



# WELCOME TO TOP BILLING ENTERTAINMENT

Where every performer gets top billing!

# WHO WE ARE

- We are a ten year old 501(c)3 Federal Non-Profit Organization
- Our teachers work professionally in the entertainment industry and have degrees or are currently pursuing degrees in music, dance, theater production and film.
- Our Executive Director has been working in youth theater for over 18 years and taught High School Show Choir for five years.
- Our supporting staff is primarily alumni and parents volunteering their time.
- All TBEPA Staff, Core Volunteers, and Instructors have cleared background checks, are fingerprinted through the Department of Justice, and are CPR/First Aid Certified. Many of them have also completed Virtus training as well.
- Our alumni have gone on to Broadway tours, theme park entertainment jobs, and many other gigs in the entertainment industry.

# BOARD MEMBERS

- Executive Director – Kristina Keener Ivy
- President – Desiree Cabana
- Vice President – Kimberly Krok
- Secretary – Paris Genie
- Treasurer – OPEN
- Parent Liaison – Camilla Dansion
- Fundraising – Ashley Harrison

# OUR AWARDS

- The American Prize Best Musical in the USA 2014, #2 in the USA 2015, Honorable Mention 2016, 2017, 2019
- The American Prize Best Musical Director in the USA #2 in 2014, #3 2019
- National Youth Arts Awards 56 Nominations, 14 Wins
- Best Dance Studio in the San Gabriel Valley Tribune's Reader's Choice Awards 2014, 2015, 2016, 2017, 2018, 2019
- Best Music School in the San Gabriel Valley Tribune's Reader's Choice Awards 2015
- LA Music Center Spotlight Awards
- Southern California Vocal Association Vocal Soloists Awards
- Women of the Year Awards for the President of our Board, Desiree Cabana

# WHAT WE DO

- We teach singing, acting, on camera acting, dancing, & instruments. We instruct about 600 group and private lessons students a month.
- We work with any and all performers that want to join us from extreme special needs to the Broadway bound.
- In a usual year, we produce three awesome community musical theater productions, two fundraiser showcases, eight private lesson recitals, two group class recitals, five summer camp productions and a holiday touring group.
- We do about 200 performances in the community every year including Disneyland Community Arts, retirement centers, church festivals, OC & LA Fair, corporate events, local parades and more.
- We partner with the City of Glendora Parks and Recreation Department as well as local private, public, and charter school districts.
- We also do Princess & Super Hero Parties, host events at the Academy and rent our costumes, sets, and props to other performing arts groups.

# OUR PHILOSOPHY

- We are a “no cuts” group where any performer (within the age restrictions placed on us by copyright owners) are invited to perform with us.
- Whether this is your first production or 20<sup>th</sup> production with us, you will be treated like family with respect, love, and honor.
- We work very hard to make sure every performer has some kind of featured moment or solo. We add mega-mix bows and small cameos to many of our productions in order to feature every single performer.
- We want our performers to try new things and do their best in a safe and supportive performing environment.
- We want every performer to feel like a star. We have spent years fundraising and purchased state of the art sound and lighting equipment so our performers can put on the best shows possible.



# FAMILY RULES

- Treat each other like family, love each other
- Sing out loud, laugh a lot
- Give side hugs and lots of smiles
- Share good things
- Forgive quickly
- Do I'm sorry
- Show respect for people & property – if it is not yours don't touch it
- Play nice – play fair
- Do the right things
- Do your best
- Say thank you and please
- Be honest
- Keep your promises
- Be truthful, positive, grateful, humble

# COVID-19

- All classes, rehearsals, lessons will be in person at the Academy and on zoom. Some teachers are only teaching from home, but students can come to the Academy for lesson/class time or vice versa.
- Always check in at the front desk for a temperature check. If you are over 100.3 degrees F, you will be asked to sit by the front desk for 15 minutes max to cool down. If temp. does not decrease you will be asked to go home.
- Staff will wear masks and face shields. Per City of Glendora guidelines students and others may or may not wear a mask.
- Please wash your hands for 20 seconds or more every hour.
- Please notify the front desk or Ms. K if you have been exposed to Covid and contacted by a tracer. Please do not return to the Academy until you have a negative covid test. If a parent or student is feeling sick, please attend rehearsal via zoom.
- Please no sharing food, drinks, pencils, scripts, basically anything.
- We have a quiet room if you need a mental break during rehearsals let the director know.
- Bring water, ice packs, coolie towels, the windows may be open for air circulation and the room will be hotter than normal.



