**memorandum – liberty high school**

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

**From:** Drama Head

**Subject:** School Production 2021 – Romeo & Juliet

**Date:** 10 February 2021

Dear colleagues

It was felt that the experimental 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, and the latter was decided upon.

Further to our meeting last Thursday, I would like to bring everyone up to speed on certain aspects of the 2021 drama production that were discussed in the Drama Sub-Committee. It is important that the whole school comunity 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. The next steps now need to be taken.

Some provisional decisions have already been taken, which need to be confirmed by the SMT:

* Auditions will take place later in February.
* A dress rehearsal is scheduled for Saturday 10 April.
* A web page will be created to advertise the production, and added to the Events menu of the school’s website.
* Performances will take place in the second week of the second term in 2021.
* The new school hall will be used – unlike previous years when we hired municipal premises.
* Ticket sales will be managed by the Grade 9 Coordinator.
* 15% of the proceeds from ticket sales will be donated to various charities.

Official logo

It was felt that a logo should be designed that would complement two essential aspects of the play: the sense of tension and opposition throughout, and the reconciling of enmity through personal interventions and sacrifice.

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



Production team

Owing to the nature of the preparatory work required for a production on this scale, the six membrs of the Production Team have already been identified. We are still looking for someone to fill the Booking and Ticket Sales portfolio: if anyone knows of a suitable candidate, please contact Steffan Fischer without delay (Cell no. 0785643215).

Please contact a member of this team directly if you need any further information. They are a committed group of people and are more than ready to help!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Production** | **Name** | **Surname** | **Role** | **CellNo** |
| Joe | Neveling | Advertising | 0792654213 |
| Keneilwe | Dhaya | Costume Designer | 0721014254 |
| Pieter | Steenkamp | Photographer | 0821147548 |
| Nivesh | Pillay | Choreographer | 0844765810 |
| Bernard | Robert | Soundtrack Producer | 0736622589 |
| Keenan | Poole | Musical Producer | 0821145784 |

Auditions

As mentioned above, auditions will take place in February. Further details regarding times and places will be made known soon, but suffice to note that all cast members will be drawn from the broader school body. Certain roles (heads of households, etc.) will be filled by parents and teachers.

Musicians, ensembles and certain other ‘crowd scene’ and minor parts will be determined in other forums (e.g. the Music Department).

Roles to be filled through the standard audition proccess 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*

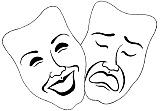
A number of parents have volunteered to assist with various aspects, ranging from transport to voice training and general coaching. We are fortunate indeed to have the likes of Sanelisiwe Matole and Farheen Badrodien in the team – graduates of the local School of Dance and Drama.

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:

* Duties and responsibilities
* Auditions
* Finance and budgeting
* 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 highlite 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,Steffan Fischer  
Drama Head*