**memorandum – esperanza high school**

**To:** SMT Members, Governing Body Chairman

**From:** Drama Head

**Subject:** School Production 2016 – Romeo & Juliet

**Date:** <<Insert date here>>

Dear colleagues

F

urther to our meeting last Thursday, I would like to bring everyone up to speed on certain aspects of the 2016 drama production that were discussed in the Drama Sub-Committee this morning. It is important that the whole school community should come on board as soon as possible. This is a major event in the school calendar, and one that is likely to spill over into other areas as well: even Mark Shuttleworth’s HIP2B2 organisation has been contacted for their innovative input! The next steps now need to be taken.

It was felt that the avant-garde productions of the past few years had run their course, and that it was time for a change of theme and pace. After a lively debate the field was narrowed down to two contenders – Wilde’s The Importance of Being Earnest, and Shakespeare’s Romeo and Juliet. A vote was taken, with the choice falling overwhelmingly on the latter.

Some tentative decisions have already been taken, which need to be ratified by the SMT:

* Performances will take place in the second week of the second term in 2016, i.e. from 11 April to 16 April. A dress rehearsal is scheduled for Saturday 9 April.
* The new school hall will be used for performances — unlike previous years when we hired municipal premises.
* Auditions will take place early in January. See the proposed advertisement for auditions on the last page of this document.
* Ticket sales will be managed by the Grade 8 Coordinator, assisted by the Grade 8 classes.
* A web page will be created to advertise the production, and added to the Events menu of the school’s website. Note*:* the coding will be handled by the Grade 11 CAT class.

Official logo

The following concept logo, to be used in all advertisements and correspondence relating to the production, was created by a talented learner:



Production team

Owing to the nature of the preparatory work required for a production of this magnitude, the five contracted members of the Production team have already been identified:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Production Team** | | | | |
| **Name** | **Surname** | **Cell Number** | **Role** | **Rate / hour** |
| Joe | Neveling | 0792654213 | Marketing |  |
| Keneilwe | Dhaya | 0721014254 | Costume Designer | R 150.00 |
| Pieter | Steenkamp | 0821147548 | Photographer | R 130.00 |
| Nivesh | Pillay | 0844765810 | Choreographer | R 175.00 |
| Bernard | Robert | 0736622589 | Soundtrack Producer | R 150.00 |
| Keenan | Orien | 0821145784 | Musical Producer | R 160.00 |
|  |  |  | **Average rate / hour** |  |

# Auditions

As mentioned above, auditions will take place early in January 2016. Further details regarding exact times and places will be released in the 4th term, but suffice to note here that all cast members will be drawn from the school’s learner body (unlike previous years).

Musicians, ensembles and certain other ‘crowd scene’ and minor parts will be determined in other forums (e.g. the Music Department). The more important roles to be filled through the standard audition process include the following:

*Romeo son of Montague*

*Juliet daughter of Capulet*

*Mercutio kinsman of the Prince and friend of Romeo*

*Benvolio nephew of Montague and friend of Romeo*

*Paris a young count and suitor of Juliet*

*Montague head of a Veronese family at feud with the Capulets*

*Lady Montague wife of Montague*

*Capulet head of a Veronese family at feud with the Montagues*

*Lady Capulet wife of Capulet*

*Tybalt nephew of Lady Capulet*

*Nurse foster-mother of Juliet*

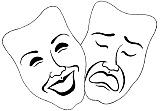
*Friar Laurence a Franciscan*

*Apothecary of Mantua*

Agenda for planning meeting

A special SMT meeting needs to be held to confirm the above arrangements, and to discuss other matters relating to the production. The proposed (shortened) agenda is as follows:

1. Duties and responsibilities
2. Auditions
3. Finance and budgeting
4. General

Conclusion

On behalf of the Drama Department I would like to thank the Principal and other staff of the school for being so supportive of us in our annual drama production. This is a highlight of the school year for many leaners. We know that it counts towards the practical mark of those who take Dramatic Art as an elective subject, but it goes further than that: all the world is indeed a stage and, even if we are only ‘merely players’, to have been allowed the opportunity to play our several parts well is all that we could ask.

Kind regards,

Jean Simmons  
**Drama Head**