# OUR POLICIES

- Regular “school rules” always apply. **Wear shoes at all times.** Because we are cleaning the floors more, kids are getting splinters through their socks.
- If there is an emergency and we have to leave the Academy, we will meet at the bus plaza across the street.
- If there is a medical emergency, we will contact the parents and medical personnel immediately.
- **Always be in groups of three or more. Never be alone – for your safety and ours.**
- All rehearsals and classes are open to parents, but please do not side-line coach.
- Please do not be more than five minutes late. If you are late picking up your child, please call the front desk at 626-963-1300. A fee may be applied.
- You are responsible for any property damaged by your child.
- TBEPA is not responsible for lost or stolen items.
- Before you complain, please try volunteering.

# OUR EXPECTATIONS

- We expect to put on amazing musical theater productions.
- Performers will come to rehearsals to practice, not to socialize. We are not a babysitting service.
- Performers will practice at home.
- Performers will come prepared with lines and lyrics memorized for the scenes they are working on at rehearsal that day.
- Performers will be team players and positively encourage each other.
- Parents and family will positively encourage all the performers and help with costumes, props, sets in whichever way they can.
- We will only compare ourselves to ourselves and not to one another. We will not judge which cast is "better."
- Performers will pick up after themselves, care for all costumes and props, and help keep the rehearsal and performance spaces clean.
- Performers will meet or exceed their financial obligations so the awesomeness can continue.

# ZOOM ETIQUETTE

- Please do not film a rehearsal or person (in person or on zoom) without their permission and do not post without their permission.
- Please make sure to mute your mic when you are not talking. Change your screen name to the student's name.
- Please make sure you are dressed appropriately and your background is appropriate for young kids (G rated).
- Students please make sure you have room to dance and have your camera on during all rehearsals and classes unless asked to do differently by the teacher.
- Parents please add TBE Mom or TBE Dad in front of your zoom name if you are watching the zoom so we know who you are. If we don't recognize your name we will remove you from the zoom.

# SPECIAL NEEDS

- Allergies – please notify us at the start of rehearsals. No peanuts are allowed at the studio. If your child has a life-threatening allergy, they must have an epi pen or medication with them at all times.
- Physical Limitations – please notify us at the start of rehearsals. We will make modifications as needed. Performers are encouraged to be in all the numbers assigned on the rehearsal schedule. However, if it is too demanding physically, the performer is welcome to choose only a few numbers to be in.
- Asperger Syndrome or ADD/ADHD – please notify us at the start of rehearsals and discuss with the directing staff the best way to make accommodations. If your child has extreme needs, a parent or care taker must be present at all rehearsals and during the performances.
- Blind or Deaf – please notify us before rehearsals start so we can make special arrangements with sign language interpreters or provide rehearsal materials in Braille.

# COSTS

## **Participation Tuition Per Month**

- For Ensemble Ages 4-9 \$85
- For Ensemble Ages 10-18 \$95
- For Principal Characters All Ages \$105
- For Lead Characters All Ages \$115
- Family Rates available
  
- Because the rehearsal process might be longer than normal we are instituting a \$300 re-blocking fee for any principals or leads who decide to quit the show.
  
- Material Fee \$25 per performer (Cast Shirt, Scripts, Rehearsal CD, Online Resources)
- Cast t-shirts for family and friends \$20
  
- 10 service hours per family and two show day volunteer duty
- Volunteer Hours Bypass Fee - \$100 per family
- Show Volunteer Bypass Fee - \$100 per family
- VIP Package \$100

# WHERE YOUR MONEY GOES

- See more info at <https://topbillingentertainmentacademy.wordpress.com/2016/02/15/where-your-money-goes/>

Category/Item	Low	High	Notes
<b>Showcase Fundraiser Revenues</b>			
Ticket sales	5,000.00	13,125.00	# of performers x 5 x\$15 tickets
Snack Bar	500.00	1,400.00	
Candygram	100.00	400.00	
Half/Half Raffle	100.00	600.00	gross; payout in Expenses
Cast Pictures	10.00	100.00	
Silent Auction	500.00	5,000.00	
DVDs, Photo CDs	75.00	500.00	
<b>TOTAL FUNDRAISER REVENUE</b>	<b>6,285.00</b>	<b>21,125.00</b>	

Category/Item	Low	High	Notes
<b>Showcase Fundraiser Expenses</b>			
Theater Rental	1,500.00	6,000.00	
Mic Batteries	20.00	100.00	
Advertisement Mailings	20.00	200.00	
Miscellaneous Supplies	60.00	200.00	stationery, papergoods, water, etc.
Music Rights	100.00	600.00	
Tickets	50.00	200.00	
Costumes	500.00	3,000.00	
Snack Bar	75.00	200.00	
Half/Half Raffle Payout	50.00	300.00	
Programs	100.00	500.00	
Top Ticket Sales Prize	120.00	300.00	
Decorations	200.00	500.00	
Photographer	250.00	600.00	
Thank Yous	75.00	300.00	
Videographer	300.00	1,000.00	
<b>TOTAL FUNDRAISER EXPENSES</b>	<b>3,420.00</b>	<b>14,000.00</b>	

