



Stewarts Creek Fine Arts Academy
301 Red Hawk Parkway
Smyrna TN 37167
Phone: (615) 904-6771
www.CreekFineArts.com

Fall 2025 Elf, Jr Parent/Cast Checklist

- ☐ Families of Grades 2-5 students pick up Two Car Tags **TONIGHT**
- ☐ Families of Grades 2-5 students pick up One Backpack Tag **TONIGHT**
- ☐ Mark your calendars using the Rehearsal Calendar listed at CreekFineArts.com **ASAP**
- ☐ RSVP your intent to participate in production at CreekFineArts.com **DUE 9/4**
- ☐ Night before first rehearsal: **9/4**
 - ☐ Elementary – make sure parents have car-tag
 - ☐ Elementary – make sure they have Backpack Tag
 - ☐ SCE – Change of Transportation Letter due to SCE Teacher by morning of 9/5
 - ☐ SCE and SCMS – pack an umbrella
 - ☐ All – make sure you have a 3-ring binder for script (can be used for another class)
- ☐ First Full Cast Rehearsal **Friday, 9/5**
- ☐ Check your email on 9/7; if you didn't receive a test email from Dr. Russell, you aren't on our email list. Email russellb@rcschools.net to be added to list. **9/7**
Since Remind is limited to 150 people, we will rely on email for mass communication. We are using emails submitted in the RSVP above.
- ☐ First Informational email sent on 9/11. Check spam folders. If you still didn't get it, email russellb@rcschools.net **9/11**
- ☐ Pay Production Fee (\$35) with Production Fee Form (one per family) **DUE 9/26**
Includes one Yard Sign and defrays production costs
- ☐ Purchase Show T-Shirts (optional - \$17 each) **DUE 9/26**
- ☐ Ad Sale Forms and Money Due (optional – see Ad Sale Form) **DUE 9/26**
- ☐ Purchase Tickets/Reserve Seats to the Shows at CreekFineArts.com **On Sale 10/13**
- ☐ Sign-Up for at least one Dress Rehearsal/Performance Supervision **Sign-Ups Live on 10/13**
- ☐ Submit pic of child in base costume – Upload at CreekFineArts.com **DUE 10/17**