

## READ THIS FIRST AND KEEP THIS IN YOUR RECORDS

Hello! We are so excited you will be joining us for camp this summer. Please be sure to read all the information below carefully as it will be important information to know for the next couple of weeks, and be sure to save the email [education-outreach@musical.org](mailto:education-outreach@musical.org) in your contacts.

### How Do I Fill Out the Registration Form?

- Download the PDF fillable form onto your computer. We do not recommend completing the fillable form on a cell phone.
- All the fields can be filled out electronically (handwritten forms can be very difficult to read).
- When you have completed the form and all required fields, **resave the form with your student's First and Last name as the title** keeping it in the same file format.
- Email it to us as a PDF (please do not send us formats such as Pages, JPGs, Word Documents, or anything other than a PDF).
- Your signature must be done electronically as well. Here is a helpful hint if you are having trouble with the signature portion:

*To add a signature:* on a Mac, use the edit function and a toolbar will appear with a window to create a signature. On a PC, click on the field and it will instruct you to create a signature.

- If you are still having trouble, please email our offices and we can troubleshoot with you.
- Once you send in your forms, you will receive a confirmation email from [education-outreach@musical.org](mailto:education-outreach@musical.org) that your forms can be read and will be accepted. Information to contact our Box Office to pay for camp will be included in this confirmation message as well.

### How Will I Pay for Camp?

A member of the Box Office team will call you to process your camp payment. Sometimes the Box Office phone number will show up as Spam, so please accept *or return* calls from **(562) 856-1999**. Camp spots are guaranteed only once payment has been received at our offices. Camp is non-refundable.

### Where is camp?

Camp (both AM and PM sessions) is held at 4350 East 7th Street, Long Beach CA 90804.

### When is camp?

**Morning sessions** (grades 1st-5th) are 9am-11:30am. **Afternoon sessions** (grades 6th-12th) are 1pm-3pm. Drop-off begins fifteen minutes before each session and sign-outs anytime before the end of the camp session.

Note: you will need to physically sign your student in and out **each day of camp** UNLESS you have filled out on your summer camp registration form that your student will be walking/busing/driving themselves (afternoon sessions only). We have a parking lot on-site, so please be prepared to bring your student to the front doors and pick them up at the doors each day.

### **What should my student bring to camp?**

A folder with music will be provided to your student on the first day. Please make sure they bring this folder and a pencil with them **every day** of camp. We also recommend bringing a water bottle and a snack as they will have a fifteen minute break during their session to relax and eat before jumping into song and dance again!

Please pack snacks accordingly with the allergies of other students in mind (peanuts, tree nuts, etc.).

### **What should we expect?**

Musical Theatre West's Summer Youth Conservatory welcomes students of all backgrounds of theatre, from no experience at all, to a seasoned pro. We do not expect anything from our students but for them to feel empowered, encouraged, supported, joyful, and proud of themselves each day they walk into and leave camp. We are here to have fun!

A recital performance will be held on **July 26th at 7pm** in the Quad of Wilson High School. This 30-minute performance will allow our students to showcase their songs and dances from the two weeks of camp. More information will become available as the Friday performance approaches, but get your picnic blankets and lawn chairs ready as it will be an outdoor, evening event!

### **Anything Else I Should Know?**

We will be providing you a Google Drive folder link that holds tracks, song lyric sheets, and other materials for viewing before and during camp.

If you have any questions or concerns, please do not hesitate to reach out to the Education Outreach Department Team at [Education-Outreach@musical.org](mailto:Education-Outreach@musical.org). We look forward to this summer and all the magic to come!