FUNDRAISER NET REVENUE OVER EXPENSE 2,865.00 7,125.00

Category/Item	Low	High	Notes
<b>Main Stage Musical Revenues</b>			
Ticket Sales pre-sale	10,000.00	35,000.00	(# of kids x 10 x \$20/tix)
Ticket Sales at door	2,000.00	10,000.00	
Snack Bar	25.00	200.00	
Cast Support Gram	25.00	800.00	
Flowers	25.00	400.00	
Raffles	300.00	1,500.00	
Video/DVD Sales	500.00	1,050.00	
Photo CD sales	60.00	150.00	
T-Shirts	1,000.00	3,000.00	
Cast Photos	20.00	200.00	
Ads	500.00	6,000.00	
One Liners	20.00	150.00	

Category/Item	Low	High	Notes
TBE Costume Rentals to other groups	500.00	3,000.00	
Restaurant Fundraisers	50.00	600.00	
Donations	500	5,000.00	
<b>TOTAL SHOW REVENUE</b>	<b>15,525.00</b>	<b>67,050.00</b>	

Category/Item	Low	High	Notes
<b>Main Stage Musical Expenses</b>			
Theatre Rental	14,000.00	28,000.00	
Show Rights	4,000.00	10,000.00	
ZFX Flying	6,000.00	8,000.00	
Music Director/Producer	1,000.00	4,000.00	\$5 or less per hour
Choreographer	500.00	2,000.00	\$5 or less per hour
Production Assistants/Guest Choreographer	500.00	6,000.00	\$5 or less per hour
Costumes	500.00	4,000.00	
Microphone Rental	500.00	3,000.00	
Set Costs	500.00	3,000.00	
Prop Costs	500.00	2,000.00	
Orchestra/Music Tracks	500.00	7,000.00	
Moving Truck & costs	300.00	500.00	
Audition costs	60.00	150.00	
Advertizing	500.00	2,000.00	
Script Copies	200.00	500.00	
MTI Return Postage	60.00	100.00	
Batteries	60.00	250.00	
Rehearsal Location rental/facility supplies	4,000.00	9,000.00	
Programs	750.00	2,000.00	
Ticket printing	150.00	350.00	
Videographer	300.00	1,000.00	
Raffle payout	150.00	750.00	
Photographer	100.00	1,000.00	
Flowers	100.00	300.00	
T-Shirts	500.00	2,000.00	
CDs/Copies	100.00	300.00	
Top Ticket Sales Prizes	150.00	300.00	
Cast Photo Prints	35.00	75.00	
Thank You Gifts	100.00	300.00	
<b>TOTAL SHOW EXPENSES</b>	<b>36,115.00</b>	<b>97,875.00</b>	
<b>SHOW NET REVENUE OVER EXPENSE</b>	<b>-20,590.00</b>	<b>-30,825.00</b>	
<b>TOTAL EXPENSES</b>	<b>39,535.00</b>	<b>97,875.00</b>	
<b>TOTAL REVENUES</b>	<b>21,810.00</b>	<b>67,050.00</b>	
<b>NET REVENUE OVER EXPENSES</b>	<b>-17,725.00</b>	<b>-30,825.00</b>	



# HOW TO GET INVOLVED

- If you would like a lead role or featured solo of any kind, you must audition. For more information about how to prepare and what to expect see our blog posts at [topbillingentertainmentacademy.wordpress.com](http://topbillingentertainmentacademy.wordpress.com)
- If you would like to be in the ensemble you can just sign up and join, no audition necessary.
- We also need sewers, crafters, painters, and builders. Please reply to volunteer survey email from Kristina Keener Ivy at [kkivy@topbillingent.org](mailto:kkivy@topbillingent.org) or come to any large group rehearsal.
- The best way to join us is to just jump on in. You are always invited, welcome, and wanted.

