November 17, 2026. We will also be collecting headshots from everyone before that date.

VOLUNTEERS

Parents or family members of cast members are expected to volunteer for one of the Pre-production and Production Committees. This show would not be possible without the hard work of our parents and volunteers!

Join us in making this show an amazing experience by signing up to volunteer. There are several ways you can get involved:

- Help us spread the word about the performances to publications through emails and social media and by distributing show publicity and help connect our development team to potential corporate and individual sponsors.
- Promote printed sponsorships in the program
- Volunteer in pre-production areas such as costumes, publicity, set construction, program bios, etc.
- Volunteer during tech week and during the performances in these areas: concessions and front of house, backstage cast support, props, costumes, etc.