

UNION THEATRE 2025-26



October 23, 2025
Union Drama Booster Club
Welcome letter to Parents and Students
uniondbc@gmail.com

Welcome to the Union Theatre family and the cast of Union's All School Musical, Shrek! The Union Drama Booster Club (UDBC) is thrilled to have the opportunity to work with the cast and crew, and their families to make our show a huge success!

We realize you are receiving a lot of information today, but take it one step at a time and the show will be here before you know it!

Please use the following checklist to ensure we have everything we need and you have everything you need:

Checklist



☐ STUDENT REGISTRATION AND ACCEPTANCE

DO THIS NOW... WE'LL WAIT! REALLY, DO IT NOW.

<<<---Use this QR code for the Official Shrek the Musical Student Registration and Acceptance Form

(<https://tinyurl.com/3bp999zx>) This form **must** be completed today by all students and tech in order for you to confirm your part in the show. Accurate information on this form ensures we have correct info to contact you, order t-shirts, costumes, food, etc!

Double check name spelling and preference, this is how your name will appear on shirts, posters, in programs, etc.

If you have any questions, email us at uniondbc@gmail.com



☐ HOW WE COMMUNICATE WITH YOU

Do this now... We'll wait! No, seriously, do it now.

☐ <<<---Use this QR code to sign up for the Band Communication App. This is not an app for band, like some (one) of us thought, it is what we are using instead of Remind.

☐ Request to join the **Facebook** group "Union All School Musical Shrek Cast and Crew." A lot of information will be shared on Facebook in the coming months. We will be approving members as fast as we can. In order to keep it a safe space, we will ask you who your cast member relation is.

PAY \$75 PRODUCTION FEE

There is a \$75 production fee if your student is not in TOP or REP. This fee covers cast/crew shirt, cast/crew gift, cast/crew party, lunch on Teaser Tuesday, and some costuming expenses. The Tech fee is \$50, which includes everything minus the costuming fee. This is a one time fee that covers everything during the musical season. (TOP and REP student's fees are included in their class fees.)

You will receive an email invoice from our Treasurer so you can make an online payment for the cast/crew fee.

SIGN UP TO VOLUNTEER!

This program would not be possible without amazing parent volunteers who step up every year to help the Union All School Musical be the top-notch show our community has come to expect!

We don't need experts, we need people willing to help where help is needed, such as:

- Cast/Crew Party- Like to plan parties? We need two people to take charge of this fun event
- Teaser Tuesday- We need helpers to organize lunch items and paper goods
- Setup/Manage t-shirt sales on show nights
- Setup/Manage flower sales on show nights
- Setup/Manage concessions on show nights
- Cast Notes table sales and distribution to actors
- Auction posters - take bids and distribute posters to winners

Don't know where you might fit? Ask us! No matter what your skill set, hobby, personality trait is, we have a place for you! We will be more than happy to help you find it! (There are plenty of behind the scenes opportunities, if your student is the star of the family!)

If you are interested in leading or being involved with any of these activities, please let us know by speaking to a board member, sending an email to uniondbc@gmail.com, or look for a Sign-Up Genius closer to the show date with volunteer and donation information.

PUT THESE IMPORTANT DATES IN YOUR CALENDAR

Monday, November 3 • • • • • First day of rehearsal - ALL CAST

Monday, December 1 • • • • • Production Fee Deadline

Wednesday, December 10 • • • Program ad submission deadline

Saturday, December 6 • • • • • Mandatory choreography day (8:00-12:00)

Saturday, December 20 • • • • • Mandatory choreography day (8:00-12:00)

Saturday, January 10 • • • • • Mandatory choreography day (8:00-4:00)

Tuesday, February 3 • • • • • Teaser Tuesday

Wednesday, February 4 • • • • • Final dress rehearsal/Parent night 6:00pm

FEBRUARY 5-7 • • • • • PERFORMANCE DATES

CONTACT INFORMATION

You can reach our board members by sending an email to uniondbc@gmail.com

Shaina Silverman President

Kara Martin President

Sandy Long Treasurer

Dena Marshall Secretary

IT'S A BIG BRIGHT BEAUTIFUL WORLD!

Thank you for being here today, for sticking together, keeping positive attitudes, and for being part of the Union Theatre family!



PARENT AD INFORMATION PAGE

If you've seen a Union All School Musical, you know it is something to remember! Placing a student ad in the musical program is a great way to give a shout-out to your student, create a personalized treasured keep-sake, and help support the Union Theatre program all at the same time!

The deadline for submitting a student ad is **Wednesday, December 10 at midnight**. There will be **no exceptions** to this deadline to ensure *we* meet *our* print deadline and our volunteers don't have to work during their holiday break. Ads and payments can be made any time between now and December 10. Your ad will not be accepted unless payment has been made by December 10.

The samples on the other side of this sheet are actual size. If you are submitting a print-ready ad, please print a sample at home before emailing it to make sure it's the correct size, otherwise cropping may occur. If you are submitting a photo with text for our volunteer graphic designer, your photo must be a minimum resolution of 300 dpi (high resolution). Low resolution photos may be rejected.

You may place more than one ad! Ads are for cast members, techs, your theatre teachers, etc.!

☐ STEP ONE - THE PHOTO

Send an email to unionparentads@gmail.com and include the following: Your name, your student's name, and the **ad size**; along with either the print-ready ad or a high resolution photo and the text for your ad.

Please send this email **no later than midnight, December 10, 2025**. No ads will be accepted after this date, no matter how hard you cry.

☐ STEP TWO - THE PAYMENT

Once you have submitted the ad information, you will receive an email invoice from our Treasurer so you can make an online payment for your ad.

PLEASE PLAN AHEAD, THE DEADLINE FOR AD SUBMISSION IS WEDNESDAY, DECEMBER 10 AT MIDNIGHT.

AD WORKSHEET

This worksheet does not need to be submitted, but can be and may help you through the process.

Ad size ☐ full page \$100 ☐ half page \$50 ☐ quarter page \$25

Actor or Technician _____

Parent name and email _____

Phone _____

Ad content/message/text: _____

THE DEADLINE FOR AD SUBMISSION IS WEDNESDAY, DECEMBER 10, AT MIDNIGHT.

PROGRAM AD SIZES

Print it on your home
printer to check size.



1/4 PAGE
2.5"w x 4"h
resolution - 300
750 x 1200 px
\$25

1/2 PAGE
5"w x 4"h
resolution - 300
1500 x 1200 px
\$50

FULL PAGE
5"w x 8"h
resolution - 300
1500 x 2400 px
\$100