

Children's Theatre of Winnetka
Attendance Policy Procedure & Rehearsal Schedule - Fall 2024 Newsies

Actor's Name:

At CTW, we expect children to attend all rehearsals unless they are ill or there is a family emergency. However, we also understand important family or required school commitments may need to be accommodated.

Please indicate on the calendar only unavoidable commitments (school or personal) for which you would like your child to be excused from rehearsal. The Board must still approve any requested absences before casting. Please do not request more than 2 absences in a row. *These requests will be denied.*

Please note that if your child is absent and misses a certain scene, it is possible they will not be able to be in that scene.

Actor's availability is one of many factors considered when casting. This will be your only opportunity to request an absence unless for illness or family emergency. No Absences will be excused beginning November 1st.

*Cast 1 will rehearse Tuesdays and Thursdays 4:00 - 6:00, Saturdays 10:00-12:00
EXCEPTIONS WILL OCCUR.*

*Cast 2 will rehearse Tuesdays and Thursdays 6:00 - 8:00, Saturdays 12:00-2:00
EXCEPTIONS WILL OCCUR.*

You may not be called for all these dates, but please keep them open. Occasionally, you may be asked to stay a little longer, or come in a little earlier for costumes.

Some leading roles may be called from 10am - 2pm on Saturdays.

THIS FORM MUST BE SIGNED & RETURNED BY CALLBACKS TO BE CONSIDERED FOR A ROLE!

Additional attendance related notes:

Day	Date	Time	Reason for requested absence
Tuesday	Sept 3	4:00-8:00	
Thursday	Sept 5	4:00-8:00	
Saturday	Sept 7	10:00-2:00	
Tuesday	Sept 10	4:00-8:00	
Thursday	Sept 12	4:00-8:00	
Saturday	Sept 14	10:00-2:00	
Tuesday	Sept 17	4:00-8:00	
Thursday	Sept 19	4:00-8:00	
Saturday	Sept 21	10:00-2:00	
Tuesday	Sept 24	4:00-8:00	
Thursday	Sept 26	4:00-8:00	
Saturday	Sept 28	10:00-2:00	
Tuesday	Oct 1	4:00-8:00	
Thursday	Oct 3	4:00-8:00	
Saturday	Oct 5	10:00-2:00	
Tuesday	Oct 8	4:00-8:00	
Thursday	Oct 10	4:00-8:00	
Saturday	Oct 12	10:00-2:00	
Tuesday	Oct 15	4:00-8:00	
Thursday	Oct 17	4:00-8:00	
Saturday	Oct 19	10:00-2:00	
Tuesday	Oct 22	4:00-8:00	
Thursday	Oct 24	4:00-8:00	
Saturday	Oct 26	10:00-2:00	
Tuesday	Oct 29	4:00-8:00	
Thursday	Oct 31	No Rehearsal	
Saturday	Nov 2	10:00-2:00	
Tuesday	Nov 5	4:00-8:00	
Thursday	Nov 7	4:00-8:00	
Saturday	Nov 9	10:00-2:00	
Monday	Nov 11	6:30 PM	Set In (Parents Only)
Tuesday	Nov 12	4:00-8:00	Run Through Cast 1
Wednesday	Nov 13	4:00-8:00	Run Through Cast 2
Thursday	Nov 14	4:00-8:00	Run Through Cast 1
Friday	Nov 15	4:00-8:00	Run Through Cast 2
Saturday	Nov 16	9:00-6:00	Tech Cast 1
Sunday	Nov 17	12:00-6:00	Tech Cast 2
Monday	Nov 18	4:00-9:00	Extra Rehearsal - Characters TBD
Tuesday	Nov 19	4:00-9:00	Dress - Cast 1
Wednesday	Nov 20	4:00-9:00	Dress - Cast 2
Thursday	Nov 21	5:00-9:00	Opening night - Cast 1
Friday	Nov 22	5:00-9:00	Opening night - Cast 2
Saturday	Nov 23	9:00-5:00	Shows Cast 2 then Cast 1
Sunday	Nov 24	12:00-6:00	Shows Cast 1 then Cast 2

I have read the attendance policy and am submitting the only days we are requesting to be absent, other than for illness and family emergency.	
Parent's signature	Number of days requesting absence