

Syllabus Theatre 120

Spring, 2010

TECHNICAL CREW ASSIGNMENT SHEET

Fill in all the information on the back page and turn in the department office (SHS 104). Check the production dates and requirements for your show run. If there are any questions, discrepancies, or potential conflicts, please tell the stage manager now as there are NO exceptions or days off during the Tech rehearsals or show performances. The main learning experience of this class is to realize that the running crew is essential to all forms of performance and that your good attitude and work ethic help every performance reach its potential for the audience as well as the performers. Note: this is a 1-unit class and you will receive a letter grade that will be reflected in your help in the process of making this show a success for both the audience and the cast.

CLASS REQUIREMENTS:

You are required to make all technical rehearsals and show times. Any missed shows, rehearsal calls, or lateness, are unacceptable. Check the production calendar in the main hall for exact dates and be informed before you sign up for these units. Generally, theatre productions start Tech the week before a show opens with the all day tech, either a Saturday or Sunday from around 9 am to 9 pm, coming that first weekend of tech before the dress rehearsals the following Monday evening.

THE BASIC REQUIREMENTS OF ALL CREWMEMBERS:

1. Be on time and ready to work: even if you have only a small job, be ready to go and be professional – that simply means you care about your performance as much as those on stage that rely on you! If you are going to be late for your call time, call everyone and anyone until the stage manager knows your ETA.
2. Dress correctly: You must be in Black's on the first day of dress rehearsal. Generally, this is all black shoes, socks, pants, belt, and long sleeved shirt. If the shirt has a logo, turn it inside out. If you are not back stage, or in the house, then there are exceptions to this rule, but not many and your attire must be approved by the Stage Manager.

3. Learn your job, and DON'T miss cues. Any mistake takes away from the performance and the audience won't forgive or forget – neither will the performers or the Stage Manager. On the other hand, if you find a better/faster/smoothen way or means to do your job, they will remember the good as well. One sure way to get a good grade in this class is to find ways to make the show run better.
4. Be ready for the unexpected, as live performance is always live until the final curtain drops. Again, your fellow crewmembers and performers will always remember a helpful hand when things take an unexpected turn: crew assignments may seem simple, but only when done intelligently!
5. Please, turn off all cell phones, computers, personal electronic devices, and forget them until after your show is over – they are not allowed on during the rehearsal period or the run of the show. Use of electronic devices during the run of a show or rehearsal is grounds for being dismissed from, or even failing, this class.
6. Eat before you come or get in early and check in with the Stage Manager and then eat only in the Green Room. There is no food allowed in any theatre space and there never has been food allowed in theatres. NONE. Keep all food away from costumes, props, and the stage area in general. And it goes without saying, but I will say it anyway: don't drink before a show and never bring alcohol on campus.
7. Lastly, Safety is always first and last: if you feel that you are in danger of injury, or that another is or might be – from any source whether related to or unrelated to the show – stop and get help. Theatre should be a safe and enjoyable learning experience, and that requires you to make sure that it stays that way for all – crew, performers, and audience.

NOTES FOR THE COSTUME/WARDROBE CREW –

The wardrobe crew is responsible for all the costumes in the show from first dress to final strike. This means maintaining and cleaning the costumes during the run of the show. They are expected to be at every performance, including all dress rehearsals and the photo shoot.

TIME COMMITMENT:

The wardrobe crew is expected to attend a run through of the show prior to dress rehearsal. The crew is expected to be at the Sunday workday before the first dress rehearsal. Check with the Stage Manager for dates and times.

Call time for dress rehearsals is 6 PM unless otherwise notified. Call time for performances are determined by the time needed for preparation and maintenance of costumes before the performance but will be no later than 90 minutes prior to curtain.

All costume must be checked in and on the racks before being taken downstairs 1 hour prior to curtain.

All costumes must be checked in and on the racks before being taken upstairs at the end of the performance.

Additional time for laundry and maintenance will be necessary beyond performance hours. These hours must be coordinated with the Stage Manager for access to the costume shop and laundry facilities.

DUTIES:

Making sure all costume pieces are accounted for before and after each performance - A check in sheet will be provided that you will have to fill out at the first call for first dress.

Laundering and maintenance of costumes as directed by costume director or stage manager including delivery and retrieval of any items requiring dry cleaning – Make sure that all items are labeled before and after laundering and returned to the proper position on the rack for each actor.

Repairing costumes as needed (actors are to report any problems to the crew in timely fashion). Should any repairs be beyond the capability of the crew, report the problem to the Costume Shop Manager (Nina Pinckard) in timely fashion.

Assisting in quick changes during show - this includes the set up and take down of quick change areas during the show as needed, presetting and/or checking the presets of costumes as needed (actors should always preset their own costumes if possible and check, if possible, that the presets are correct. This is a double check system to make sure that quick changes happen without glitches.

Assisting in costume strike - duties are concluded when costume strike is complete. All washable items laundered, all accessories prepped for storage and put away, all dry clean items grouped on dry clean rack. Show specific instruction will apply and provided at the time of the strike.

CREW TRAINING:

The job assignment starts with the first day/evening of tech with the first all day tech (usually a Sunday) before first dress is the designated training date.

The crew will be instructed on crewing etiquette, proper use of equipment, care of costumes, etc.

They will familiarize themselves with the costumes, procedures, cues, and all the specific prop information needed for the show at this time and make up appropriate check-in sheets.

Generally, the Sunday before first dress is an all day tech and workday. In addition to the training, the crew is expected to assist in the final preparations to the costumes prior to first dress. The day generally starts at 9 AM and ends at 9PM.

A potluck lunch is scheduled from 12 to 1 – everyone brings a dish

IN CLOSING:

As to specific crew assignments: You may request a job with the Stage Manager and Production Manager, but they make the final assignments and will choose depending on all the positions and the requirements for each. Generally, the stage managers have the majority of input and are the final word during the run of the show as far as crew assignments and performance are concerned. The Production manager will issue you your final grade with a special focus on:

1. Did you show up on time, and not leave early for all the calls?
2. Did you make this show as good as possible? How?
3. As this is a learning experience, what did you learn and, more important, what did you teach your fellow students during the run?

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CREW INFORMATION SHEET

Please fill in the blanks below with your information and give to the department office, SHS 104.

Name:	_____		
Semester:	_____	Date:	_____
Production:	_____		
Email:	_____		
Phone:	_____	Alternate Phone:	_____

Stage Crew Training: This is mandatory. There will be two 2 hour training sessions prior to start of tech rehearsals. Please indicate below which time slot you would prefer:

- Friday, Feb. 5 & Friday, Feb. 12 9:00 – 11:00 am
- Friday, Feb. 5 & Friday, Feb. 12 1:00 – 3:00 pm
- Friday, Feb. 5 & Friday, Feb. 12 3:00 – 5:00 pm