# WHO TO CONTACT

- All forms, scripts, CDs and rehearsal videos are on our website at [www.topbilligent.org/tbe-family](http://www.topbilligent.org/tbe-family) the current password is "love"
- The front desk is open weekdays 10 am - 8 pm and can answer most common questions. Call Lauren or Mel at the front desk at 626-963-1300.
- About rehearsals - please contact the choreographer or director running the rehearsal that day as listed on the rehearsal schedule Melanie Rabajante coachmelanie.r@gmail.com.
- About costumes/wigs - please contact Kristina Keener Ivy or parent volunteer in charge at [kkivy@topbilligent.org](mailto:kkivy@topbilligent.org)
- About tickets and fees - please contact Erica at front desk or Kristina at [kkivy@topbilligent.org](mailto:kkivy@topbilligent.org)
- About sets (building or painting) – please contact Christian Sandoval at [csandoval@topbilligent.org](mailto:csandoval@topbilligent.org)
- About personal issues or safety concerns - please talk to the director running the rehearsal right away and contact Kristina Keener Ivy at 626-675-4439 or by email.

# ATTIRE & MAKE-UP

- For regular rehearsals - performers must wear attire they can dance in, hair up off the face, dance or athletic shoes. No opened toed shoes or flip flops. "School rules" always apply - no offensive text or images.
- For performances - all performers must have undergarments (a tank top and bike shorts) under their costumes and tan or black jazz shoes. Females must have dance tights and bloomers. Females past puberty must wear bras.
- All performers must wear make-up. A quick google search for "children's theater make-up" will bring up video tutorials and tips. All performers must wear a foundation, blush, red lip stick or stain. Please do not share make-up.
- Generally females wear their hair half-up/half-down and curly. Males are clean shaven and hair styled.
- Deodorant and good hygiene are always expected.

# COSTUMES

- Generally we will provide all costumes and some wigs. Cast members are expected to provide tan jazz shoes, undergarments, wigs or other forms of fake hair, and make-up.
- If a performer does not like the costume we provide, they are welcome to purchase or rent one out of their own pocket which meets the director's criteria.
- If a performer damages or loses a costume, prop, or accessory, it is their responsibility to fix or replace it. There are usually sewers backstage for small wear and tear fixes. In some cases, the cast member may be asked to pay a security deposit.
- If cast members do not hang up their costumes or return props to the prop tables, then they will lose the privilege of using it at the next rehearsal or during the next show.
- If a performer is dressed in the wrong costume or is missing a vital part of their costume, they will not be allowed to perform on stage.

# REHEARSALS

- We do our best to start and end on time. This year there will be raffle prizes for the performers who are on time. Please do not be more than five minutes late. You are welcome to arrive early, just please do not disturb classes.
- Be sure to sign in at every rehearsal. Usually the sign in table will be on the sidewalk with a volunteer who can answer common questions.
- Performers are welcome to bring food and drinks, but it should not be eaten when performers are working. Water, soda and snacks are for sale at the Academy for \$1. If the cast gets too messy, food privileges during rehearsals will be revoked.
- Please list all conflict dates on your audition form and on the large calendar at the sign in table. If a rehearsal is missed without notice, the performer will be removed from the number, may be removed from a show, or may lose their role.

# SHOWS

- Performers arrive to every show with hair and make-up ready.
- If a performer is late to call time without notice, they may be removed from numbers or removed from the show that day.
- All performers must help load the show in and out of the theater. No one is excused from the strike after the show until the director notifies the cast.
- Parents and other volunteers will be assigned to duties (snack bar, supervision, etc.). Please do your best to help where assigned.
- Not all parents can be backstage during a show. Usually parents with children ages 4-5 are given priority. If your child needs help dressing or has special needs, please let us know at the beginning of the rehearsals how to best assist them.



# BEHAVIOR CONSEQUENCES

- Each cast will decide the consequences for talking during rehearsal at the start of the practices. Usually if the director has to ask more than three times for the cast to be quiet, then the entire cast will do 20 sit-up, push-ups, or jumping-jacks.
- For other behavioral problems, the cast member will be given a verbal warning by a director.
- If the problem continues, the cast member will be given a time-out.
- If the problem continues, a parent will be notified.
- If the problem continues, the cast member will be cut from a number.
- If the problem continues, the cast member will be cut from a show.
- If the problem continues, the cast member will be dismissed from the production.

# QUESTIONS

- Please read the Monday 'Minder e-mails sent every Monday with the upcoming rehearsal schedule and other reminders before contacting us.
- If you are not receiving the Monday 'Mindings, please e-mail [kkivy@topbillingent.org](mailto:kkivy@topbillingent.org) or contact the front desk.
- Be sure to follow us on social media, but especially to join our closed "Top Billing Performers Group" on Facebook
- Text or e-mail the directors. If you do not get a "k, gotcha, sounds good, thumb up" then we did not see it.
- Please give us 24 hours to return any phone calls.
- All the contact information for production staff as well as all addresses for rehearsal and show locations is on the last page of the rehearsal schedule.