



## ON THE STAGE: Six Great Plays at TBA Summer Academy by Anne Actor

Today the Actors Academy auditioned to be cast in *The Wind in the Willows*, *Of Plastic Things & Butterfly Wings*, *Madeline*, and *A Thousand Cranes*. These four fabulous casts will join the Advanced Academy productions of *Women & War* and *The Merry Wives of Windsor* to be part of our Summer 2017 Productions!

Be sure to check out the show descriptions that students will receive with their ticket envelopes on Wednesday for show times and locations.

All performances are at APU and all seats are \$6.00. Students can sell tickets to earn prizes for themselves and their cast. Be sure to read the ticket envelope and instructions carefully and don't forget online sales count too!!

## MEET THE STAFF POTLUCK!

Tomorrow • Thursday • July 6  
6-8pm • APU on the Lawn!  
Each family should bring a main dish  
and either a dessert or side to share

Come meet the staff who are working with your  
students this summer in an informal setting.

TBA will provide beverages,  
napkins and flatware.

## FROM THE GREENROOM: Let's Keep Academy Safe by Samuel Star

While here at TBA please observe all Academy rules and regulations as provided in your registration paperwork. These include, but are not limited to:

- Please bring a 3-ring binder for your script, as well as a pencil to record notes and blocking. If you lose your script you will be charged \$10 for a replacement copy.
- Be on time! Warm-ups start promptly at 9:30am and are an important part of the rehearsal process!
- Don't bring valuables to Academy! This includes money, ipads, computers, cameras, etc...
- Be sure to call in if you are running late or out sick! (907) 677-7529!
- And... Sign In • No Gum • Be Respectful • No Abusive Language or Conduct • No Open-toe or Slip-on Shoes • No Bare Midriffs or Spaghetti Strap Shirts • Dress for Movement • No Hats • Long Hair Pulled Back • No Running • Place Lunches & Bags in Assigned Area • No Phones in Class/Rehearsal

## Group Assignments:

Groups are assigned by birthdate not grade.  
Today at registration we confirmed your birthdates  
and some of you may be in a different group on  
Thursday then you were today.

## AT THE BOX OFFICE: How to Sell Tickets by Tiffany Tickets

On Wednesday each student in Actors  
Academy will receive a ticket envelope with  
instructions on how to sell tickets. Our  
12-step ticket selling guide is included below!

TBA's

12-step guide to a sold out show!

1. Find a friendly buyer and get them excited about your show.
2. Ask them if they'd like to order in person or online. If they choose to order online, make sure you give them your student code so you can get credit! Remind them that the sooner they order, the sooner you get your prizes! (For online orders, skip to step 9)
3. If they order in person, Fill out the Order Sheet with all of the customer's information including the total number of tickets and add up the money.
4. Ask them if they'd like to make a tax deductible donation!
5. For in person orders, fill out the front of the Big Envelope and don't forget to ask your customer if they want their tickets held at the box office. Write "yes" or "no" in the "Hold @ Box Office" column.
6. Double check the amount of money, and put it with an Order Sheet in one of the small white envelopes. Place small envelope in Big Envelope. At the request of the customer, you may give them an additional order sheet with their ticket information as a receipt. Please write "receipt" on all receipts.
7. Place the small white envelope in the Big Envelope.
8. Repeat Steps 1-7 as often as possible every night! :)
9. Place your large ticket envelope by the door or in your backpack so you remember to bring it in the next morning.
10. When you come in the next morning, drop off your large ticket envelope in the ticket tub BEFORE YOU SIGN IN. At the end of the day meeting, your Big Envelope will be returned to you.
11. Once you're home, take out your Ticket Return Envelopes and give them to your Friendly Buyer OR call to remind them that their tickets are being held at the box office. Remind online customers order tickets as soon as possible so you can get credit!
12. SELL, SELL, SELL!!!!

### REMINDERS!!!

- Don't put your ticket envelope in the tub if you haven't sold any tickets.
- Please fill out the large envelope.
- DOUBLE CHECK that the small envelopes have the order sheet & proper amount of money inside.

## CONTACT NUMBER

TBA Office/Voice Mail: 677-7529

Please call if you will be late or absent!